

City of Minnesota

Police Officer (Part-time)

Job details

Job type

- Part-time

Shift and schedule

- Rotating shift

Full job description

Position Summary

The Police Officer is responsible for providing protection of life and security of property, crime prevention, criminal apprehension, enforcement of State and Federal law and local ordinances through routine patrol, investigation, and traffic regulation. This position is required to become proficient in patrol duties; Work assignments may also include duties with investigation, and civil processes. The Police Officer works to strengthen our community and participates in community engagement activities. This position reports directly to the Chief of Police. Working in this role exposes the individual to elements of danger due to the duties and nature of the position. When required, Police Officer must be able to act without direct supervision while exercising sound personal judgment during high-stress and critical situations. The on-duty Police Officer is required to exercise knowledge of law enforcement methods and techniques to provide services during emergency events and other situations. They conduct criminal and non-criminal investigations. The Police Officer is required to communicate professionally and coordinate with local and State law enforcement agencies, and Communications personnel, to perform the duties of their position.

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Supplemental:

- Wage: The 2026 hourly range for this position is **TBD**
 - *Relevant experience will be considered when determining pay.*
 - *Our organization values pay equity; offers at the top of the range are uncommon.*
 - *This is not a benefit-eligible position.*
- Hiring Now: Applications are reviewed as they are received.
 - Applicants will receive updates via email.
- Hours: Hours vary based on departmental needs.

Essential Functions/Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Position Duties

- Patrols the City of Minneota for the purpose of protecting people and property by preventing crime and enforcing statutes and ordinances.
- Patrol duties are performed using a department vehicle, along with use of necessary technology and safety devices (i.e., police radio, computer, radar, firearms).
- Respond to calls for service from the public and other agencies regarding criminal activity ranging from petty misdemeanor to felony-level offenses; determine if laws have been violated, take enforcement when appropriate, mediate disputes, administer first aid when appropriate, and advise complainants as to course of action or possible solutions.
- Conduct duties for initial investigations, including collecting evidence, gathering suspect and witness statements or interviews, and other relevant activities as required.
- Maintain chain of custody for any evidence gathered.
- Respond to and investigate during accidents and catastrophic events; administer first aid, gather evidence and assist in securing scene of incident as required.
- Prepare detailed and accurate written and electronic reports and records reflecting involvement and observation of incidents and activities that occur

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during a work shift; provide and maintain appropriate records related to investigations, citations, training, and work with other agencies.

- Enforce Minnesota State Statutes, Federal Laws and local ordinances; issue citations and/or place violators under arrest as needed or required, transport and process prisoners, transport other civilians as required.
- Participate in court and other legal proceedings; provide truthful and credible testimony in court regarding facts of cases, law enforcement procedures, collection of evidence and findings of investigations.
- Serve arrests warrants for all offense levels and civil process papers as needed.
- Conduct criminal and non-criminal investigations, interview victims, witnesses and suspects, gather and process evidence.
- Assist other law enforcement agencies with emergency and non-emergency law enforcement related activities.
- Communicate with citizens regarding areas of special concern and advise the public on matters of public safety. Attend township safety and community events, fairs, or other venue to educate and advise the public regarding good safety practices.
- Make recommendations or suggestions for equipment needs related to assigned areas.
- Respond to complaints, interview complainants, and take appropriate actions for resolution.
- Responsible for care and maintenance of assigned equipment. Ensure the proper use and maintenance of law enforcement-related equipment.
- Keep informed of and attend trainings and meetings to stay current on recent changes to laws, statutes, and local ordinances. Must attend necessary sessions to maintain certification and training requirement.
- Work is often performed in hazardous environments, including but not limited to: patrol during severe weather, response to incidents in high-traffic areas, entering insecure structures or situations during incident response, incidents involving hazardous materials, illicit substances, bodily fluids, injured and/or deceased individuals, unsafe or injured/deceased animals,
- Must understand and follow all office policies and procedures.
- Must remain awake and alert at all times and be capable of responding to any call or activity that is assigned to them.

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Non-Essential Functions

- Perform other duties as assigned or apparent.

