

402 – Job Description: Chief of Police/Paramedic

402.1 POSITION SUMMARY

The Chief of Police is responsible for planning, directing, and controlling the police department in order to protect and safeguard the community through crime prevention, administration of statutes and ordinances, traffic regulation and emergency response. This position is also expected to present testimony in documents and oral court testimony regarding criminal cases.

Additionally, the Chief of Police/Paramedic provides high-quality Advanced Life Support medical care to the sick and injured when necessary.

402.2 SCOPE OF RESPONSIBILITY

Reports to the City Administrator on those job elements relating to personnel policy, fiscal matters and overall service levels provided. In matters relating to police authority sets precedent within limits delegated by the State of Minnesota and the Breezy Point City Council while directing the work of all department personnel. Presents budget recommendations to the City Administrator for inclusion in the overall City budget.

The delivery of medical care will be conducted in accordance with established clinical care guidelines and medical control directions.

Makes field decisions within the limits of professional standards and department operating rules.

402.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises police personnel in the work of law enforcement and public safety in order to ensure high performance of the department.
 - (a) Leads the process of screening, interviewing, and selecting personnel in order to fill open positions with the best qualified candidates.
 - (b) Organizes and administers the training and continuing education of officers in matters of procedure, law, and ethics, delegating activities as appropriate, in order to ensure a well-trained and knowledgeable force.
 - (c) Manages staff performance through informal daily and formal annual performance reviews, intervening when appropriate to guide behaviors, maintain discipline, and improve job performance.
 - (d) Investigates or initiates outside investigations if complaints are directed toward the department or individuals within the department.
 - (e) Administers disciplinary action, including termination, when necessary, using legal counsel as appropriate to ensure adequacy of process.

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- (f) Establishes professional standards and operating procedures for all department staff and recommends policies to the City Administrator and City Council in situations requiring ratification.
- 2. Working with City Administrator prepares and administers the Police Department budget and controls expenses to meet budget objectives.
 - (a) Using direction from the City Administrator and City Council regarding the desired level of police service, develops staffing plans to meet objectives and identifies related costs.
 - (b) Develops a multi-year capital equipment plan to minimize cost of equipment while maintaining an acceptable level of equipment reliability.
 - (c) Research major purchases and presents options for purchase as well as justification for purchases to the City Administrator.
 - (d) Responsible for the care of equipment and the economical use of equipment materials and supplies by the department.
- 3. Coordinates activities with other communities, police, and emergency service agencies to ensure effective cooperation and to enhance regional public safety.
 - (a) Maintains relationships with neighboring communities by actively promoting communications with counterparts and securing mutual aid agreements.
 - (b) Negotiates contracts to provide police service to township areas in order to share the cost of police coverage.
- 4. Plans and schedules coverage to meet public safety needs of the community in the most effective manner.
 - (a) Considers the load history of the department based on the frequency and type of calls and schedules coverage to meet those needs.
 - (b) Cultivates a roster of part-time employees to fill in during peak demand periods and to cover department vacations.
- 5. Acts as the primary communicator to the public and media in matters relating to police activities.
 - (a) Determines whether information is public or private in nature based on circumstances and the law.
 - (b) Works to maintain public support for the police department by presenting a

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favorable impression through individual and mass communications.

- (c) Maintains a strong relationship with the City Council by providing regular structured reports as well as informal updates regarding police activities.
 - (d) Works with businesses and event planners to address related public safety needs in an effective manner.
 - (e) Serves as a direct contact for reporters and other members of the media in matters involving the department.
6. Performs routine police work in the community.
- (a) Participates in patrol activities, observes traffic, and determines when drivers are violating traffic laws or endangering the public and intervenes as necessary to ensure public safety.
 - (b) Issues citations or warnings for traffic incidents, using judgment to determine the appropriate action based on circumstances.
 - (c) Participates in investigations by analyzing information, identifying patterns, interviewing witnesses, collecting, and safeguarding evidence, viewing crime scenes and similar activities.
 - (d) Serves as a leader in times of civil defense emergencies, ensuring effective control of events within the city.
7. Responds to medical emergencies for service and provides Advanced Life Support within the community.
- (a) Provides compassionate, advanced life support care to patients of all ages at the scene and in the ambulance.
 - (b) Coordinates patient care with partner and other responders providing care.
 - (c) Secures accident scenes and applies first aid to victims of trauma, seeking to stabilize them until medical personnel are available.
 - (d) Responds to non-accident-related medical calls and seeks to provide first response aid to resuscitate and/or stabilize individuals until further help arrives.
8. Assists other emergency response personnel with control of accident and other emergency scenes. Controls crowds and traffic, clears access routes and provides escort to emergency vehicles.
9. Ensures appropriate documentation of police activities and directs the retention of police
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records.

