

CHARTER TOWNSHIP OF GRAND BLANC
Job Description

JOB TITLE: PATROL OFFICER/NON-EXEMPT STATUS FOR OVERTIME

SUPERVISED BY: Police Sergeant, Police Lieutenant, and Police Chief

Issued by: Chief Ronald L. Wiles Jr., March 10, 2016 **Initials: signed 3-10-16**

General Summary:

Under the direct supervision of a shift Sergeant and general supervision of the Police Chief, enforces laws and ordinances to protect lives and property, and promotes the safety of the public. Officers may be assigned to Community Policing, Investigations and/or Road Patrol, as needed to meet department objectives. Acts as a first line representative of the municipality to create and maintain a positive relationship with the community. Work is performed in accordance with standard police practices and departmental regulations.

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.

Police Officers perform a wide variety of functions to varying degrees while serving and protecting the public, including:

1. Operating as a member of the law enforcement team to satisfactorily accomplish the departmental mission while adhering to the department policies, procedures, rules, and regulations.
2. Enforces local ordinances and the laws of the State and performs such tasks as necessary to prevent and suppress criminal activity, protect the lives and property of the public, regulate non-criminal conduct, and to recover lost and stolen property. Patrols public streets, buildings and facilities in a patrol vehicle, on foot, on bicycle or motorcycle.
3. Answers calls for assistance and investigates complaints. Maintains order and issues tickets and violation notices as appropriate. Serves warrants, subpoenas and other civil and criminal processes.
4. Apprehends or assists in the apprehension of suspects and other wanted persons, using physical force as necessary. Detains, searches and arrests suspects, guards prisoners, and assumes responsibility for their safety and personal property

while in custody.

5. Collects evidence at crime scenes. Locates and interviews victims, witnesses and suspects, and performs other fact-finding duties.
6. Prepares, enters and files reports of accidents, complaints, offenses, and other incidents. Maintains a daily log of patrol and enforcement activities. Assists in the prosecution of suspects by attending court proceedings and testifying regarding criminal investigations and law enforcement activities.
7. Assists at parades, ceremonies, sporting and other special events with crowd control, directing traffic and providing assistance as needed. Participates in other special programs as directed or to meet community expectations and needs.
8. Administers first aid and otherwise assist's persons in need until emergency medical personnel or other support arrives.
9. Properly exercise power to arrest.
10. Have the physical strength, endurance, ability and mental alertness to climb over and under obstacles and through openings; jump down from elevated surfaces and over obstacles, ditches and streams; crawl in confined areas to pursue, search, investigate and/or rescue; distinguish color and perceive shapes; enter and exit vehicles quickly; possess, load, aim, and fire handguns, shotguns, rifles, and other agency firearms from a variety of body positions; possess load, aim, and fire Tasers; wear and use department issued equipment intended for personal safety and subject restraint; operate an emergency vehicle; perform tasks that require lifting, carrying, or dragging heavy objects, pursue fleeing subjects on foot, both day and night in unfamiliar terrain; and to process what is being observed. All in a proficient manner.
11. Operates a police vehicle, radio and other equipment including firearms, chemical agents, computers, batons, breath testers, restraints, audio and video equipment, traffic control devices, and medical equipment within established operating procedures.
12. Assists with researching, writing and administering grants.
13. Trains other department personnel as a Field Training Officer or in special police skills and utilizes special skills in the course of duty. Examples include pressure point control tactics, hostage negotiations, firearms, drug and gang awareness, police vehicle operations, etc.
14. Keeps abreast of new law enforcement techniques through continued education and professional growth. Attends meetings, conferences, seminars and training workshops as appropriate. Maintains physical fitness to adequately perform all

necessary police functions.

