

CHARACTERISTICS OF THE CLASS:

Under general supervision of the Chief Deputy, performs responsible work protecting life and property, preventing crime, apprehending criminals and enforcing laws and ordinances in the County on an assigned shift or on special assignments. Work normally consists of routine patrol, preliminary investigation and traffic regulation which may be performed in patrol cars, on foot or by the use of special vehicles. Performs related work as required. The work involves an element of personal danger, and is performed mostly in a field location with some work in an office setting.

SUPERVISORY CONTROLS:

Work assignments are general subject to generally accepted law enforcement methods, statutory provisions and County ordinances. An employee in this class must be able to act without direct supervision and be able to exercise independent judgment in meeting emergencies. Special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection and discussions. Consequence of error could result in physical harm to person or others and/or property.

EXAMPLES OF DUTIES: (Any one position may not include all duties listed, nor are the duties listed all inclusive or restrictive.)

Patrols roads and highways to enforce laws and ordinances, controls traffic and furnishes road and weather conditions.

Enforces County ordinances, State and Federal laws and motor vehicle regulations.

Answers calls and complaints involving suspected criminal activities.

Ascertain all facts available at the scene of a crime or accident, gets statements of witnesses, gathers and processes evidence and prepares reports to be used in follow-up investigations.

Investigates automobile accidents, interviewing witnesses, gathering information, locating hit-and-run vehicles and making detailed reports.

May operate ammunition re-loading equipment, buy and issue ammunition.

Watches for and makes investigations of wanted or missing persons and property.

Prepares records and data for court processing, maintaining discipline in courtroom.

Enforces and promotes recreational-use safety laws and may lecture on the same to community groups; may make presentations to groups concerning law enforcement issues.

Creates, organizes, and prepares presentations for neighborhood watch groups or other crime watch meetings.

May organize and assist in triad program in county providing necessary resources and information which aids senior citizens.

Assesses problem areas within the county and prepares solutions to reduce call load.

Assists with other organized activities that are scheduled within the county at the direction of the sheriff or superior officer.

Prepares reports and testifies in Court on cases investigated.

Serve civil papers on residents of the county and carry out the civil orders, evictions and restraining orders.

May perform duties of Investigations Officer.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** (Any combination of training and experience providing the following knowledges, skills and abilities.)

Knowledge of effective methods of inspection, investigation and law enforcement.

Knowledge of the basic concepts of legal evidence gathering.

Ability to ascertain facts by personal contact and observation.

Ability to act with tact and impartiality.

Ability to communicate effectively, both orally and in writing.

Ability to create a teamwork concept with the citizens of Isanti County to collectively resolve problems in a proactive manner.

Ability to work with members of the sheriff's office in resolving conflicts or problem areas in a proactive manner.

Ability to develop programs for community involvement in community affairs.

Ability to work with other law enforcement agencies, government agencies and community groups to discuss and resolve community issues as they arise.

Knowledge of first aid and equipment used in medical situations.

Knowledge of the Department's organization, policies and procedures.

Knowledge of the road and highway layout, topography and population patterns of the County.

Knowledge of current Federal, State and local laws and motor vehicle regulations.

Skill in the use of firearms and the operation of patrol vehicles and law enforcement equipment.

Ability to react quickly and calmly to emergency situations.

Ability to gather and analyze facts.

Ability to establish and maintain effective working relationships with co-workers, law enforcement and other agencies and the public.

### **ESSENTIAL JOB DUTIES**

The Essential Job Duties for this position are regular and timely work attendance along with other duties as listed.

### **NECESSARY SPECIAL REQUIREMENT:**

Must be licensed by the Minnesota Peace Officers Standards and Training Board.

Date Last Revised: 6/86, 4/98; 08/04