

City of Medina Position Description  
POLICE OFFICER

**Position Title:** Police Officer  
**Department:** Police Department  
**Supervisor's Title:** Police Sergeant

**Pay Grade:** 5 (within Union Scale)  
**FLSA Status:** NON-EXEMPT  
**Work Status:** Full-time

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**PRIMARY OBJECTIVE OF POSITION**

Performs non-supervisory, patrol and police work in support of law enforcement, crime detection/prevention and investigation, traffic control, emergency response, and public assistance activities. Responsible for minimal administrative functions; assists with some educational and safety programs in public schools; and provides law enforcement at community functions. Majority of time is spent responding to calls to enforce laws and patrolling to protect the property and serve the residents of the community.

**ESSENTIAL FUNCTIONS**

- Keeps supervisory employees informed of all pertinent matters through daily activity reports and regular intra-departmental communications.
- Provides oversight and training to Community Service Officer, newly-hired and part-time police officers.
- Communicates internally with administrative staff, public works, fire employees, and City Attorney; and, externally with Hennepin County law enforcement, judicial and social services personnel, area police departments, state and federal law enforcement agencies, business people, City visitors, and residents.
- Assesses daily reports and confers with Police Chief, Sergeant, Administrative Assistant, and other officers to determine activity in the community and potential problems.
- Patrols community by car, bike, or on foot to provide a police presence, enforce traffic and other state and federal laws as well as City ordinances; writes tickets for violations as appropriate.
- Locates and arrests suspects, taking prisoners to jail; prepares written reports of crimes, and assists in the prosecution of violators.
- Checks businesses and residential areas for signs of vandalism or break-in.
- Responds to calls for service; makes out initial reports; and investigates and performs follow-up work as needed.
- Responds to emergency situations and identifies hazardous situations; notifies appropriate emergency, public works, or other personnel; and makes proper decisions for assisting sick or injured persons.
- Conducts criminal and other investigations—with assistance from Hennepin County attorneys—by interviewing witnesses/complainants/victims, interviewing/interrogating suspects, collecting and preserving evidence, preparing written reports; informs Chief of status of investigations; attends court proceedings to serve as witness and present evidence and other information.
- Conducts welfare checks and serves official documents such as warrants, ex parte orders, eviction, subpoenas, juvenile papers and makes death notifications.
- Provides security and police assistance at community events including crowd and traffic control measures.
- Assists other law enforcement agencies in their crime prevention and investigation efforts as needed and according to mutual aid agreements.
- Prepares a variety of complete and accurate reports such as incident, arrest, and investigative reports, preliminary criminal charges, and initial complaint reports, court testimony and ensures adequate record keeping.
- Identifies hazards to traffic and pedestrians and reports matters requiring attention to public works department.
- Mediates and resolves disputes between individuals using an appropriate degree of tact and persuasion.
- Answers residents' requests for information including directions, regulations, ordinances, and where to obtain additional information.
- Responds to animal complaints; locates and transports animals to current impound facility.
- Inspects and maintains vehicle and all personal and departmental equipment.
- Attends mandatory and other classes for required continuing education to maintain POST licensure and meet department's training needs.

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- Participates in department's public education efforts by providing information and advice to the residents and business people regarding law enforcement and public safety issues.
- Engages in community-oriented policing: participates in informal community talks, formal meetings, and sponsored events; assists with a variety of departmental programs; and pursues a variety of networking opportunities.
- Supervises part-time officers and serves as field training officer, when assigned, for new hires.

**OTHER DUTIES AND RESPONSIBILITIES**

- Perform other related duties as delegated by Supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate, while following the City of Medina's core values, which include teamwork, trust, professionalism, and communication.

**HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING  
KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of local geography, City streets and addresses, business and residential areas.
- Knowledge, skill, and ability to effectively use personal and departmental equipment.
- Knowledge of relevant City ordinances and policies and departmental policies and procedures.
- Knowledge of all departmental directives.
- Knowledge of, and ability to understand/apply, state and federal laws, POST standards, City ordinances and policies, departmental policies, procedures and directives.
- Knowledge of principles, practices, and procedures used in law enforcement, police science and administration, court proceedings, and public safety.
- Knowledge of relevant radio/dispatch procedures and FCC radio communications requirements.
- Knowledge of county jail procedures.
- Knowledge of basic medical and judicial procedures, practices and terminology.
- Skill in gathering appropriate information through interviewing victims, witnesses, and suspects; working with crime scenes; and contacting other law enforcement agencies.
- Skill in operating a police vehicle in all kinds of weather conditions and situations.
- Skill in handling and discharging firearms and ensuring their proper use.
- Skill in using an appropriate degree of tact and persuasion during numerous and varied interpersonal communications.
- Skill in standardized field sobriety testing.
- Ability to attend mandatory classes and obtain required continuing education credits.
- Ability to use senses of sight, hearing, and smell.
- Ability to use several types of vision (far, near, depth, peripheral, color and night).
- Ability to exert considerable physical effort when required during calls for service or emergency situations (e.g. subduing others, transporting victims, rescue actions, etc.)
- Ability to stand, walk, and sit for long periods of time; ability to bend, crouch, stoop, stretch, or crawl as needed.
- Ability to comprehend/apply federal, state, county, and city criminal, traffic, and other civil laws and procedures and keep current on changes.
- Ability to work independently and interact with many diverse groups such as juveniles, minorities, intoxicated persons, people on drugs, mentally ill persons, and the elderly.
- Ability to maintain certification as a First Responder.
- Ability to analyze a variety of problems/situations, oftentimes stressful and during emergencies, and take decisive and effective action.
- Ability to use computer, typewriter, tape recorder, and police management software.
- Ability to prepare routine reports, forms, and correspondence with completeness and accuracy.
- Ability to communicate effectively, orally and in writing, with supervisors and general public and maintain appropriate level of confidentiality.
- Ability to transport victims/suspects/others to appropriate medical/crisis facilities.

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- Ability to respond to medical emergencies and analyze situation to determine proper intervention including use of defibrillators.

*Machines, tools, and equipment used:* Squad cars, MDC's, mobile and portable radios, radar, firearms and other weapons, cameras and audiovisual equipment, intoxilizer, portable breath tester, defibrillator and other medical equipment, investigative equipment, computer and office equipment, phone, and numerous other personal and departmental equipment.

**MINIMUM REQUIREMENTS**

- Associate's degree in law enforcement and completion of skills training.
- Valid Minnesota POST license or eligible to be licensed on day of hire.
- Valid Minnesota driver's license.
- Must meet all state-mandated and employer-required certifications, medical/psychological, background checks, and other requirements.
- Ability to maintain First Responder and CPR certification and attend other continuing education classes.

**DESIRABLE QUALIFICATIONS**

- Experience working in a variety of assignments as a Police Officer.
- Projects a work style characterized by confidence, energy and enthusiasm.
- Good public speaker, capable of projecting a positive image.
- Good listener, capable of empathizing with the concerns of department staff, other city employees and community residents.
- Bachelor's degree in Law Enforcement or related field.

**WORKING CONDITIONS**

Work is performed both indoor at the Police Department and in the field. The exceptions include response to emergency, police or fire incidents and trips to meetings, training, and conferences. Generally, the position requires light lifting, usually less than 10 pounds, with up to 150 pounds on occasion, climbing stairs/ladders, and performing life-saving and rescue procedures. Some hazardous materials or chemicals are exposed to on this job, including toxic materials, blood borne pathogens and other infectious environments. Other hazardous conditions may include having to deal with unruly or dangerous individuals, confined or high work spaces, dangerous animals, loud noises, emergency driving, unsafe building sites and deadly force, traffic control and working in and near traffic, inclement weather, and natural or man-made disasters.