



POSITION DESCRIPTION

Position:	Police Officer
Supervised By:	Chief of Police, Police Sergeant
Supervises:	None generally. May exercise supervision over temporary, or other staff, as assigned.
FLSA Status:	Non-Exempt
Status:	Part-Time or Full-Time, At-Will

General Summary

The City of Jonesville utilizes both part-time and full-time police officers to perform basic police services. Under general supervision, this position performs a variety of duties in the areas of law enforcement and crime prevention. Patrol Officers report to the Chief of Police and to a Police Sergeant. A Police Officers' duties include traffic and field patrol, investigation, crime prevention, community relations, and related services and activities. The ability to act independently is a prerequisite for this position.

This position involves weekend/holiday hours and on occasion, on-call responsibilities.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order.
2. Responds to radio dispatches and answers calls and complaints.
3. Enforces traffic laws and issues citations for traffic violations.
4. Obtains and serves warrants and makes arrests.
5. Testifies in court and assists in preparation of trial cases.
6. Provides police escorts, directs traffic and performs residential and commercial property checks.
7. Fills out arrest records, fingerprints, photographs, etc.
8. Responds to major crimes, accident scenes, and emergencies.
9. May conduct or assist with criminal investigations, interviews victims and witnesses; performs property and evidence duties; interviews suspects, witnesses, complainants and victims; interrogates suspects, gathers evidence, conducts surveillance, apprehends violators, and performs related crime scene tasks.
10. Prepares detailed reports on activities and assignments.
11. Reports unsafe conditions existing in street or other public facilities.
12. Maintains detailed and accurate logs of evidence' completes request for laboratory analysis of evidence; maintains chain of custody.
13. Initiates involuntary examinations for mental illness and provides transportation to appropriate receiving facility.
14. Assists in transport of victims requiring detoxification service to appropriate receiving facility. Refers victims and witnesses to appropriate agencies (e.g. County Attorney's Office, victim services, etc.).
15. Performs related tasks as required.

Tools and Equipment Used: Emergency response motor vehicle, firearms, non-lethal weapons, speed detection devices, mobile radio, phone, and a variety of office equipment.

Required Minimum Qualifications

Education and Experience:

1. Must be a US Citizen and at least 21 years of age.
2. Must possess a valid Michigan driver's license and have a high school diploma or equivalent. An Associate's degree or knowledge and experience equivalent of an Associate's degree in police science or criminal justice is preferred.
3. Must submit to and pass a background investigation and physical exam, including a drug screen
4. Must be licensed or licensable as a police officer by MCOLES at the time of application.

Necessary Knowledge, Skills, and Abilities:

1. Thorough knowledge of police methods, practices and procedures, general knowledge of pertinent Federal and State laws and municipal ordinances.
2. Knowledge of functions, objectives, and rules and regulations of the police department and other local, state and federal agencies.
3. Knowledge of community policing, crime prevention, drug and alcohol programs, and problem solving strategies.
4. Thorough knowledge of the geography of the City and location of important buildings.
5. Knowledge of police communications and computer applications.
6. Ability to organize and direct work of self and to manage or coordinate multiple tasks or activities simultaneously.
7. Ability to exercise discretion in the use of force and law enforcement powers.
8. Ability to communicate effectively verbally- i.e. ability to questions and interview skillfully; ability to understand and carry out oral and written instructions.
9. Possess effective written communication skill and have the ability to organize and prepare concise comprehensive reports.
10. Ability to maintain confidentiality of highly sensitive data and information.
11. Ability to operate a personal computer, utilizing word processing, spreadsheet, database management, incident reporting, vehicle and criminal records and other software applications as may be necessary to perform essential job functions.
12. Ability to be available to respond at any time for major incidents.
13. The ability to analyze situations, analyze evidence and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
14. Possession of physical agility and endurance; skill in the use of firearms and operation of a motor vehicle.
15. The ability to establish and maintain effective working relationships with associates, other law enforcement officials, and the general public. Possess the ability to deal courteously, firmly and tactfully with the public.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee frequently is required to sit and stand. The employee is frequently required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

This job requires the employee to have the ability to exert moderate, though not constant, physical effort, typically involving some combination of reaching, stooping, walking and climbing, and the lifting carrying, pushing and/or pulling of objects and materials weighing 11-20 pounds. May occasionally lift and/or move moderate to heavy weights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Must have high levels of eye, hand, and foot coordination.

While performing the duties of this job, the employee will frequently work in outside weather conditions. While essential functions are regularly performed without exposure to adverse environmental conditions, major incidents or events may involve exposure to severe weather, temperature and noise extremes, traffic hazards, animals/wildlife, traffic, moving machinery, heights, violence, toxic agents, explosives, disease or pathogenic substances.

The noise level in the work environment ranges from general office noise to moderately loud.

Application

The duties listed above are intended only as illustrations of the various types of work that may be performed. This description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position 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.

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