

POLICE OFFICER

SUMMARY

Perform responsible law enforcement and patrol work. Maintain order in the City, respond to citizen complaints, regulate traffic, protect life and property, prevent crime and quell civil disorder. Procure and preserve evidence. Perform related work as required.

SUPERVISION RECEIVED

Work is performed under the direct supervision of the Director of Public Safety.

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 tasks which the employee may be expected to perform).

1. Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
2. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue.
3. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
4. Communicate verbally and effectively by listening to people and by giving information, directions and commands.
5. Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time.
6. Exercise independent judgment within legal guidelines, to determine when there is a reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
7. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants. Arrest perpetrators and appear and testify in court when necessary.
8. Load, unload, aim and fire handguns, shotguns and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.

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9. Manage interpersonal conflicts to maintain order.
10. Operate 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.
11. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
12. Perform tasks which require lifting, carrying or dragging people or heavy objects while performing arrest, rescue or general patrol functions.
13. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
14. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
15. Pursue fleeing suspects on foot both day and night, as needed.
16. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
17. Subdue resisting subjects using hands and feet while employing defensive tactics, maneuvers or approved non-lethal weapons.
18. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
19. Direct traffic and perform escort work.
20. Assist disabled motorists and others.
21. Administer first aid when necessary.
22. Perform related work as required.
23. Investigate violations of City Ordinances and take enforcement action as appropriate.

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ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES **SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Knowledge of traffic rules and regulations to issue violations for speeding and parking.

Knowledge of the geography, streets and principal locations in the City to effectively patrol and quickly respond to calls for assistance.

Skill in interpersonal relations, with the ability to deal effectively with complainants, witnesses, suspects, prisoners, co-workers and the public.

Mental alertness and good powers of observation to notice suspicious persons and violation of laws, codes and regulations.

Ability to react calmly and quickly in emergency situations.

Physical strength, endurance and agility to perform the job to complete duties 1, 2, 5, 8, 9, 12, 15, 17 and 18.

Ability to communicate effectively to complete duties 3, 4, 7, 9, 20 and 21.

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Ability to see well to complete duties 1 through 21.

Two years experience in a public contact position is preferred, but not required.

Graduation from high school or equivalent and 2 years of credits from an accredited college or university and certified/certifiable MCOLES (Michigan Commission on Law Enforcement Standards).

Other State of Michigan certifications necessary to perform in this position are: radar operator, firearms qualifications, and Class II Breathalyzer Operator.

A **valid** Michigan driver's license is also required.