10. Performs other duties as may be required.

402.4 MINIMUM QUALIFICATIONS

The job requires a two-year law enforcement degree and three or more years of related experience, including two or more years of supervisory experience, or equivalent. Applicants must be eligible for licensing as a police officer in the State of Minnesota.

Possession of Minnesota Class D Driver's License with no suspensions or revocations within the previous two years is required.

Minnesota Paramedic Certification, AHA Advanced Cardiac Life Support certification (or equivalent), AHA Basic Life Support Certification (or equivalent).

Approval of ~~North Memorial Health Ambulance (NMHA)~~ **the program Medical Director** is required. ~~Must maintain casual employment status with North Memorial Health Ambulance and meet all clinical standards set forth by NMHA.~~ **Must meet all clinical standards set forth by the Medical Director and the Breezy Point Police Department.**

402.5 DESIREABLE QUALIFICATIONS

National Registry of Emergency Medical Technicians Paramedic certification. Additional pre-hospital certifications including: Pediatric Advanced Life Support (PALS) Certification, ITLS, PHTLS, or TECC/TCCC certification.

Previous experience in law enforcement, corrections, or a closely related activity.

Previous experience as an advanced life support provider in the pre-hospital environment.

Experience utilizing law enforcement computer systems and software.

402.5 PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is both indoors and outdoors. Work is mainly sedentary with periods of intense effort to perform rescues or restrain uncooperative individuals. The majority of time is spent in heated and air-conditioned offices or automobiles with up to 15% of the time exposed to extreme conditions of heat and cold.

Note: Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

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This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City retains the discretion to add duties or change the duties of this position at any time.

403 – Job Description: Chief of Police/EMT

403.1 POSITION SUMMARY

The Chief of Police is responsible for planning, directing, and controlling the police department in order to protect and safeguard the community through crime prevention, administration of statutes and ordinances, traffic regulation and emergency response. This position is also expected to present testimony in documents and oral court testimony regarding criminal cases.

Additionally, the Chief of Police/EMT provides high-quality Basic Life Support medical care to the sick and injured when necessary.

403.2 SCOPE OF RESPONSIBILITY

Reports to the City Administrator on those job elements relating to personnel policy, fiscal matters and overall service levels provided. In matters relating to police authority sets precedent within limits delegated by the State of Minnesota and the Breezy Point City Council while directing the work of all department personnel. Presents budget recommendations to the City Administrator for inclusion in the overall City budget.

The delivery of medical care will be conducted in accordance with established clinical care guidelines and medical control directions.

Makes field decisions within the limits of professional standards and department operating rules.

403.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises police personnel in the work of law enforcement and public safety in order to ensure high performance of the department.
 - (a) Leads the process of screening, interviewing, and selecting personnel in order to fill open positions with the best qualified candidates.
 - (b) Organizes and administers the training and continuing education of officers in matters of procedure, law and ethics, delegating activities as appropriate, in order to ensure a well-trained and knowledgeable force.
 - (c) Manages staff performance through informal daily and formal annual performance reviews, intervening when appropriate to guide behaviors, maintain discipline, and improve job performance.
 - (d) Investigates or initiates outside investigations if complaints are directed toward the department or individuals within the department.
 - (e) Administers disciplinary action, including termination, when necessary, using legal

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counsel as appropriate to ensure adequacy of process.

