

# Winthrop Police Department JOB POSTING

To: All Interested Police Officers

From: Karen Johnson-Chief of Police

Date: January 9<sup>th</sup>, 2019

Subject: Full Time Police Officer opening

The City of Winthrop is seeking qualified professionals to fill the position of Police Officer. Applicants must possess an Associate Degree/Skills completion and be POST board licensed or eligible to be licensed by time of appointment. The position will start at \$22.00 per hour with a full benefit package. Candidates must pass a background check, physical and psychological exam.

If you are interested in applying for this position, please send a cover letter, resume and application to City Hall-Attn Police Chief, PO Box Y, Winthrop MN 55396, by February 1<sup>st</sup>, 2019. We will be interviewing to get the position filled as soon as possible.

## **Patrol Officer**

Department: Police  
Immediate Supervisor: Police Chief

### **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 policy and the safest procedures to ensure safety of 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

### **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 or EMT. The city of Winthrop requires the successful candidate to reside within a 30-minute response time to the city.