



PRESTON POLICE DEPARTMENT

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Full-Time Police Officer

City of Preston
Preston, MN

The City of Preston is currently accepting applications for the position of Full-Time Police Officer. Applications are available on prestonmn.org under employment opportunities. Applicants must be P.O.S.T. licensed or eligible at time of hiring. Position will remain open until filled. Applications received by June 14, 2023 will receive first consideration. Applicants must be able to pass a pre-employment medical, physical, psychological and background check and must be valid to drive in Minnesota. Candidates will be advised of interview dates.

The City of Preston is located in southeast Minnesota and is the County Seat of Fillmore County. The Preston Police Department has two additional contract communities and Officer's patrol/respond to calls in the Cities of Preston, Lanesboro and Fountain. The combined population is approximately 2,600 residence. These three communities are supported primarily by agriculture and tourism. Activities in this area includes hunting in the wooded bluff country landscape, fishing, canoeing, kayaking and tubing on the Root River and biking or hiking on the Root River trail that is accessible in all three communities. Requirements: Candidate will be required to work patrol officer schedule of night shift and weekends, doing primarily proactive, preventative patrols and responding to calls of service. Duties will include enforcing state laws and city ordinances, traffic and DUI enforcement, civil and criminal complaints, disturbance calls, traffic crashes and other assignments as delegated.

Patrol officers work 10-12 hr shifts with a total of 80 hrs per pay period and have a convenient schedule of 2 on, 2 off, 5 on, 5 off. Officers are required to have some paid on call time.

Pay Rate: 2023 starting \$26.47 with annual increases.

Benefits:

- PTO
- Holiday
- Uniform Allowance
- Health Insurance
- Dental Insurance
- Life Insurance

POLICE OFFICER

Position Title: Police Officer
Department: Police
Supervisor's Title: Police Chief

Pay Grade: 8
FLSA Status: Non-exempt
Work Status: Full-time

Purpose

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. Assists with department's educational and safety programs as directed by Chief. Majority of time is spent patrolling and responding to calls to protect the property and serve the residents of the community as well as enforce laws as necessary. In accordance with existing mutual aid agreements, response can include locations outside City limits.

Organizational Relationships

Reports to: Police Chief

Communicates with: *Internally* – Other departmental employees, other city employees and City attorney.
Externally – Other police departments; county/state/federal law enforcement agencies, business/civic/community groups, judges/attorneys/court system personnel, probation and parole officers, school personnel, City residents and the general public.

Supervises: Part-time employees as required.

ESSENTIAL FUNCTIONS

- Patrols community by car and on foot to enforce traffic laws, other state and federal laws, Fillmore County laws and city ordinances.
- Keeps a daily log of activities while on duty and briefs the next officer on duty. Keeps the Police Chief informed about any pertinent matters.
- Checks businesses for signs of vandalism or break-in.
- Locates and arrests criminals.
- Responds to emergency situations (e.g. complaints, vehicle accidents, domestics, and fights).
- Act as head officer in Chief's absence.
- Conducts criminal investigations by locating and interviewing witnesses and victim, interrogating suspects, collecting and preserving evidence, preparing written reports.
- Maintains peace officer license.
- Serves warrants and other orders of the court.
- Transports prisoners and mentally ill persons to and from appropriate facilities.
- Controls crowd and 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 for the court system; testifies in court.
- Develop informants for crime prevention efforts.
- Handles mentally ill individuals by assessing their mental state and holds dangerous individuals as necessary.
- Counsels and assists victims of domestic abuse and transports to Safe House if necessary.
- Investigates child neglect and abuse cases, removes neglected or abused child from home if necessary, and transports to appropriate facility.
- Conducts and prepares reports on accident investigations.

POLICE OFFICER

- Inspects and maintains vehicle, weapons, and all other personal and departmental equipment.
- Attends mandatory training to maintain license and other training to develop new skills.
- Animal control activities.
- Participates in department's education programs.

Other Duties and Responsibilities

- Provides general public assistance activities as work demands allow.
- Participates in training new officers.
- Perform other related duties as delegated by Supervisor or apparent.

REQUIRED 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, 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.
- ♦ Skill in investigating crimes and accidents and supervising personnel during investigative work.
- ♦ Skill to expertly and safely operate a motor vehicle under any circumstances and conditions including pursuits.
- ♦ Skill in handling and using firearms in an efficient and safe manner.
- ♦ Skill in supervising and motivating civilian and uniformed personnel.
- ♦ Skill in taking command and leadership of police and emergency situations.
- ♦ Ability to follow high ethical standards.
- ♦ Ability to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.
- ♦ Knowledge of hazardous chemicals and ability to provide police support to any emergency management response.
- ♦ Knowledge of first aid and CPR procedures and ability to respond in emergency medical situations and assist ambulance personnel.
- ♦ Ability to communicate effectively both orally and in writing with elected officials, city staff, the media, other law enforcement agencies, a variety of diverse individuals (offenders/suspects/witnesses/victims/mentally ill), and the public.
- ♦ Ability to prepare clear and concise reports.
- ♦ Ability to apply laws to specific incidents and respond appropriately.
- ♦ Ability to exert moderate to considerable physical effort when performing a variety of tasks, particularly when performing lifting, pushing, and pulling movements.
- ♦ Ability to stand, walk, sit for extended periods.
- ♦ Ability to perform a variety of physical movements such as bend, stoop, crouch, kneel, push and pull, touch, and use both fine and large motor skills.
- ♦ Ability to attend training to maintain license/certifications and update knowledge and skills.

Machines, tools, and equipment used: Squad cars, MDT'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 other office equipment, phone, and numerous other personal and departmental tools.

MINIMUM TRAINING & EXPERIENCE

POLICE OFFICER

- Associate's degree in law enforcement.
- Valid POST license or eligible to be licensed.
- First Responder certification.
- CPR certification.
- Valid Minnesota driver's license or ability to obtain within state-required time period.
- Must meet all state-mandated and employer-required certifications, medical, psychological, and other requirements.

Working Conditions

Work involves an element of personal danger and high levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Works a changing duty schedule including evenings, weekends and nights. Majority of the duties are carried out in a squad car, outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and electricity. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Considerable physical effort may be spent while running, lifting, and physically grappling with others. Exposure to dangerous and potentially life-threatening situations.