

POLICE OFFICER

POSITION SUMMARY: To perform responsible law enforcement and patrol work; to maintain order and patrol an assigned district or area; regulate traffic, protect life and property and prevent crime and disorder; to provide assistance at the scene of accidents and other emergencies; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the direct supervision of a designated supervisor.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Prepare and write investigative reports.
2. Patrol an assigned area or district on foot, on a motorcycle or in a radio equipped patrol unit.
3. Issue summonses for violations of traffic and parking laws.
4. Investigate crime scenes and suspicious activities and render service as required.
5. Collect and preserve evidence, testify in court and assist in the prosecution of criminal offenders.
6. Assist elderly persons and attempt to locate missing or lost persons.
7. Render emergency medical services.
8. Provide information and general assistance to the public.
9. Participate in training sessions.
10. Apprehend violators of city ordinances, state and federal statutes within their authority.
11. Guard and transfer prisoners and assume responsibility for their safety and personal property while in custody.
12. Arraign arrested persons in court.
13. Serve civil and criminal processes including warrants and subpoenas.
14. Respond to alarm, fire and other calls and render service as required.
15. Operate firearms, radios and other equipment as required.
16. Work with school administrators, businessmen, service clubs and others toward mutual goals relating to law enforcement.
17. Work within any division of the department as directed by the Chief of Police.

18. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Reasonable knowledge of the geography, streets and important locations in the City.
- B. Reasonable knowledge of traffic rules and regulations.
- C. Considerable interest in and aptitude for police work.
- D. Ability to react calmly and quickly in emergency situations.
- E. Ability to prepare accurate written records and reports.
- F. Ability to understand and follow oral and written instructions.
- G. Mental alertness and good powers of observation.
- H. Physical strength and agility, and height, weight and physical requirements as established by policy.
- I. No disabling impairment of vision, hearing, speech or limbs.
- J. Ability to establish and maintain satisfactory working relationships with other employees and the public.
- K. Must be certifiable by Michigan Commission On Law Enforcement Standards.
- L. Possess an Associates Degree from an accredited institution of higher learning, with a Bachelor's Degree preferred.
- M. Basic recruit training as required by the State of Michigan before becoming a sworn police officer.
- N. Must possess a valid Michigan Operator's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

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