



JORDAN POLICE DEPARTMENT

Brett Empey - Chief of Police



Public Job Posting – June 2, 2020

Jordan Police Department

Position: Police Officers; part-time hours

Contact: Kelly Doyle or John Bodenhamer: jpdrecords@jordanmn.gov

Application Deadline: Applications will be accepted by email, U.S. Mail, and in person only. Applications must be postmarked or received by Friday, June 19. *Applicants are required to submit a cover letter and resume in addition to an application – failing to do so will result in the application being rejected.*

The City of Jordan is seeking applicants for Police Officer (part-time) positions. Many of our Police Officers working part-time hours have been eventually hired by our department and other departments in a full-time capacity.

Minimum Requirements

- (1) Must be at least 21 years of age
- (2) Must possess an Associate Degree in Law Enforcement
- (3) Must be eligible for licensure as a peace officer by the MN POST Board by the time of appointment
- (4) Must possess a valid driver's license
- (5) Must have strong verbal and written communication skills
- (6) Must not have been terminated from or resigned in lieu of termination from a previous licensed peace officer position, probationary or otherwise
- (7) Must pass comprehensive psychological and physical exams/testing



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Phone: 952-492-2009 Fax: 952-492-3225



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Applicants are required to submit a cover letter and resume in addition to the City employment application.

The full job posting and City employment application may be downloaded online by visiting jordanmn.gov and viewing the **City Jobs** link.

For more information please contact Kelly Doyle or John Bodenhamer by email at jpdrecords@jordanmn.gov or by phone at 952-492-2009.

Mailing address:

Jordan Police Department
705 Syndicate St.
Jordan, MN 55352

See full job description on the following pages below.



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Department: Police

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate protective service work performing a variety of general and police support duty assignments, enforcing laws, investigating criminal activity, ensuring safety of public, testifying in court, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Police Sergeant.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Operates a patrol vehicle; enforces penalties for violations of traffic laws, suspicious activities or persons and disturbances of law and order; responds to radio dispatches and answers calls and complaints.

Responds to police, medical, and mental health calls for service and/or emergencies as directed; provides assistance as needed.

Searches area for suspects; apprehends criminals and offenders; handles arrest situations and procedures; takes written and oral statements from victims and witnesses.

Requests checks on car registrations, warrants, and firearms; issue tickets, citations and tags for illegal violations.

Operates communication equipment and vehicle monitoring equipment, reports damaged, lost, or properly operating equipment to supervisors.

Writes detailed reports; completes routine, non-emergency reports and initial investigative reports.

Monitors crime areas by vehicle or foot patrol; performs business and house watch checks.

Provides various types of customer service when working with citizens, elected officials, and/or associates.

Maintains community, governmental, and school relations and participates in public relations activities as directed.

Interviews suspects, witnesses, citizens, victims and others as required; interrogates suspects and takes sworn statements, formal confessions, or depositions; serve subpoenas as directed.



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Identifies, gathers, and preserves evidence as assigned. Provide credible testimony in court regarding criminal and civil cases.

Knowledge, Skills and Abilities

General knowledge of law enforcement methods, practices and procedures; general knowledge of the street system and physical layout of the City; general knowledge of the rules and regulations of the department; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle; ability to deal courteously, firmly

and tactfully with the public under stressful situations; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances;

possession of physical agility and endurance; ability to establish and maintain effective working relationships with associates and the public.

Education and Experience

Associates/Technical degree in law enforcement, criminal justice, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and reaching with hands and arms, frequently requires standing, walking, sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives and exposure to blood borne



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pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of Police Officer Standards and Training (POST) and Emergency Medical Responder (EMR) licenses upon hire. Must meet and maintain all training and education requirements for position. Valid driver's license in the State of Minnesota.

Last Revised: 7/1/2019



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