- (f) Establishes professional standards and operating procedures for all department staff and recommends policies to the City Administrator and City Council in situations requiring ratification.
- 2. Working with City Administrator prepares and administers the Police Department budget and controls expenses to meet budget objectives.
 - (a) Using direction from the City Administrator and City Council regarding the desired level of police service, develops staffing plans to meet objectives and identifies related costs.
 - (b) Develops a multi-year capital equipment plan to minimize cost of equipment while maintaining an acceptable level of equipment reliability.
 - (c) Research major purchases and presents options for purchase as well as justification for purchases to the City Administrator.
 - (d) Responsible for the care of equipment and the economical use of equipment materials and supplies by the department.
 - 3. Coordinates activities with other communities, police and emergency service agencies to ensure effective cooperation and to enhance regional public safety.
 - (a) Maintains relationships with neighboring communities by actively promoting communications with counterparts and securing mutual aid agreements.
 - (b) Negotiates contracts to provide police service to township areas in order to share the cost of police coverage.
 - 4. Plans and schedules coverage to meet public safety needs of the community in the most effective manner.
 - (a) Considers the load history of the department based on the frequency and type of calls and schedules coverage to meet those needs.
 - (b) Cultivates a roster of part-time employees to fill in during peak demand periods and to cover department vacations.
 - 5. Acts as the primary communicator to the public and media in matters relating to police activities.
 - (a) Determines whether information is public or private in nature based on circumstances and the law.
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- (b) Works to maintain public support for the police department by presenting a favorable impression through individual and mass communications.
 - (c) Maintains a strong relationship with the City Council by providing regular structured reports as well as informal updates regarding police activities.
 - (d) Works with businesses and event planners to address related public safety needs in an effective manner.
 - (e) Serves as a direct contact for reporters and other members of the media in matters involving the department.
6. Performs routine police work in the community.
- (a) Participates in patrol activities, observes traffic, and determines when drivers are violating traffic laws or endangering the public and intervenes as necessary to ensure public safety.
 - (b) Issues citations or warnings for traffic incidents, using judgment to determine the appropriate action based on circumstances.
 - (c) Participates in investigations by analyzing information, identifying patterns, interviewing witnesses, collecting, and safeguarding evidence, viewing crime scenes and similar activities.
 - (d) Serves as a leader in times of civil defense emergencies, ensuring effective control of events within the city.
7. Responds to medical emergencies for service and provides Basic Life Support, including variances approved by the medical director, within the community.
- (a) Provides compassionate, basic life support care to patients of all ages at the scene and in the ambulance.
 - (b) Coordinates patient care with partner and other responders providing care.
 - (c) Secures accident scenes and applies first aid to victims of trauma, seeking to stabilize them until medical personnel are available.
 - (d) Responds to non-accident-related medical calls and seeks to provide first response aid to resuscitate and/or stabilize individuals until further help arrives.
8. Assists other emergency response personnel with control of accident and other emergency scenes. Controls crowds and traffic, clears access routes and provides escort to emergency vehicles.
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9. Ensures appropriate documentation of police activities and directs the retention of police records.

10. Performs other duties as may be required.

403.4 MINIMUM QUALIFICATIONS

The job requires a two-year law enforcement degree and three or more years of related experience, including two or more years of supervisory experience, or equivalent. Applicants must be eligible for licensing as a police officer in the State of Minnesota.

Possession of Minnesota Class D Driver's License with no suspensions or revocations within the previous two years is required.

Current Minnesota Emergency Medical Technician (EMT) Certification and Basic Life Support Certification.

Approval of ~~North Memorial Health Ambulance (NMHA)~~ **the program Medical Director** is required. ~~Must maintain casual employment status with North Memorial Health Ambulance and meet all clinical standards set forth by NMHA.~~ **Must meet all clinical standards set forth by the Medical Director and the Breezy Point Police Department.**

403.5 DESIREABLE QUALIFICATIONS

National Registry of Emergency Medical Technicians EMT or AEMT certification.

Additional pre-hospital certifications including: Advanced Cardiac Life Support (ACLS) certification, Pediatric Advanced Life Support (PALS) Certification, ITLS, PHTLS, or TECC/TCCC certification.

Previous experience in law enforcement, corrections, or a closely related activity.

Previous experience as an emergency care provider in the pre-hospital environment.

Experience utilizing law enforcement computer systems and software.

403.5 DESIREABLE QUALIFICATIONS

National Registry of Emergency Medical Technicians EMT or AEMT certification. ITLS or PHTLS and previous EMS experience in an advanced life support service preferred. Previous experience in corrections, police patrol or a closely related activity is preferred, but not required. Experience working with computer and software related to police work is preferred.

403.5 PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is both indoors and outdoors. Work is mainly sedentary with periods of intense effort to perform rescues or restrain uncooperative individuals. The majority of time is spent in heated and air-conditioned offices or automobiles with up to 15% of the time exposed to extreme

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conditions of heat and cold.

Note: Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City retains the discretion to add duties or change the duties of this position at any time.

405 – Job Description: Police Sergeant/Paramedic

405.1 POSITION SUMMARY

The Police Sergeant is responsible for assisting the Police Chief in directing and controlling the police department in order to protect and safeguard the community through crime prevention, administration of statutes and ordinances, traffic regulation and emergency response. This position is also expected to present testimony in documents and oral court testimony regarding criminal cases.

Additionally, the Police Sergeant/Paramedic provides high-quality Advanced Life Support medical care to the sick and injured, when necessary.

