

## JOB POSTING



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Apply By: Wednesday, July 1, 2020

**TITLE** FULL TIME POLICE OFFICER jobdes01  
2014

**SUPERVISED BY** CHIEF OF POLICE/LIEUTENANT/SERGEANT

**SUMMARY** THIS IS GENERAL DUTY POLICE WORK IN THE PROTECTION OF LIFE AND PROPERTY THROUGH THE ENFORCEMENT OF LAWS AND ORDINANCES.

### DUTIES

1. Patrols a specified beat on foot or in a patrol car to preserve law and order, to prevent and discover the commission of crime and to enforce traffic and parking regulations. Is assigned to a specified area for the purpose of receiving and solving complaint/problems in that area.
2. Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people concerning case status; collects and documents evidence
3. Responds to calls and complaints involving automobile and other accidents. Conducts accident investigations providing first aid for injured and taking safeguards to prevent further accidents. Records observations as required and completes necessary written reports.
4. Responds to all medical emergencies to assist the ambulance crew as needed or provide first aid as appropriate.
5. Makes arrests and issues citations for violations of federal or state laws or municipal ordinances.
6. Takes fingerprints, gathers evidence, and obtains/locates witnesses.
7. Reports matters which require the attention of other municipal departments.
8. Answers questions and gives directions, information or aid as requested by the public. Serves occasionally in the communications center.
9. Checks business places after closing hours.
10. Provides escorts for funerals, bank and liquor deliveries. Directs traffic as required.
11. Provides services as required for high school activities, county fair, water carnival, arts and crafts fair, Event Center, etc.
12. Conducts tours and makes appearances for informative purposes at meetings as requested.
13. Gives evidence/testimony in court. Prepares information and reports for evidence.

14. Prepares reports daily or as required for accidents, investigations, missing persons, stolen autos, criminal histories, roster cards, violator's statements, supplementary and miscellaneous incidents.
15. Performs related duties as required or directed.

**EQUIPMENT**

Firearms, Taser, police vehicles, testing equipment, radio, computerized information system, radar equipment, camera, evidence equipment, fingerprint equipment, audio and visual recording equipment.

**MINIMUM QUALIFICATIONS**

High school diploma or GED, plus Associates Degree in police/criminal justice or related field. Must be licensed by P.O.S.T., or eligible to be licensed. Valid Minnesota driver's license.

NOTE: A police officer must successfully complete the department's field training program and must pass the department physical fitness test twice each year. A police officer candidate shall pass a Civil Service Exam to be eligible.

**DESIRED QUALIFICATIONS**

Adaptability, emotional maturity, objectivity, skill in dealing with people required. The ability to establish and maintain effective working relationships with the police staff, city staff, business community, school community, other emergency services departments, and the general public. High school diploma or GED, plus Associates Degree in police/criminal justice or related field. Must be licensed by P.O.S.T., or eligible to be licensed. Valid Minnesota driver's license.

NOTE: A police officer must successfully complete the department's field training program and must pass the department physical fitness test twice each year. A police officer candidate shall pass a Civil Service Exam to be eligible.

**WORKING CONDITIONS**

Rotating shifts on a 24-hour basis. On call and on duty in emergencies. Element of personal danger in performance of some duties.

Minimum Starting Pay \$25.63

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CITY OF HUTCHINSON  
ADDENDUM TO JOB DESCRIPTIONS 1995  
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

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***FOR POSITION: Licensed Police Officer, CSO/Security Guard.***

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk and use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places and with explosives, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is occasionally loud.

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The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.