



JOB DESCRIPTION

JOB TITLE:	Police Officer	FLSA:	Non-Exempt
DEPARTMENT:	Police	GRADE:	
REPORTS TO:	Police Sergeant	DATE:	May 2, 2016
BARGAINING UNIT:	Police		

SUMMARY:

Responsible for performing a variety of public safety and law enforcement services to protect the life and property of the City's residents and visitors. **ESSENTIAL FUNCTIONS:**

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Responds to calls, evaluates situations, investigates circumstances, acts appropriately and renders dispositions; performs searches as required and in accordance with established guidelines and policies.
- Gathers information in criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects and confidential informants.
- Composes clear and accurate criminal accident and information reports, search warrant affidavit, and other necessary reports and forms.
- Patrols for in-progress crimes, to deter crime, and provide community education and awareness; provides information and assistance to public as required.
- Accompanies prisoners to County jail for booking.
- Prepares for and appears on-time and as scheduled for the purpose of testifying in court; presents self and acts in a professional manner.
- Enforces state and local laws, conducts investigations; provides crowd and traffic control coverage at special events.
- Ensures the effective cleaning and maintenance of facilities, patrol vehicles and equipment; reports need for maintenance to supervisor.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment

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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

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Successful completion of two (2) years of college level coursework; AND:

- Must be 18 years of age at time of hire.
- Must be Citizen of the United States at time of testing for the position.
- Must have no prior felony convictions.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan driver's license.
- Police Officer certification from Michigan Commission on Law Enforcement Standards (MCOLES).
- CPR and First Aid certification within six (6) months of date of employment.
- LEIN certification within six (6) months of date of employment.

Required Knowledge and Skills

Knowledge of:

- Principles and techniques of public relations and customer service.
- Local, State, and federal laws, statutes, ordinances, arrest, search and seizure, and court decisions related to police activities.
- Principles and practices of effective interrogation.
- Criminal investigation principles, practices and techniques.
- Weaponry and associated safety practices.
- Safety and security policies and procedures.
- First aid and basic CPR methods.
- Computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

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Skills in:

- Developing and implementing goals, objectives, policies, procedures, and safety standards.
- Interpreting, applying and explaining state and local laws, regulations and policies.
- Cope with adverse situations firmly, courteously and with respect for individual rights.
- Crime scene preservation and collection of evidence.
- Operate vehicle safely and effectively in normal and emergency situations.
- Safe and effective use of firearms, impact weapons and chemical agents.
- Determining and executing proper course of action under emergency conditions.
- Using initiative and independent judgment within established policy guidelines.
- Organize own work, setting priorities and meeting critical deadlines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift, and carry over 100 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the radio/telephone.

WORKING ENVIRONMENT:

Work is performed in a variety of settings. Work is subject to performance under exposure to adverse environmental conditions, exposure to fumes and smoke, exposure to hazardous chemicals and body fluids, exposure to lethal force. Perform law enforcement functions while working various shifts and unanticipated overtime.