405.2 SCOPE OF RESPONSIBILITY

Sets precedent within limits of authority delegated by Chief of Police and City Council while assisting the Chief of Police in directing the daily work all department personnel.

The delivery of medical care will be conducted in accordance with established clinical care guidelines and medical control directions.

Makes field decisions within the limits of professional standards and department operating rules.

405.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises police personnel in the work of law enforcement and public safety in order to ensure high performance of the department.
 - (a) Participates in the process of screening, interviewing, and selecting personnel in order to fill open positions with the best qualified candidates.
 - (b) Organizes and administers the training and continuing education of officers in matters of procedure, law, and ethics, delegating activities as appropriate, in order to ensure a well-trained and knowledgeable force.
 - (c) Monitors staff performance through informal daily and formal annual performance reviews, intervening when appropriate to guide behaviors, maintain discipline, and improve job performance.
 - (d) Investigates outside investigations if complaints are directed toward the department or individuals within the department, as directed by the Chief of Police.
 - (e) Recommends disciplinary action, when necessary.
 - (f) Communicates and enforces professional standards and operating procedures for all department staff and recommends policies to the Chief of Police.

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2. Assists the Chief of Police in preparing and administering the Police Department budget and controls expenses to meet budget objectives.
 - (a) Develops an equipment maintenance plan to minimize cost of maintaining equipment while maintaining an acceptable level of equipment reliability.
 - (b) Signs off on budgeted purchases in the absence of the Chief of Police.
 - (c) Assists the Chief with the researching of major purchases and presents options for purchase as well as justification for purchases to the Chief of Police.
 - (d) Responsible for the care of equipment and the economical use of equipment materials and supplies by the department.
 3. Coordinates activities with other communities, police, and emergency service agencies to ensure effective cooperation and to enhance regional public safety.
 - (a) Maintains relationships with neighboring communities by actively promoting communications with counterparts and securing mutual aid agreements.
 - (b) Ensures that officers are cooperating with other agencies and informs the Chief of Police of any concerns that arise.
 4. Assists the Chief of Police by planning and scheduling coverage to meet public safety needs of the community in the most effective manner.
 - (a) Considers the load history of the department based on the frequency and type of calls and schedules coverage to meet those needs.
 - (b) Contacts part-time employees to fill in during peak demand periods and to cover department vacations.
 - (c) Schedules own working time to cover hours when supervision is likely to be required.
 5. Assists the Chief of Police in communicating to the public and media in matters relating to police activities.
 - (a) Determines whether information is public or private in nature based on circumstances and the law.
 - (b) Works to maintain public support for the police department by presenting a favorable impression through individual and mass communications.
 - (c) Works with businesses and event planners to address related public safety needs
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in an effective manner.

- (d) Serves as a direct contact for reporters and other members of the media in matters involving the department in the absence of the Chief of Police.
 - (e) Prepares press releases and serves as a direct contact for reporters and other members of the media in routine matters involving the department.
6. Performs routine police work in the community.
- (a) Participates in patrol activities, observes traffic, and determines when drivers are violating traffic laws or endangering the public and intervenes as necessary to ensure public safety.
 - (b) Issues citations or warnings for traffic incidents, using judgment to determine the appropriate action based on circumstances.
 - (c) Participates in investigations by analyzing information, identifying patterns, interviewing witnesses, collecting, and safeguarding evidence, viewing crime scenes and similar activities.
 - (d) Serves as a leader in times of natural and made-made disaster, ensuring effective control of events within the city.
7. Responds to medical emergencies for service and provides Advanced Life Support within the community.
- (a) Provides compassionate, advanced life support care to patients of all ages at the scene and in the ambulance.
 - (b) Coordinates patient care with partner and other responders providing care.
 - (c) Secures accident scenes and applies first aid to victims of trauma, seeking to stabilize them until medical personnel are available.
 - (d) Responds to non-accident-related medical calls and seeks to provide first response aid to resuscitate and/or stabilize individuals until further help arrives.
 - (e) Assists other emergency response personnel with control of accident and other emergency scenes. Controls crowds and traffic, clears access routes and provides escort to emergency vehicles.
8. Ensures appropriate documentation of police activities and directs the retention of police records.
9. Performs other duties as may be required.
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405.4 MINIMUM QUALIFICATIONS

The job requires a two-year law enforcement degree and three or more years of related experience. Previous supervisory experience is preferred. Applicants must be eligible for licensing as a police officer in the State of Minnesota.

Possession of Minnesota Class D Driver's License with no suspensions or revocations within the previous two years is required.

Minnesota Paramedic Certification, AHA Advanced Cardiac Life Support certification (or equivalent), AHA Basic Life Support Certification (or equivalent).

