

Police Officer/SRO

Deadline: February 8, 2019 at 5pm

The City of Winthrop is seeking qualified professionals to fill the position of School Resource Officer. The position will work with area youth in a K-12 school district during the school year and patrol in the summer months. Applicants must be POST board licensed or be eligible to be licensed by time of appointment. Experience working with youth preferred. Entry level-\$22.00/hr, plus excellent benefits. Candidates must pass a background check, physical and psychological exam.

Please refer to our website <https://www.winthropminnesota.com> for a job description and application. Applications with cover letter and resume will be accepted until February 8, 2019.

City of Winthrop
Attn: Chief Karen Johnson
305 North Main Street
Winthrop MN 55396
Phone: 507-647-5500
Fax: 507-647-4015
kjohnson@winthropminnesota.com

School Resource Officer/Patrol Officer

Department: Police

Immediate Supervisor: Police Chief

Organizational Relationship

Reports to: Police Chief

Communicates with: Other law enforcement personnel and school officials

- **School Resource Officer (SRO) Job Description**

- Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
- Work to prevent juvenile delinquency through close contact and positive relationships with students. In addition the SRO shall develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities. The SRO should monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies
- Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board Of Education policies and procedures. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the administrator. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school.
- Be visible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups.
- Develop and implement classes in law related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting law-related topics and the role of police in our society.

- Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts.
- Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.

Patrol Officer Essential Functions

- Patrols community by car or on foot to enforce traffic laws, other federal and state laws, and city ordinances
- Checks for businesses for signs of vandalism or break-in
- Apprehends arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests.
- Serves as a witness in court and provide evidence in court as required.
- Responds to emergency situations such as complaints, vehicle accidents, domestic problems and fights
- Conducts criminal investigations by interviewing witnesses and victims, interrogating suspects, collecting and preserving evidence and preparing written reports.
- Maintains peace officer license and attends periodic training sessions and seminars.
- Serves warrants, ex parte orders, eviction, subpoenas, orders to show cause, juvenile papers
- Transports prisoners and mentally ill persons to and from appropriate facilities
- Controls crowds at community events
- Assists other law enforcement agencies in their crime prevention and investigation efforts
- Prepares incident, arrest and investigative reports, preliminary criminal charges and initial complaint reports and presenting progress of any case to senior officers.
- Develop informants for crime prevention efforts
- Makes decisions at crime scenes, which may be centered around life or death situations; decisions are based on the safest procedures to be followed to ensure safety to the community and fellow officers

Other Duties and Responsibilities

- Provides public assistance by opening located cars, offering roadside assistance, providing funeral escorts and responding to general information requests
- Notifies next-of-kin of family member deaths or injury
- Assists probation and parole officers in the execution of their responsibilities
- Other duties as directed by the Chief of Police

Required Knowledge, Skills and Abilities

- Knowledge, skill and ability to effectively use personal and departmental equipment.
- Maintains required level of proficiency in the use of firearms and driving skills.

Knowledge of departmental policies, directives and procedures

- Skill in gathering appropriate information through interviewing victims, witnesses and suspects and contacting other law enforcement agencies
- Skill in operating a police vehicle in all kinds of weather conditions and situations.
- Ability to comprehend and apply federal, state, county and city criminal, traffic and civil matters.
- Ability to work independently and interact with many diverse groups such as juveniles, mentally ill persons and the elderly
- Ability to analyze problems/situations and take decisive and effective action
- Ability to prepare routine reports, case files and correspondence
- Ability to work on rotating shifts in all elements of weather.
- Ability to physically stand or sit for 8-12 hours and possibly pursue suspects on foot in all elements of weather.

Minimum Qualifications

Associate of Arts degree in law enforcement; valid POST license or eligible to be licensed; valid Minnesota driver license; certification as EMS First Responder. The city of Winthrop requires the successful candidate to reside within a 30-minute response time to the city.