



**CITY OF SAINT PETER
POLICE PATROL OFFICER RECRUITMENT
*EXCITING NEWS***

The City of Saint Peter Police Civil Service Commission is currently accepting applications to fill an immediate Police Officer opening. We have a progressive department with numerous promotional and specialized assignment opportunities including Patrol, Sergeants, Detectives, Tactical Response Team members, School Resource Officers, Field Training Officer roles, and more. Our patrol schedule consists of ten (10) hour shifts with every other weekend off.

Officer salary ranges from \$32.84/hr-\$40.30/hr, plus educational incentives and longevity steps at 8 years and 20 years of service. Lateral Transfers of officers with prior experience are desired. Prior years of service and applicable experience would determine starting salary. **A recommendation could be made to lateral in at top pay rate depending on qualifications.** Officers without prior Law Enforcement experience will top out after 4 years of service. New hires are eligible for a \$1500.00 sign on bonus and 40 hours of banked vacation time and 40 hours of banked sick/vacation leave.

The City of Saint Peter offers an exceptional health and benefit package. Holiday pay, uniform allowance, tuition reimbursement, and a well-being program are some of the highlights included in the benefits package. Customizable/accelerated field training program based upon prior experience and competency.

Minimum Qualifications:

- Two year degree in Law Enforcement from a P.O.S.T. accredited college or vocational school; or three years' experience as a police officer or working in a related field such as Probation or Corrections.
- Possession of a valid Minnesota P.O.S.T. board license or eligibility to immediately receive a P.O.S.T. board license; possession of, or eligible for a Minnesota Class D Drivers' license within 30 days of employment.

Desired Qualifications:

- Four year Bachelor's Degree in law enforcement or related field from an accredited college or university;
- Four or more years of experience as a law enforcement officer; Demonstrated specialized training or certificates in a law enforcement related subjects such as Emergency Management, Crime Scene Processing, Tactical Response, Mental Health Response, and/or Law Enforcement De-escalation Training;
- Ability to speak conversational Spanish or Somali.

Applicants are required to complete a City of Saint Peter employment application form which is available by contacting Chief of Police Matt Grochow by calling (507)931-1550, or from the City of Saint Peter website at <https://www.saintpetermn.gov/365/Employment>. Applications must include a **cover letter and résumé**, and be received by the Saint Peter Police Civil Service Commission, c/o Saint Peter Police Department, 207 South Front Street, Saint Peter, MN 56082, (507)931-1550 and will be accepted on a continuing basis until the patrol officer position is filled. Qualified applicants will be contacted within three (3) business days to schedule an interview.

This process may also include the establishment of an eligibility list from this posting for future openings that occur within 12 months from the posting date. AA/EOE.

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POSITION DESCRIPTION

Pay Equity Points = 244

POSITION TITLE: PATROL OFFICER
DEPARTMENT: POLICE DEPARTMENT
SUPERVISOR: PATROL SERGEANT

OVERVIEW OF POSITION:

Under supervision of the Patrol Sergeant, the Patrol Officer performs a wide range of general law enforcement duties. The Patrol Officer is responsible for the maintenance of order, the enforcement of laws and ordinances, the protection of life and property, and the prevention, detection, and investigation of criminal acts within the city of Saint Peter. The Patrol Officer enforces court orders and court directives and assures the preservation of the constitutional and civil rights of all persons.

ESSENTIAL JOB FUNCTIONS:

- Maintains a clear understanding and knowledge of law enforcement and departmental practices, procedures, policies and skills and independently applies this understanding, knowledge and skill to daily patrol and investigative activities.
- Actively patrols all areas of the city to prevent criminal activity, to detect and deter or apprehend individuals who threaten public safety, peace or tranquility of the community and detect, deter or apprehend individuals who threaten or carry out criminal acts.
- Using the Community Oriented Policing philosophy, works with community members to identify and resolution public safety issues, problems and concerns.
- Actively patrols streets, highways and other public roadways within the community to prevent traffic violations and to detect and apprehend traffic violators. Monitors traffic for the purpose of preventing traffic problems and maintain traffic safety. Pro-actively enforces all traffic laws through routine and consistent patrol.
- Assists as needed at public safety events, including rapidly developing emergency situations making the Patrol Officer assume temporary leadership roles such as incident commander until relieved by a supervising officer.
- Responds to the needs of the mentally ill and chemically dependent and initiates actions and activities which assures the protection and safety of those individuals.
- Enforces state, federal and local laws and ordinances through receiving citizen complaints. Engages in proactive crime prevention through intelligence gathering.
- Investigates all crime reports or suspicious activity in a timely manner, which are identified by the officer or reported by citizens to police in a manner that will allow for effective case completion. Protects individuals at the crime scene, protects the crime scene and evidence, collects evidence, gathers and documents information from the crime scene, victims, witnesses, suspects and complainants. Identifies victims, witnesses and suspects of crime and gathers and documents information and statements. Identifies, locates and questions criminal suspects.
- Follows up on leads and information relating to criminal activity and crime with the purpose of resolving the crime and detecting and apprehending the criminal suspect. Maintains required documentation of criminal investigation and investigative activities.
- Investigates accidents involving all vehicular and pedestrian accidents. Conducts complete

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accident scene and follow up investigation and gathers and documents all actions, activities, information and evidence.