Approval of ~~North Memorial Health Ambulance (NMHA)~~ the program Medical Director is required. ~~Must maintain casual employment status with North Memorial Health Ambulance and meet all clinical standards set forth by NMHA.~~ Must meet all clinical standards set forth by the Medical Director and the Breezy Point Police Department.

402.5 DESIREABLE QUALIFICATIONS

National Registry of Emergency Medical Technicians Paramedic certification. Additional pre-hospital certifications including: Pediatric Advanced Life Support (PALS) Certification, ITLS, PHTLS, or TECC/TCCC certification.

Previous experience in law enforcement, corrections, or a closely related activity.

Previous experience as an advanced life support provider in the pre-hospital environment.

Experience utilizing law enforcement computer systems and software.

405.6 PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is both indoors and outdoors. Much of the workday is spent in a patrol vehicle. Work involves frequent entering and exiting the vehicle. Candidates must be able to climb ladders, walk or run on uneven surfaces and drag up to 185 pounds for 50 ft. Occasional lifting, pushing or pulling of weight over 60 pounds is required. The job requires qualification with a firearm. The job requires moderate attention to detail or deadlines between 45% and 70% of the time. Up to 15% of the time the officer may be exposed to extreme conditions involving weather and accident or crime scenes.

Often working in stressful situations due to emergencies. There is exposure to evidence of trauma, violence, and disturbing crimes. There is occasional exposure to evidence which may be hazardous. The employee must be able to exert self-control as members of the public may be difficult to deal with. The job involves dealing with and calming individuals who are emotionally charged over an issue.

Note: Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

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Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

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406 – Job Description: Police Sergeant/EMT

406.1 POSITION SUMMARY

The Police Sergeant is responsible for assisting the Police Chief in directing and controlling the police department in order to protect and safeguard the community through crime prevention, administration of statutes and ordinances, traffic regulation and emergency response. This position is also expected to present testimony in documents and oral court testimony regarding criminal cases.

Additionally, the Police Sergeant/EMT provides high-quality Basic Life Support medical care to the sick and injured. when necessary.

406.2 SCOPE OF RESPONSIBILITY

Sets precedent within limits of authority delegated by Chief of Police and City Council while assisting the Chief of Police in directing the daily work all department personnel. Makes field decisions within the limits of professional standards and department operating rules.

The delivery of medical care will be conducted in accordance with established clinical care guidelines and medical control directions.

406.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises police personnel in the work of law enforcement and public safety in order to ensure high performance of the department.
 - (a) Participates in the process of screening, interviewing, and selecting personnel in order to fill open positions with the best qualified candidates.
 - (b) Organizes and administers the training and continuing education of officers in matters of procedure, law, and ethics, delegating activities as appropriate, in order to ensure a well-trained and knowledgeable force.
 - (c) Monitors staff performance through informal daily and formal annual performance reviews, intervening when appropriate to guide behaviors, maintain discipline, and improve job performance.
 - (d) Investigates outside investigations if complaints are directed toward the department or individuals within the department, as directed by the Chief of Police.
 - (e) Recommends disciplinary action, when necessary.
 - (f) Communicates and enforces professional standards and operating procedures for all department staff and recommends policies to the Chief of Police.

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2. Assists the Chief of Police in preparing and administering the Police Department budget and controls expenses to meet budget objectives.
 - (a) Develops an equipment maintenance plan to minimize cost of maintaining equipment while maintaining an acceptable level of equipment reliability.
 - (b) Signs off on budgeted purchases in the absence of the Chief of Police.
 - (c) Assists the Chief with the researching of major purchases and presents options for purchase as well as justification for purchases to the Chief of Police.
 - (d) Responsible for the care of equipment and the economical use of equipment materials and supplies by the department.
3. Coordinates activities with other communities, police, and emergency service agencies to ensure effective cooperation and to enhance regional public safety.
 - (a) Maintains relationships with neighboring communities by actively promoting communications with counterparts and securing mutual aid agreements.
 - (b) Ensures that officers are cooperating with other agencies and informs the Chief of Police of any concerns that arise.
4. Assists the Chief of Police by planning and scheduling coverage to meet public safety needs of the community in the most effective manner.
 - (a) Considers the load history of the department based on the frequency and type of calls and schedules coverage to meet those needs.
 - (b) Contacts part-time employees to fill in during peak demand periods and to cover department vacations.
 - (c) Schedules own working time to cover hours when supervision is likely to be required.
5. Assists the Chief of Police in communicating to the public and media in matters relating to police activities.
 - (a) Determines whether information is public or private in nature based on circumstances and the law.
 - (b) Works to maintain public support for the police department by presenting a favorable impression through individual and mass communications.
 - (c) Works with businesses and event planners to address related public safety needs in an effective manner.