15. Exercises appropriate independent discretion and judgment in relation to law enforcement functions.
16. Performs proactive police work aimed at reducing the incidence of crime and criminal behavior in the community. Works with school children to promote self esteem and build skills to resist drugs, violence and gangs. Works with residents, businesses, community groups and schools to foster knowledge of community-based crime prevention techniques using flexible scheduling as necessary and within the collective bargaining agreement, to meet the needs of the community.
17. Maintains a visible presence in the community by patrolling assigned neighborhoods on foot, bicycle, motorcycle, or in a vehicle developing relations with residents and business owners and planning and participating in community events. Promotes the image and accessibility of the police department to the schools and community.
18. Assists the community with identifying and addressing underlying community issues and problems that can lead to increased crime. Provides community-based safety training and resident protection programs including fingerprinting, bicycle safety clinics and other programs.
19. Serves as a School Resource Officer, or other community-based policing specialist to positively interface the police department with the community, school district, administration, faculty, parents, business community and other units of government.
20. Conducts detailed fact-finding research to determine likely suspects, motives and criminal activities. Collects evidence, conducts interviews and surveillance, performs undercover operations and gathers information through others means.
21. When assigned, oversees all aspects of assigned criminal investigations. Supervises investigations at crime scenes. Ensures proper evidentiary procedures are followed. Conducts or oversees crime scene sketches, photography, measurements, interviews and other investigatory duties.
22. Assists witnesses and victims with identifying criminals. Coordinates suspect line-ups and photo reviews.
23. Works cooperatively with prosecutors, courts and other law enforcement agencies to apprehend and prosecute criminals. Collects and presents information necessary to obtain warrants, and maintains evidence and detailed records to be used in court proceedings.
24. Responds to emergencies during off-hours on a rotating, on-call basis as required.

25. Inspects establishments for activities where permits or licenses are necessary, initiates appropriate action if proper authority has not been granted or established standards are not being followed. Serves subpoenas, warrants and other legal documents as directed.
26. Provides primary response to 911 emergency calls including but not limited to fires, medical emergencies, accidents, civil unrest, domestic disputes, animal threats, criminal activities, public nuisances, etc.
27. Investigates accidents. Collects evidence, interviews witnesses, takes measurements and diagrams accident scenes to establish cause.
28. Enforces motor vehicle operation and parking regulations. Conducts selective Traffic enforcement. Issues violation warnings and tickets, seizes vehicles and arrests violators as appropriate.
29. Performs the duties of Communications Operator as required.
30. Performs related duties as required by Chief of Police or his designee.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Citizen of the United States
- Attain the age of majority
- Minimum educational attainment of a Bachelor's degree in any field or an Associate's degree in criminal justice and 2 years of law enforcement experience or have 60 credits in a related field and 2 years of law enforcement experience.
- Certification or certifiable by the Michigan Commission on Law Enforcement Standards (MCOLES).
- A valid Michigan driver's license is required.
- Be in compliance with Public Act 78, 1935, IE 5/24, Compiled as amended through Act 155, 1986, IE 7/3.

- Possess the Health, Fitness, Physical and Psychological capacity required to perform as a Police Officer.
- Thorough knowledge of the principles, practices and techniques of modern law enforcement, including the philosophies and approaches of community policing.
- Thorough knowledge of the laws, regulations and limitations on authority associated with police work.
- Knowledge of department procedures and polices including the basic rules of evidence and other legal procedures applicable in the prosecution of crimes.
- Skill in the use of standard office equipment including a basic knowledge of computers and related software.
- Skill in documenting incidents, recording information, and generating accurate reports.
- Skill in the operation of police vehicles, communication equipment, firearms and other implements used in the line of duty.
- Ability to work effectively in stressful emergency conditions, maintain discipline according to an established command structure, and follow established procedures.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to effectively communicate and present ideas and concepts orally and in writing and make presentations in-group settings.
- Ability to exercise good judgement, initiative and resourcefulness and maintain effective working relationships with the public, elected officials, community leaders, victims, detainees and other professionals.
- Ability to work shifts of varying lengths at different times of the day, as well as weekends and holidays as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle for extended periods to significant

physical exertion associated with apprehending suspected criminals. The employee is regularly required to communicate with others in person and on the telephone or radio and be mobile in an office, outdoors or in a community setting. The employee is frequently required to use sight and manual dexterity to review and produce written and electronic records, and is regularly required to travel to other locations. The employee must occasionally use the senses of smell, taste and hearing to identify potential dangers or clues.

The employee may frequently be exposed to outside weather conditions, and occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; vibration; and other highly dangerous situations. The noise level in the work environment can range from quiet to very loud.

Work may involve the performance of hazardous and strenuous tasks and the exercise of initiative and judgment in directing operations. Decisions endangering life and property may have to be made under emergency conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job responsibilities performed by personnel as classified.