



Job Description

Job Title:	Police Officer
Department/Division:	Police
Supervisor's Title:	Sergeant
Exempt/Non-exempt:	Non-exempt

Position Objective:

Responsible for enforcing laws/ordinances, arresting offenders, investigating crimes, problem solving, crime prevention, providing assistance to the public, maintenance of order, protection of life and property and recognizing public safety concerns.

Duties/Responsibilities/Essential Job Functions:

- Enforce applicable federal/state laws and city ordinances.
- Enforce traffic laws and writes citation/warning for moving, mechanical or safety violations.
- Work cooperatively with federal, state, county and local law enforcement agencies and prosecutors.
- Respond to a wide variety of service calls requiring various problem solving techniques, judgement and appropriate use of force.
- Investigate crimes, traffic accidents, suspicious circumstances and other calls for service gathering evidence and documenting information.
- Direct traffic to assist motorists, place individuals under arrest (searches, give rights, questions, etc.), and assist investigators in follow-up investigations.
- Provide emergency medical service as a first responder at scenes of accidents or crimes.
- Handle crowds at labor disputes, demonstrations and civil protests, investigate and report public nuisances and appropriately transport arrested persons, citizen in need of assistance and citizen ride-alongs.
- Promote positive department/community relationships participating in crime prevention education and youth related activities as assigned.
- Appear in court to testify in criminal, traffic and civil trials, process arrested persons through the booking process, perform surveillance on person(s) or places, and patrol residential, business and public areas by auto and foot.
- Actively engage in problem solving with residents, business owners and other citizens.
- Serve warrants, subpoenas, driver's license pick-ups, etc., and process lost/stolen/found property.
- Inspect patrol vehicle for required equipment, keep patrol vehicle properly maintained, and participate in roll calls and department training.

Other Job Functions:

- Provide support to representatives of other city departments on matters of common interest.
- Represent the police department at professional functions.
- Complete lesson plans, projects and staff reports as assigned.
- Represent the police department at functions in the absence of the Police Chief.
- Meet with community members regarding issues that have been identified as community concerns or problems and serve as a member of various organizations and committees as assigned.
- Perform other tasks assigned by the Sergeant, Lieutenant or Chief of Police.

Knowledge, Skills and Abilities:*Knowledge of:*

- State laws and city ordinances
- Policies, procedures and services of the department
- Rules of criminal evidence and procedure
- Knowledge of the functions and jurisdictions of the various county, state and federal law enforcement agencies

Skilled in:

- Word processing and computer usage
- Organizing and prioritizing work effectively
- Verbal and written communication skills
- Problem solving and conflict management
- Meet physical challenges and be able to perform strenuous duties
- Demonstrate proficiency and qualify with authorized department firearms

Ability to:

- Work both independently and as a team member
- Effectively communicate with diverse groups of people
- Be flexible with work assignments and schedule
- Work under stressful situations and in all weather conditions
- Successfully complete the annual Wayzata Police Use of Force training, including demonstrations of skill in the use of: handgun, long gun, baton, aerosol chemical weapon, unarmed defensive tactics, handcuffing, weapon retention, open and closed-hand strikes, kicks and knowledge of related policies and laws.

Minimum Qualifications

- Valid driver's license with a clean driving record
- Valid Emergency Medical Responder certification
- Valid POST license or eligible by February 5, 2020.
- Must meet all state-mandated requirements and local policies such as a physical examination, psychological exam and criminal background check.

Desired Qualifications

- Associate Degree in law enforcement
- Bachelor Degree in criminal justice or related field
- Experience in law enforcement as a Police Officer, Community Service Officer, Reserve Officer, or related private security work

Pre-Employment Checks:

Applicants must successfully pass all selection process events including:

- Application, cover letter and resume
- Written exam
- Oral interview(s)
- Comprehensive and thorough background investigation
- Psychological exam
- Medical exam and drug test

Applicants will be required to provide the following documents to move forward in the process. If possible, submit as an attachment with your completed employment application.

- First Aid/Emergency Medical Responder Certifications
- MN POST license or eligibility, reciprocity or POST letter with testing date

Shared Organizational Values

- Respect
- Pride

- Safety
- Excellence
- Responsiveness
- Teamwork
- Fiscal Responsibility
- Integrity
- Friendliness

January, 2020