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- (d) Serves as a direct contact for reporters and other members of the media in matters involving the department in the absence of the Chief of Police.
 - (e) Prepares press releases and serves as a direct contact for reporters and other members of the media in routine matters involving the department.
- 6. Performs routine police work in the community.
 - (a) Participates in patrol activities, observes traffic, and determines when drivers are violating traffic laws or endangering the public and intervenes as necessary to ensure public safety.
 - (b) Issues citations or warnings for traffic incidents, using judgment to determine the appropriate action based on circumstances.
 - (c) Participates in investigations by analyzing information, identifying patterns, interviewing witnesses, collecting, and safeguarding evidence, viewing crime scenes and similar activities.
 - (d) Serves as a leader in times of natural and made-made disaster, ensuring effective control of events within the city.
- 7. Responds to medical emergencies for service and provides Advanced Life Support within the community.
 - (a) Provides compassionate, advanced life support care to patients of all ages at the scene and in the ambulance.
 - (b) Coordinates patient care with partner and other responders providing care.
 - (c) Secures accident scenes and applies first aid to victims of trauma, seeking to stabilize them until medical personnel are available.
 - (d) Responds to non-accident-related medical calls and seeks to provide first response aid to resuscitate and/or stabilize individuals until further help arrives.
- 8. Assists other emergency response personnel with control of accident and other emergency scenes. Controls crowds and traffic, clears access routes and provides escort to emergency vehicles.
- 9. Ensures appropriate documentation of police activities and directs the retention of police records.
- 10. Performs other duties as may be required.

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406.4 MINIMUM QUALIFICATIONS

The job requires a two-year law enforcement degree and three or more years of related experience. Previous supervisory experience is preferred. Applicants must be eligible for licensing as a police officer in the State of Minnesota.

Possession of Minnesota Class D Driver's License with no suspensions or revocations within the previous two years is required.

Current Minnesota Emergency Medical Technician (EMT) Certification and Basic Life Support Certification.

Approval of ~~North Memorial Health Ambulance (NMHA)~~ **the program Medical Director** is required. ~~Must maintain casual employment status with North Memorial Health Ambulance and meet all clinical standards set forth by NMHA.~~ **Must meet all clinical standards set forth by the Medical Director and the Breezy Point Police Department.**

403.5 DESIREABLE QUALIFICATIONS

National Registry of Emergency Medical Technicians EMT or AEMT certification.

Additional pre-hospital certifications including: Advanced Cardiac Life Support (ACLS) certification, Pediatric Advanced Life Support (PALS) Certification, ITLS, PHTLS, or TECC/TCCC certification.

Previous experience in law enforcement, corrections, or a closely related activity.

Previous experience as an emergency care provider in the pre-hospital environment.

Experience utilizing law enforcement computer systems and software.

406.6 PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is both indoors and outdoors. Much of the workday is spent in a patrol vehicle. Work involves frequent entering and exiting the vehicle. Candidates must be able to climb ladders, walk or run on uneven surfaces and drag up to 185 pounds for 50 ft. Occasional lifting, pushing or pulling of weight over 60 pounds is required. The job requires qualification with a firearm. The job requires moderate attention to detail or deadlines between 45% and 70% of the time. Up to 15% of the time the officer may be exposed to extreme conditions involving weather and accident or crime scenes.

Often working in stressful situations due to emergencies. There is exposure to evidence of trauma, violence, and disturbing crimes. There is occasional exposure to evidence which may be hazardous. The employee must be able to exert self-control as members of the public may be difficult to deal with. The job involves dealing with and calming individuals who are emotionally

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charged over an issue.

Note: Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City retains the discretion to add duties or change the duties of this position at any time.

408 – Job Description: Police Officer/Paramedic

408.1 POSITION SUMMARY

The Police Officer/Paramedic is primarily responsible to protect and safeguard the community through modern law enforcement, crime prevention, community relations, administration of statutes and ordinances, traffic regulation and emergency response. Additionally, the Police Officer/Paramedic provides quality Advanced Life Support medical care to the sick and injured when necessary. This position is also expected to present testimony in documents and oral court testimony regarding criminal cases.

408.2 SCOPE OF RESPONSIBILITY

The Police Officer/Paramedic works with limited direct supervision and under the departmental policies established by the Police Chief. Makes field decisions within the limits of professional standards and department operating rules.

