

**JOB DESCRIPTION
POLICE OFFICER**

POSITION TITLE: Police Officer
DEPARTMENT: Police
REPORTS TO: Police Chief
SUPERVISES: N/A
STATUS: Full Time, FLSA Non - Exempt
EFFECTIVE DATE: October 25, 2025

POSITION SUMMARY

To keep the peace through active, effective, and consistent enforcement of applicable City, State and Federal laws. To quickly answer calls for assistance; contain and resolve disputes; minimize situational risks; and take any additional appropriate actions that protect and serve the community.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Develops and maintains a good working knowledge of all applicable City and department policies and procedures to help facilitate compliance with such policies and procedures by all personnel.
- Develops respectful and cooperative relationships with co-workers, the public, and surrounding law enforcement agencies which helps establish and maintain Lewiston's reputation as a well-managed City.
- Confers regularly with the supervisor to decide the timing and priority of work to be accomplished in addition to patrol duty; keeps the supervisor informed of all important matters. Contributes to the overall planning, design and provision of a law enforcement plan which continues to meet Lewiston's needs as it experiences social, economic, and geographic diversity and growth.
- Enforces and helps educate citizens on all applicable City, State and Federal laws in an equitable, consistent manner which contributes to a peaceful community with low crime rates.
- Patrols the community in a vehicle or on foot to establish a visible law enforcement presence and builds a cooperative relationship with citizens which increases the effectiveness of the community policing program.
- Responds to calls for assistance including, but not limited to, animal control, medical assists, neighborhood disputes, lockouts, motorist assists, and assists other enforcement agencies in a manner which serves the interests of the overall community.

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- Responds to calls and investigates criminal actions including, but not limited, to assaults, burglary, drugs, forgery, disorderly conduct, criminal sexual conduct, property damage, theft, and suicide in a manner which fully leads to the successful prosecution or resolution of such actions consistent with and of applicable laws.
- Effects traffic control including, but not limited to, stopping violators, issuing warnings or citations, and helping to increase the public's knowledge of applicable traffic laws or City ordinances.
- Writes reports fully documenting clear, concise accounts of responses made, information gathered, and actions taken in a manner which increases the chances of success in prosecution of cases and minimizes the liability for the City.
- Maintains department-issued equipment and personal gear used on the job in top condition.
- Performs additional job-related duties as scheduled or assigned.

Access to Public Data:

This position may encounter not public data in the course of these duties. Any access to non-public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the non-public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the non-public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

An associate degree in criminal justice

Experience & Qualification

Completion of law enforcement skills training

Demonstrated public relations skills

Good driving record

Licensures/Certifications

Minnesota Class D Driver's License

P.O.S.T. licensed as a full-time peace officer, or eligible to be so licensed.

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred to exceptionally perform all the functions of this position.

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Experience & Qualification

Current with P.O.S.T. continuing education requirements
Communications training and experience
Public speaking skills
Situational training
Computer skills
Other relative experience

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

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

Work Environment

Inside and outside work, subject to extremes of temperature. The nature of the work runs a continuum from scheduled and relatively routine to unscheduled, unpredictable, and hazardous to self and others.

Worker Requirements

To be fully qualified and meet performance expectations, an individual must be able to perform every essential function. Reasonable accommodation may be made to enable individuals with disabilities to perform all essential functions established for the position.

Skills Involved

The ability to consistently apply skills learned through formal preparation and/or closely related work experiences as noted herein.

Schedules and Other Conditions

While performing essential functions of the position, an individual will work scheduled and rotating shifts, be available on call, and be available or arrange coverage for response of major events that affect the department or city.

Physical Demands

Performing essential functions of the position regularly requires alertness and full functioning at whatever hour or in whatever circumstance. Individuals are subject to the threats, dangers and injuries recognized in the continuum of law enforcement. The position requires meeting established physical fitness standards for the position. Physical strength and agility are required to fully perform the position.

Mental Abilities

A level of learning is required to keep updated on all applicable laws and the ability to apply and/or communicate the intent and content of those laws in a wide variety of circumstances. Self-discipline is mandatory as is the ability to stay calm and clear-headed in all circumstances.

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Personal Attributes

Flexibility and adaptability within the established law enforcement and education programs of the city are important. The ability to work virtually unsupervised again reinforces the requirement for self-discipline. Individuals must persevere, according to established laws, policies, and protocols, in the face of uncertainty or adverse circumstances.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify, or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW

I acknowledge reviewing this job description.

Employee Signature

Date

Print Name

I acknowledge reviewing and approve this job description.

Employer Designee Signature

Date

Print Name