

## **POLICE OFFICER**

**GENERAL DESCRIPTION OF THE POSITION:** Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

**SUPERVISION RECEIVED:** Work is performed under the general supervision of the Sergeant on-duty or other designated officer.

**SUPERVISION EXERCISED:** May supervise other employees assigned to assist.

### **ESSENTIAL FUNCTIONS:**

- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action, expected to handle difficult and emergency situations without assistance.
- Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts initial and follow-up investigation of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Obtains evidence. Develops leads and responds to tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for filing of charges, giving testimony in court proceedings, and related activities.
- Prepares a variety of reports and records including officer's daily report, reports of investigation, field interrogation reports, alcohol reports, influence reports, breathalyzer check list, bad check forms, vehicle impoundment forms, traffic hazard reports, etc.
- Coordinates activities with other officers or other city departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

- Maintains contact with police supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about department activities.

Note: The functions listed above illustrate the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### OTHER FUNCTIONS

- Maintains department equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other city officials in the performance of police operating activities.

### JOB REQUIREMENTS

#### General:

- Must be 21 years or older at the time of employment;
- Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state;
- Have no felony convictions (including expunged convictions);
- U.S. citizen;
- Must be able to read and write the English language;
- Must be of good moral character and of temperate and industrious habits;
- Have ability to meet department's physical standards.

#### Education and Experience:

- Bachelor's degree from an accredited college or university.
- An Associate's degree combined with one (1) year of law enforcement experience may be substituted for the Bachelor's degree requirement.
- Current State of Michigan Certification for Police Officers.

### Necessary Knowledge, Skills and Abilities:

- Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- Skill in the operation of the tools and equipment listed below;
- Ability to learn the applicable laws, ordinances, and department rules and regulations;
- Ability to perform work requiring good physical condition;
- Ability to learn the city's geography;
- Ability to work as a member of a team; ability to effectively meet and deal politely with the public; ability to establish and maintain effective working relationships with employees, supervisors, and other departments.
- Ability to communicate effectively verbally and in writing; ability to follow verbal and written instructions; ability to accurately record and maintain records;
- Ability to exercise sound judgment in evaluating situations and in making decisions, ability to think quickly and act appropriately in emergency situations; ability to function under time pressure; willing to work extra hours; ability to accept change in the work environment and adapt appropriately; and display to the employer's satisfaction the ability to consistently meet these listed abilities on a daily basis.

### TOOLS AND EQUIPMENT USED

Police car, police radio equipment, radar gun, handgun and other weapons required, sidehandle baton, handcuffs, breathalyzer, first aid equipment, computer and tape/digital recorder.

### PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color visions, peripheral vision, depth perception, and the ability to adjust focus.

The employee must operate tools and equipment as listed under Tools and Equipment Used.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.