The delivery of medical care will be conducted in accordance with established clinical care guidelines and medical control directions.

408.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Actively patrols areas with the City and contract service areas to enforce traffic regulations, City Codes and State Statutes.
 - (a) Investigates complaints and violations when they are reported by citizens, including misdemeanors, gross misdemeanors, and felony crimes.
 - (b) Conducts traffic stops, issues warnings or citations for misdemeanor violations.
 - (c) Detains and arrests violators when the magnitude of the offense and the evidence available justifies such action.
 - (d) Coordinates crime prevention and community relation activities; makes presentations to neighborhood and civic groups, schools, and businesses.
2. Responds to medical emergencies for service and provides Advanced Life Support within the community.
 - (a) Provides compassionate, advanced life support care to patients of all ages at the scene and in the ambulance.
 - (b) Coordinates patient care with partner and other responders providing care.
 - (c) Secures accident scenes and applies first aid to victims of trauma, seeking to stabilize them until medical personnel are available.

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- (d) Responds to non-accident-related medical calls and seeks to provide first response aid to resuscitate and/or stabilize individuals until further help arrives.
- 3. Assists other emergency response personnel with control of accident and other emergency scenes. Controls crowds and traffic, clears access routes and provides escort to emergency vehicles.
- 4. Assists other emergency response personnel with control of accident and other emergency scenes. Controls crowds and traffic, clears access routes and provides escort to emergency vehicles.
- 5. Prepares records of activities per professional and department policy.
 - (a) Prepares daily logs of activities in a timely manner, providing sufficient details to support possible court appearances at later dates.
 - (b) Obtains evidence and secures crime scenes using appropriate police procedures, including obtaining search warrants when necessary.
 - (c) Safeguards evidence and maintain continuous chain of custody when evidence may be used for legal action.
 - (d) Provides police reports to citizens involved in automobile accidents or property crimes.
 - (e) Prepares for and attends criminal/civil court proceedings.
- 6. Coordinates crime prevention efforts through public education, activities in schools and other civic involvement.
- 7. Engages in, and assists in administering, training and certification in matters of procedure, law, and ethics.
 - (a) Takes an active role in continued professional development.
 - (b) Trains and prepares to respond to a mass casualty event.
 - (c) Conducts firearms training and weapon maintenance.
 - (d) Submits proper paperwork to State Board.
- 8. Assists officers and performs other duties as assigned or apparent.

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408.4 MINIMUM QUALIFICATIONS

Qualifications include graduation from a two-year technical or college program and eligibility for licensing as a police officer and any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position.

Possession of Minnesota Class D Driver's License with no suspensions or revocations within the previous two years is required.

Minnesota Paramedic Certification, AHA Advanced Cardiac Life Support certification (or equivalent), AHA Basic Life Support Certification (or equivalent).

Approval of ~~North Memorial Health Ambulance (NMHA)~~ **the program Medical Director** is required. ~~Must maintain casual employment status with North Memorial Health Ambulance and meet all clinical standards set forth by NMHA.~~ **Must meet all clinical standards set forth by the Medical Director and the Breezy Point Police Department.**

402.5 DESIREABLE QUALIFICATIONS

National Registry of Emergency Medical Technicians Paramedic certification. Additional pre-hospital certifications including: Pediatric Advanced Life Support (PALS) Certification, ITLS, PHTLS, or TECC/TCCC certification.

Previous experience in law enforcement, corrections, or a closely related activity.

Previous experience as an advanced life support provider in the pre-hospital environment.

Experience utilizing law enforcement computer systems and software.

408.5 PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is both indoors and outdoors. Much of the workday is spent in a patrol vehicle. Work involves frequent entering and exiting the vehicle. Candidates must be able to climb ladders, walk or run on uneven surfaces and drag up to 185 pounds for 50 ft. Occasional lifting, pushing, or pulling of weight over 60 pounds is required. The job requires qualification with a firearm. The job requires moderate attention to detail or deadlines between 45% and 70% of the time. Up to 15% of the time the officer may be exposed to extreme conditions involving weather and accident or crime scenes.

Often working in stressful situations due to emergencies. There is exposure to evidence of trauma, violence, and disturbing crimes. There is occasional exposure to evidence which may be hazardous. The employee must be able to exert self-control as members of the public may be difficult to deal with. The job involves dealing with and calming individuals who are emotionally charged over an issue.

Note: Some requirements in this job description may exclude individuals who pose a direct threat

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or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City retains the discretion to add duties or change the duties of this position at any time.

