

The Lisbon Police Department has an opening for a full time Police officer. Applicants must have a ND Peace Officer License or License eligible. If you are interested, please send a resume and cover letter to the Lisbon Police Department Attention Chief Jordan. P.O Box 1079 Lisbon ND, 58054. Or email to tim@cityoflisbon.net. The application process will close on January 14th 2021.

JOB DESCRIPTION

Position: Police Officer – City of Lisbon

Reporting Relationship: Reports to Chief of Police

Job Summary: Patrols the City and surrounding areas in order to enforce all City ordinances and State and Federal laws.

Essential Duties and Responsibilities:

- 1. Patrols the City and responds to citizens requests for service and complaints regarding possible criminal activity**
- 2. Enforces all parking ordinances**
- 3. Issue warnings and citations to violations of City, State and Federal regulations, arrests violators and transport to other facilities**
- 4. Investigates suspicious and criminal activity**
- 5. Responds to emergency calls, traffic crashes and general requests for assistance**
- 6. Conducts crime scene search investigations, lifts fingerprint, takes photographs, interview suspects and take statements**
- 7. Writes offense, incident, arrest, and impoundment reports**
- 8. Provides backup for other officers and law enforcement agencies**
- 9. Informs the community of crime prevention, public safety, and public awareness programs**
- 10. Appears in court and testifies under oath**
- 11. Responds to medical and fire emergencies**
- 12. Prepares and reviews case reports for prosecution; prepares arrest and search warrants; handles evidence and ensures property documentation of chain of evidence; prepares records and reports documenting daily shift activities; maintains records on all case activities**

Other Duties and Responsibilities:

- 1. Performs other technical and administrative duties as assigned by the Chief of Police**
- 2. Develop and maintain good working knowledge of local, state and federal laws; ability to apply knowledge in field**
- 3. Attend in-service Police training courses**
- 4. Maintain knowledge of, and adhere to, Department and City rules, policies, and regulations**
- 5. Complete field training program and six (6) month probation period**
- 6. Performs related duties as needed or assigned**

Salary depending on experience plus benefit package available.