



Police Officer

Department: Police Department

Classification: Full-Time / Non-Exempt / WPOA Bargaining Unit

Reports To: Sergeant

Date: March 2020

Position Description

Objective

Duties and responsibilities include a commitment to the community policing philosophy. Officers must strive to create a partnership between themselves and the community they serve, working together to identify, prioritize and solve contemporary problems such as crime, drugs, fear of crime, social and physical disorder, and overall neighborhood decay, with the goal of improving the overall quality of life in the City of Walker. They are responsible for the accomplishment of the Mission and Vision of the Walker Police Department.

Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

1. Facilitate the police/community partnership.
2. Enforce laws and ordinances appropriately.
3. Preserve public peace.
4. Prevent and detect crime.
5. Make preliminary and follow-up investigations of crime and other incidents.
6. Record detailed, complete and accurate reports of preliminary and follow-up investigations of crime and other incidents.
7. Apprehend violators of the law and prepare cases for prosecution of offenders.
8. Respond to calls for service and provide general services to the public.
9. Request supervisory approval prior to calling out FSU personnel to process crime scenes.
10. Traffic accident investigation as required.
11. Traffic control and enforcement.
12. Proper handling of property and evidence confiscated through investigation of criminal activity.
13. Comply with department policy and procedures.
14. Testify in court as required.
15. Perform other related duties as required.

Minimum Qualifications and Required Knowledge, Skills and Abilities

1. Must be certified in Michigan Commission on Law Enforcement Standards (MCOLES).
2. Must meet department physical and psychological evaluation standards.
3. Must be certified by Consumer and Industry Standards as a licensed Medical First Responder.
4. Knowledge and ability to skillfully operate law enforcement/safety/communication equipment and apparatus if important.
5. Requires a wide range of physical abilities in performing routine functions which may be performed in all weather conditions and frequently in extremely hazardous situations.

6. Mental ability to frequently handle pressures related to simultaneously managing multiple projects, intermittent and/or cyclical work pressures, and deal with the concerns of citizens and employees alike.
7. Sufficient visual acuity, with or without corrective lenses to visually inspect crime scenes, observe suspicious behavior, locate evidence, identify other situations requiring public safety intervention.
8. Sufficient auditory acuity, with or without audiological appliances, to hear and identify alarms, radio dispatches, pagers, and the sounds of suspects attempting to evade arrest.
9. Availability to work any and all shifts and schedules
10. Excellent oral communication and written skills, ability to perform a wide variety of tasks during busy, sometimes stressful times.
11. Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, members, elected officials, community leaders and co-workers.
12. Ability to exercise a high degree of diplomacy in contentious, confrontational, or emergent situations.
13. Knowledge of relevant computer programs needed in the day to day function of the position.
14. Ability to concentrate and pay attention to details; also ability to organize, prioritize and work independently and in a busy environment where priorities change as well as schedules.
15. Manual dexterity to work effectively for extended periods. Lifts and carries supplies equipment etc. weighing up to 50 pounds to waist-high-level.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

In the role of police officer, an employee must be able to perform the essential tasks as identified by the Michigan Commission on Law Enforcement Standards (MCOLES). This includes, but is not limited to, climbing, jumping, crawling, running, lifting, carrying, dragging, walking, and standing on unfamiliar terrain. An employee will use their hands and feet while employing defensive tactics maneuvers and using body force to gain entrance through barriers to search, seize, investigate, and / or rescue. Employees will operate emergency vehicles during day and night and must be able to enter and exit vehicles quickly. Visual acuity, effective communication skills both verbally and written to command a situation, and operating firearms and other necessary equipment are required. An employee in this position is occasionally exposed to accident and health hazards associated with the conditions or situations associated with emergency operations and may occasionally require heavy physical exertion if involved in making an arrest or other general patrol activities.

Requires a valid State of Michigan driver's license, satisfactory driving record and the ability to maintain one throughout employment.

Approvals

The above is intended to describe the general content of and requirements for other performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

This job description has been approved by all levels of management.

City Manager

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date