Knowledge, Skills, Abilities

- Ability to maintain confidentiality.
- Ability to work effectively with others in authority.
- Ability to work cooperatively with, and communicate effectively with staff, outside agencies, elected officials, superior officers, and the public.
- Ability to communicate accurately and effectively verbally and in writing.
- Ability to write legibly and complete reports in a timely fashion.
- A high ability to communicate with staff, law enforcement agencies, and the public through direct contact, radio transmissions, telephones, and through technical equipment as required on a daily basis.
- The ability to establish and maintain an effective working relationship with department employees, the District Court, law enforcement agency representatives, and the general public.
- Ability to think clearly and act quickly and appropriately in emergency situations.
- Ability to act without direct supervision in the face of danger and exercise independent judgment in meeting any emergencies.
- Knowledge of Minnesota state statutes and County/City ordinances.
- Ability to qualify with an approved duty weapon in accordance with department policy.
- Ability to maintain current handgun qualification and other job-related training as required by the Police Department.
- Ability to deal tactfully but firmly with offenders, suspects, and witnesses.
- Ability to remain awake and alert at all times during the shift and be capable of responding to any call or activity that is assigned to him/her through the Communications Division, supervisors, or a superior officer.
- A high ability to react decisively and appropriately in highly stressful situations.
- Ability to de-escalate situations where physical and assaultive conditions may exist.
- Daily activities require many complex functions requiring a high retention of department policies and procedures.

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- High ability and skill level required to manage, store, and retrieve sensitive information using manual and computerized records.
- High ability to complete Duties using numerous visual and audible warning devices to record status and react appropriately.

Minimum Qualifications

Education and Experience

- Two-year post-secondary education in law enforcement or related field, and/or applicants must be P.O.S.T licensed or eligible to be licensed by the Minnesota P.O.S.T. and/or
- An equivalent combination of education and experience sufficient to perform the essential functions of the position.

Required Training

- Responsible for maintaining department training and Minnesota Police Officer Standard Training (POST) licensing requirements.
- Responsible for maintaining training certificates and attending training sessions as scheduled by the Supervisor.

Required Certifications/Licenses

- Minnesota POST licensed or eligible to be licensed upon employment.
- Valid MN driver's license with proof of insurance and good driving record.
- First Aid and CPR
- U.S. Citizenship

Working Conditions

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- Work is mainly performed in a patrol vehicle.
- Duties include working with individuals who may become combative or assaultive.
- Work entails a risk of exposure to bloodborne and airborne pathogens (i.e., hepatitis).
- Work entails patrolling and transportation of prisoners during all hours and weather conditions.

Physical Requirements Of This Position

- Ability to expend a very high intensity of effort for duties involving the enforcement of Federal & State laws, and County and City ordinances.
- Ability to spend prolonged time seated in a patrol vehicle and to move in and around facilities while sitting, standing, walking or running.
- Repetitive small mechanical motion of keys, computer keyboard & mouse, and other technical equipment.
- Physical coordination to operate motorized vehicles and to walk on uneven terrain.
- Strength to move supplies and boxes weighing up to 50 pounds and stored in areas requiring full range of physical movement.
- The ability to subdue a suspect during arrest process and defend self or others during a physical encounter.
- Olfactory ability to determine odors that may be threatening to oneself or others and act appropriately.
- Visual acuity (corrective vision of 20/20, minimum 20/40) to read computerized screens, documents & view crime scene evidence.
- Hearing must be considered normal, (20-25 DB) at all ratings.

Equipment Required to Perform This Job

- Desktop and mobile computers
- Desktop and mobile phone and smartphone devices
- Two-way radio
- Patrol vehicles
- Preliminary Breath Test (PBT)

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- Recording devices, Radar, Night Vision devices, Thermal Imaging devices, Body Worn Camera (BWC). Other office and field equipment as required.

Additional Notes

- All positions at Minneota Police Department are subject to a background check. This may include, but is not limited to, the following checks: criminal history, credit, driver's license, pre-employment physical assessment, pre-employment drug and alcohol screening and psychological testing.
- Assignments and general and special orders are received from the Chief of Police who review the work methods and results through reports, inspections, and instructions.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights (<https://www.eeoc.gov/poster>) notice from the Department of Labor.