

POSITION DESCRIPTION

Class Title: Patrol Officer
Department: Police
Date: April 1995

Union:
Location: Police Department

GENERAL PURPOSE

Perform police patrols in the assigned area on foot or by patrol car to protect life, property and deter crime, to enforce laws and ordinances, to enforce traffic regulations, to prevent crime or disturbance of the peace, investigate crimes and arrest violators. Provides a variety of other public services such as performing emergency aid or providing information to the public and other related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of the Police Sergeant/Shift Leader.

SUPERVISION EXERCISED

May be required to serve as Shift Leader and exercise supervision over other officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work assigned shifts that may rotate performing regular patrols to assigned streets and roadways by foot or patrol car to enforce traffic laws and ordinances by citing/arresting violators; responds to accident calls rendering first aid, directing traffic, and investigating causes and results. Serves as deterrent to crime by presence in assigned area.

Regularly responds to citizen complaints, such as break-ins, robberies, vandalism, domestic violence, and assaults; assists complainants, and conducts preliminary investigation by interviewing victims and witnesses, interrogate suspects, preserve/collect evidence, and preparing investigative reports.

Follows up on preliminary investigations of routine complaints, develop leads/tips and assists in investigation of major crimes.

Maintains contact with police supervisory personal to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.

Coordinate activities with other officers or other City Departments as needed, exchange information with officers in other law enforcement agencies.

Enforces all other Federal, State, County and local laws/ordinances, such as drug and liquor control laws. Apprehends criminal suspects.

Checks buildings, parks, schools, and local residences to assure proper security. Checks taverns and licensed retailer for license or permit violations.

Prepares written documentation of activities: takes notes concerning complaints; fills out appropriate forms; prepares necessary reports; taking measurements and drawing diagrams of scenes; files or sends forms and report to the proper agency or department.

Renders public assistance offering information and directions to the general public. Provides crowd control at municipal functions, other general events and regularly works to promote department image through personal actions.

Prepares cases for court: prepares reports, keeps prosecutor informed, subpoenas witnesses, serve warrants, enforce court orders and testifies in court proceedings when necessary. Delivers prisoners, reports, and summons to court.

Reports public safety hazards, such as hole in streets, fallen utility wires, street lights, and damaged, missing, or improper traffic control signs/device.

Reads laws and periodicals and participates in training sessions to keep abreast of laws, law enforcement activities and techniques.

Maintains and operates various types of equipment and materials, such as: radar, first aid, radio, typewriter, computer, firearms, patrol vehicle, records and files, fingerprint equipment, drug testing equipment, cameras, evidence identification materials, video equipment and other equipment and materials as needed.

Performs other duties such as: registers firearms, conducts vehicle inspections, issues parking summons, assist ambulances, funeral processions and deliver City council information.

Undertake community oriented police work, and assists citizens with such matters as locked or installed vehicles, crime prevention, drug abuse resistance education (DARE), school juvenile officers, traffic safety, etc.

Performs duties within work rules and safety policies of the City.

May perform other duties as directed by the commanding officer.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

General:

(A) Must be 21 years or older at the time of employment; (B) 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; (C) Felony convictions and disqualifying criminal histories within the past seven years are not allowed; (D) U.S. citizen; (E) Must be able to read and write the English language; (F) Must be of good moral character. (G) Must be able to pass medical exam and the Department's physical agility test; (H) successful completion of Michigan Law Enforcement Officers Training council minimum requirements.

Education and Experience:

(A) High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or (B) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.

(B) Some skill in operating the tools and equipment listed below;

(C) Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

SPECIAL QUALIFICATIONS

(A) 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; (B) ability to meet Department's physical standards (C) Michigan Law Enforcement Basic Training certification.

TOOLS AND EQUIPMENT USED

Police vehicle, police radio, radar instrument, handgun, shot gun and other weapons as required, chemical agent, handcuffs, P.B.T., pager, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS

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; use hands to finger, handle, or feel objects, tools, or controls; 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 vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 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.

SELECTION GUIDELINES:

Formal application; review of education and experience; testing including written and physical agility test; oral interview; background check; psychological examination; final selection.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Manager

Effective Date: April 1995

Revision History: