



## Police Officer

### General Summary

Under the general supervision of departmental employees of a higher classification, performs a variety of police functions, including patrol, investigation, and communication to prevent, detect, or reduce crime and to enforce state and local laws and ordinances.

### Essential Job Functions

Patrols assigned streets and public and private properties utilizing various modes of transportation to prevent crime and to observe traffic for violations of traffic laws and ordinances, enforce parking violations, direct or reroute traffic, assist motorists and pedestrians, investigate causes and results of accidents, issue tickets or make arrests.

Responds to citizen complaints such as break-ins, robberies, domestic quarrels, assaults, excessive noise; assist complaints and conduct preliminary investigations by interviewing victims and witnesses, gathering evidence and preparing investigation report.

Follows up on preliminary investigation of routine complaints; sketches scenes of crimes or accidents, collects latent fingerprints, secures area for further investigation, and assists in the investigation of major or complex cases, such as arson, rape, suicide, or murder, and appears in court to testify on cases.

Assists in controlling large crowds and secures areas of fire control, accidents, and other activities and congested areas.

Assists in transporting inmates, takes finger prints, and prepares fingerprint cards; accompanies mentally ill persons in transit.

Searches crime suspects or arrested persons and seizes material evidence for investigation.

Maintains logs and files daily activity report with superior officer.

Utilizes a variety of equipment, materials, and communication devices, such as photography, emergency flares, first-aid kits, 2-way vehicle radio, handcuffs, firearms, radar, gas mask, baton, computer, Internet, and laser radar in a safe and efficient manner.

Employee must demonstrate proficiency with a variety of weapons, including less than lethal weapons.

Performs related work as requested.

Note: All functions are considered essential

### Minimum Requirements

#### **Education:**

Must meet the education and training requirement of the Michigan Council on Law Enforcement Standards (MCOLES), Employment Standards.

**Ability To:**

Independently and cooperatively plan, organize, prioritize, coordinate and evaluate multiple events and activities; and actively participate in the building and maintenance of successful work teams.

Effectively communicate, orally, and in writing with team members, colleagues, and the public regarding any aspect within the scope of responsibility; ability to establish and maintain partnerships and positive working relationships with the public, non-profit and government agencies, the business community and other employees; ability to effectively understand and follow oral and written instructions; and possession of a successful history of using proven problem solving techniques to resolve issues and conflict inside and outside the department.

**Additional Requirements:**

Valid Michigan Operator’s license and a safe driving record.

**Physical and Mental Demands and Work Environment**

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 regularly required to walk, stand; use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; write, talk, hear and effectively communicate; and taste or smell. The employee must have the ability to respond from a period of inactivity to full physical exertion and mental performance within seconds and the proven ability to work at all heights. The employee frequently is required to walk, lift, carry, and/or move up to up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus through natural or corrected vision. Must possess the ability to drive self when on patrol, under all weather conditions, at high speeds, to attend meetings/training sessions and accident scenes; analyze, reason, supervise, evaluate, organize and handle the mental and physical stress associated with general law enforcement and accident scenes.

While performing the duties, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; extreme cold and extreme heat. The employee may occasionally be exposed to risk of electrical shock, explosives, vibration, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. Must possess the mental abilities to analyze, reason, comprehend, evaluate, organize, often under stressful situations, particularly in the area of use of force. Must be capable of handling the stress associated with exposure to verbally abusive, physically aggressive and violent individuals as well as the other responsibilities of the position. The noise level in the work environment is moderate to loud.

<b>Job Title</b>	<b>Job Code</b>	<b>FLSA Status</b>
Police Officer	UP301	Hourly
<b>Employee Group</b>	<b>Reports to</b>	<b>Direct Reports</b>
POAM	Police Sergeant	N/A