- In a timely manner, completely and correctly prepares all documents, reports, statements and other written material as required or necessary.
- Prepares for and testifies in civil and criminal court as required or necessary to carry out the responsibilities, tasks and functions of a Patrol Officer.
- Responds to serious and life threatening medical emergencies and renders medical aid as appropriate.
- Responds to fire calls and directs traffic, assists with crowd control and scene security and renders assistance as requested and appropriate.
- Watches for severe weather and initiates the public warning system as necessary. Acts as the Incident Command under the Saint Peter Emergency Response Plan per the appropriate chain of command. Assures the coordination and response of all emergency services when necessary and appropriate.
- Provides escorts as necessary to protect life and property.
- Provides for the control of all domestic and wild animals found within the community and enforces all animal laws including laws pertaining to the care and treatment of animals.
- Maintains a positive and consistent communication with the public and educates the public on law enforcement issues and concerns, crime prevention, public safety, traffic safety and other public safety and law enforcement related matters. Interprets local, state, and federal laws when appropriate.
- Responds to information inquiries of the Police Department and attempts to answer the inquiries or to direct the individual to outside assistance. Refers public to the appropriate person or agency as needed, including, but not limited to all family and victim support services.
- Conducts training and educational services for youth on safety issues including, but not limited to firearm safety, snowmobile safety, ATV safety, moped safety, and substance abuse, etc.
- Maintains police equipment and supplies and inspects and inventories equipment and supplies to assure the availability and working condition of said equipment and supplies and, when necessary and appropriate, replenishes supplies or reports depleted supply or needed repair or replacement.
- Maintains a cooperative relationship with other law enforcement agencies, city officials and city departments and other agencies and organizations. Provides support and assistance to all other city departments.
- Perform essential safety functions including CPR, rescue operations, fire extinguisher and first aid, drive an automobile safely under extreme traffic and weather conditions, and use protective and safety equipment.
- Carries out or assists with all assignments, programs and projects initiated or implemented by the department.
- All additional duties as assigned or apparent.

ESSENTIAL PHYSICAL REQUIREMENTS:

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The Patrol Officer is required to be capable of performing the following physical functions or a combination thereof for any given work day.

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a workday

Workday – a normal workday is ten (10) hours with a break for a meal. A normal workweek is four (4) days with two consecutive days off. During emergencies, workdays may extend to 16 hours or more and a workweek to seven days.

Actions: Speak and understand English, read and write English; Hearing: Normal or corrected to normal; Eyesight: 20/20 or corrected to 20/20 with normal color vision; in an ten hour day, sit for 10 hours and/or stand for 10 hours and/or walk for 10 hours; continuously bend/stoop, crouch, kneel, balance, push/pull; occasionally squat, crawl, climb, reach above shoulder level; use both feet for repetitive movements; use hands for grasping and fine manipulating; run one block (300') in 20 seconds and ½ mile in four minutes; body weight in proportion to height; complete drug test screening; complete standardized department physical agility tests; to shoot/use handguns, rifles, and shotguns to department standards; walk for extended periods of time; ability to manually direct traffic; talk and listen using a standard telephone; ability to speak loudly and clearly; ability to drive an automobile or truck; ability to ride a bicycle; ability to defend against aggressive/combative individuals.

Strength: Occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds and carry twenty pounds for extended periods of time.

Stamina: Frequently endure exposure to changes in temperature from less than zero degrees to thirty seven degrees centigrade (32 degrees Fahrenheit to 99 degrees Fahrenheit) for extended periods of time and occasionally to endure temperatures higher or lower.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, INTERPERSONAL AND FUNCTIONAL FACTORS:

Ability to: make decisions and to carry all job functions while in life threatening and extreme stressful and/or traumatic situations involving death and extreme trauma to the human body; communicate and function while undertaking multiple tasks; assume command and control of multiple agencies and organizations in emergency situations; communicate and maintain control when confronted with very demanding and difficult individuals or groups of individuals; overcome fear of harm or death; delegate responsibility; communicate clearly and effectively, both orally and in writing; secure the respect and confidence of departmental personnel and the public; cooperate with a wide range of individuals and organizations; be tactful and diplomatic; maintain confidentiality; effectively communicate with difficult/emotional/distraught individuals; and resolve conflict.

MINIMUM QUALIFICATIONS:

- Two year degree in Law Enforcement from P.O.S.T. accredited college or vocational school or three years' full-time experience as a police officer or working in a related field such as probation or corrections.
- Possession of a valid Minnesota P.O.S.T. board license or eligibility to immediately receive a P.O.S.T. board license.
- Possession of, or eligible for a Minnesota Class D Drivers' license within thirty (30) days of employment.

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DESIRABLE QUALIFICATIONS:

- Four year Bachelor's degree in law enforcement or related field from an accredited college or university.
- Four (4) or more years of experience as a law enforcement officer.
- Demonstrated specialized training or certificates in a law enforcement related subjects such as Emergency Management, Crime Scene Processing, Tactical Response, Mental Health Response, and/or Law Enforcement De-escalation Training.
- Ability to speak conversational Spanish or Somali.

Adopted 07/26/2021