409 – Job Description: Police Officer/EMT

409.1 POSITION SUMMARY

The Police Officer is responsible for the protection of life and property within the community through active patrol, crime prevention, administration of statutes and ordinances, traffic regulation and rendering aid at medical emergencies and accidents. This position is also expected to present testimony in documents and oral court testimony regarding criminal cases.

Additionally, the Police Officer/EMT provides quality Basic Life Support medical care, the sick and injured when necessary.

409.2 SCOPE OF RESPONSIBILITY

The Police Officer/EMT works with limited direct supervision and under the departmental policies established by the Police Chief. Makes field decisions within the limits of professional standards and department operating rules.

The delivery of medical care will be conducted in accordance with established clinical care guidelines and medical control directions.

409.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Actively patrols areas with the City and contract service areas to enforce traffic regulations, City Codes and State Statutes.
 - (a) Investigates complaints and violations when they are reported by citizens; gross misdemeanors and felony crimes.
 - (b) Conducts traffic stops, issues warnings or citations for misdemeanor violations.
 - (c) Detains and arrests violators when the magnitude of the offense and the evidence available justifies such action.
 - (d) Coordinates crime prevention and community relation activities; makes presentations to neighborhood and civic groups, schools, and businesses.
2. Responds to medical emergencies for service and provides Basic Life Support within the community.
 - (a) Provides compassionate, basic life support care to patients of all ages at the scene and in the ambulance.
 - (b) Coordinates patient care with partner and other responders providing care.
 - (c) Secures accident scenes and applies first aid to victims of trauma, seeking to

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stabilize them until medical personnel are available.

- (d) Responds to non-accident-related medical calls and seeks to provide first response aid to resuscitate and/or stabilize individuals until further help arrives.
- 3. Assists other emergency response personnel with control of accident and other emergency scenes. Controls crowds and traffic, clears access routes and provides escort to emergency vehicles.
- 4. Prepares records of activities per professional and department policy.
 - (a) Prepares daily logs of activities in a timely manner, providing sufficient details to support possible court appearances at later dates.
 - (b) Obtains evidence and secures crime scenes using appropriate police procedures, including obtaining search warrants when necessary.
 - (c) Safeguards evidence and maintain continuous chain of custody when evidence may be used for legal action.
 - (d) Provides police reports to citizens involved in automobile accidents or property crimes.
 - (e) Prepares for and attends criminal/civil court proceedings.
- 5. Coordinates crime prevention efforts through public education, activities in schools and other civic involvement.
- 6. Engages in, and assists in administering, training and certification in matters of procedure, law, and ethics.
 - (a) Takes an active role in continued professional development.
 - (b) Trains and prepares to respond to a mass casualty event.
 - (c) Conducts firearms training and weapon maintenance.
 - (d) Submits proper paperwork to State Board.
- 7. Assists officers and performs other duties as assigned or apparent.

409.4 MINIMUM QUALIFICATIONS

Qualifications include graduation from a two-year technical or college program and eligibility for licensing as a police officer, successful completion of an EMT training program, and any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position.

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Possession of Minnesota Class D Driver's License with no suspensions or revocations within the previous two years is required.

Current Minnesota Emergency Medical Technician (EMT) Certification and Basic Life Support Certification.

Approval of ~~North Memorial Health Ambulance (NMHA)~~ the program Medical Director is required. ~~Must maintain casual employment status with North Memorial Health Ambulance and meet all clinical standards set forth by NMHA.~~ Must meet all clinical standards set forth by the Medical Director and the Breezy Point Police Department.

403.5 DESIREABLE QUALIFICATIONS

National Registry of Emergency Medical Technicians EMT or AEMT certification.

Additional pre-hospital certifications including: Advanced Cardiac Life Support (ACLS) certification, Pediatric Advanced Life Support (PALS) Certification, ITLS, PHTLS, or TECC/TCCC certification.

Previous experience in law enforcement, corrections, or a closely related activity.

Previous experience as an emergency care provider in the pre-hospital environment.

Experience utilizing law enforcement computer systems and software.

409.5 PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is both indoors and outdoors. Much of the workday is spent in a patrol vehicle. Work involves frequent entering and exiting the vehicle. Candidates must be able to climb ladders, walk or run on uneven surfaces and drag up to 185 pounds for 50 ft. Occasional lifting, pushing or pulling of weight over 60 pounds is required. The job requires qualification with a firearm. The job requires moderate attention to detail or deadlines between 45% and 70% of the time. Up to 15% of the time the officer may be exposed to extreme conditions involving weather and accident or crime scenes.

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Note: Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience

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required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

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