POLICE OFFICER

NATURE OF WORK

Under general supervision, performs a variety of duties in the protection of life and property, to include law enforcement, crime prevention, investigation and public assistance; and, performs other related duties as required.

This position is responsible for the enforcement of laws and ordinances necessary for the protection of life and property. Duties include prevention and detection of crime, maintaining law and order, conducting preventative patrols and traffic enforcement in assigned areas, public relations, and other special assignments as required. Work involves elements of personal danger. Assignments are received from ranking officers and are performed pursuant to established policies and procedures; however, employees must exercise judgment, skill, and discretion on a case by case basis. Work is reviewed through written reports, inspections, evaluations and discussions with supervisors.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties (These examples do not include all of the duties which the employee may be expected to perform):

1. Respond to all calls for service and investigate reports of criminal offenses within an assigned area.
2. Gather and report intelligence-related information in reference to the officer's assigned area.
3. Provide a sense of security for businesses and citizens within the assigned area.
4. Become acquainted with merchants, businesses, and citizens within their assigned area and assist them in identifying problem areas or concerns.
5. Enforce local and state laws, particularly those related to, or specifically drafted for, their assigned area.
6. Responsible for building security, where applicable - particularly vacant or temporarily closed businesses and residences.
7. Develop and conduct speaking presentations on topics that have been identified as concerns and/or problems within their assigned area.
8. Research and develop materials for preparing outlines, newsletters, and citizen training programs, as well as in-service training programs.
9. Conduct interviews with representatives of the media.
10. Serve as a member of various organizations and committees at the direction of administration.

11. Conduct security surveys, complete crime risk reports, and provide follow-up contacts on commercial/residential burglaries and armed robberies that occur within their assigned area.
12. Coordinate the services of various governmental and private agencies in an effort to resolve identified problems within the assigned area.
13. Organize resources of the community, the Department and other agencies to reduce crime and meet the appropriate needs of the community.
14. Affects custodial arrest, using reasonable force if necessary, using handcuffs and other restraints.
15. Climbs over obstacles, climbs through openings, jumps down from elevated surfaces, jumps over obstacles, ditches and streams, and crawls in confined areas to pursue, search, investigate and/or rescue.
16. Communicates effectively utilizing law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
17. Communicates verbally and effectively by listening to people and by giving information, directions, and commands.
18. Conducts searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes.
19. Conducts visual and audio surveillance for extended periods of time.
20. Enters and exits vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
21. Exercises independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and determine when force may be used and to what degree.
22. Gathers information, writes and files reports related to criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
23. Loads, unloads, aims and fires handguns, shotguns, and other agency firearms from a variety of body positions in situations when the use of deadly force is justified, while maintaining emotional control under extreme stress.
24. Manages interpersonal conflicts to maintain order.
25. Operates an emergency vehicle during both the day and night, in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in the exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.
26. Performs law enforcement patrol functions while working rotating shifts and unanticipated overtime.
27. Performs tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.
28. Performs searches of persons which involve touching and feeling to detect potential weapons and contraband.

29. Prepares investigative and other reports using appropriate grammar, mathematical computations, symbols, and sketches.
30. Pursues fleeing suspects on foot both day and night in unfamiliar terrain.
31. Reads and comprehends rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
32. Subdues resisting subjects using physical techniques and approved defensive tactics maneuvers or less lethal weapons.
33. Uses physical force to gain entrance through barriers to search, seize and investigate and/or rescue.
34. Performs other essential tests as identified by the Michigan Commission on Law Enforcement Standards Job-Task Analysis.
35. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Four year degree from an accredited college or university in criminal justice or another related field and successful completion of Michigan Commission on Law Enforcement Standards (MCOLES) basic police officer certification program; or
   Two year degree in criminal justice or related field, successful completion of MCOLES basic police officer certification program and one year of on-the-job law enforcement experience; or
   Two year degree in criminal justice or related field, military experience and/or graduate from MCOLES Military Police Academy.
2. Valid Michigan driver's license.
3. Knowledge of modern police practices and methods.
4. Interpersonal skills in order to deal with the public firmly, courteously and tactfully.
5. Ability to analyze situations quickly and objectively, and to determine the proper course of action.
6. Ability to react quickly and calmly under emergency situations.
7. Ability to obtain accurate information through interview, interrogation, and observation.
8. Ability to communicate clearly and concisely, both orally and in writing.
9. Ability to develop skills in the use and care of firearms.
10. Ability to lift and carry objects weighing up to 165 pounds.

WORKING CONDITIONS

1. Work environment involves high risks with exposure to life-threatening situations, such as diseases, weather conditions, violence, weapons, and chemical, physical, mechanical, and driving hazards, where actions may be unalterable. The use of personal protective equipment and use of universal precautions will minimize hazards.

2. Extreme temperatures, heavy smoke conditions, chemical, physical and mechanical hazards. Adherence to safety precautions, use of personal protective equipment and use of universal precautions will minimize hazards.
3. Medical emergencies to assist in the care of sick and injured persons.
4. Police personnel can expect to be called at any time during their tour of duty regardless of weather conditions.

REPORTING RELATIONSHIP

Reports to the Police Sergeant and ultimately to the Chief of Police.

Approved:

6-27-2016

Anthony D. Chandler — Date
Director of Administrative Services

6/27/16

Mark C. Meyers — Date
City Administrator

6/27/16

Gary L. Nelund — Date
Mayor