



GLENWOOD POLICE DEPARTMENT

137 East Minnesota Avenue, Glenwood, Minnesota 56334

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www.glenwoodmnpolice.com

Salary:

Opening Date:

Closing Date:

Position Summary:

Performs responsible police work involving the protection and safety of the Community through the enforcement of laws and ordinances, while developing a community relationship in such a manner that lives and property are protected and community livability is enhanced. Performs related duties as required.

The salary for this position may vary depending on experience.

Primary Duties:

Essential Duties and Responsibilities

1. Enforces state and federal laws, Minnesota traffic code and city ordinances to protect life and property, while maintaining order.
2. Patrols assigned areas, directs traffic, conducts preliminary investigations and identifies and preserves evidence.
3. Accurately and truthfully prepares general police and crash reports, CAD comments, forms, intelligence and other departmental communications in an unbiased manner in accordance with standards of the Department and industry.
4. Testifies in court as required in a prepared, credible manner.
5. Makes arrests and transports prisoners as required including complying with department booking procedures.
6. Patrols in such a fashion to safeguard the health, welfare, and property of others.
7. Properly cares for prisoners in accordance with laws, Department policies, and procedures.
8. Receives complaints from citizens of crimes committed, lost, or stolen property or other matters requiring police attention; asks follow-up questions, provides advice, and prepares documentation as needed or required.

9. Apprehends subjects involve with alcohol and chemical abuse or misuse violations to improve safety on roadways.
10. Reports matters to appropriate City staff that require attention.
11. Performs other duties and assumes other responsibilities as are apparent or delegated.
12. Inspects and maintains departmental issued and shared equipment, reporting when such equipment is in need of repair or replacement.
13. Participates and supports departmental programs.
14. Develops relationships with residents to enhance community problem solving and police programs.
15. Advises businesses and residents of safety precautions, crime prevention tactics and clarifies or provides information on State laws and City ordinances.
16. Provides timely information and reports to supervisory staff including any information of which supervisory staff should be made aware.

Minimum and Preferred Qualifications

1. Associate Degree in law enforcement, criminal justice or a directly related degree and licensed as a peace officer by the Minnesota Peace Officer Standards and Training Board (POST) or be eligible to be so licensed. You must be licensed by December 1, 2019.
2. Must possess and maintain a valid Class D driver's license with no suspension or revocations within the past three years.
3. Must pass a comprehensive background check, medical examination, psychological exam, and physical agility test.

Minnesota Peace Officer Licensure

As mentioned above, you must be licensed as a peace officer by the Minnesota Board of Peace Officer Standards and Training (POST) or be eligible to be so licensed to qualify for this position. If you are not licensed as a peace officer or eligible to be licensed, we will notify you that you do not meet the qualifications for this position.

Preferred Qualifications

1. Previous experience as a Police Officer or Sheriff's Deputy.
2. A Bachelor's Degree in criminal justice, law enforcement, or a related field.

Desired Qualifications

1. Experience as a part-time Police Officer, Military Police Officer, Corrections Officer, Community Service Officer or Reserve Officer.
2. Fluency in other non-English languages.

Essential Knowledge, Skills, and Abilities

1. Considerable knowledge of law enforcement procedures and techniques, including rules of evidence, arrest, search and seizure, use of force continuum and related state and federal laws, city ordinances and traffic regulations.
2. Considerable knowledge of City and Department policies, practices and procedure.
3. Working knowledge of the functions and jurisdictions of the various county, state and federal law enforcement agencies, and social welfare advocacy groups for referral purposes.
4. Considerable skills to expertly drive a motor vehicle, sometimes under emergency and adverse road conditions and at high speeds and to maintain a good driving record.
5. Considerable ability to gather evidence in accordance with legally defined rules and procedures and to respond quickly and effectively to crisis and emergency situations.
6. Considerable ability to maintain confidentiality and to understand and carry out oral and written instructions and directives.
7. Considerable ability to prepare clear, thorough unbiased reports that include all elements of the crime and all other information needed to investigate or process a crime through the court system.
8. Considerable ability to communicate effectively with a wide range of individuals of differing national origin, gender, age, ethnicity, race, sexual orientation, and socio-economic levels, including occasionally those with mental illnesses and antisocial or violent behavior.
9. Considerable ability to provide truthful and accurate accounts both orally and in writing and to testify accurately and truthfully in court, at administrative hearings or in any other capacity as a police officer or employee of the City.
10. Ability to pass required psychological and physical testing and maintain health and physical and psychological fitness in order to effectively perform all aspects of the job.
11. Ability to obtain/retain a First Responder Certificate.

12. Ability to use firearms and other Department issued equipment in a safe and skilled manner and to chase and subdue suspects as appropriate.
13. Ability to display a positive, service oriented work ethic in a Community Oriented Policing Environment.
14. Ability to gain knowledge of assigned neighborhood and exhibit problem-solving skills and communicate those skills in a clear, credible and tactful manner.
15. Ability to use large motor skills to lift, push, pull, drag or carry evidence, property and people weighing up to 150 pounds or heavier with assistance and to use fine motor skills to operate equipment and computers.
16. Ability to run, jump, climb, stand sit, bend, squat, kneel, twist, work outside, including in inclement weather and work around fumes, hazardous substances infectious disease and irritants on occasion.
17. Ability to work all shifts, be at work on time and prepared for the shift, work independently, professionally and as a member of a team.