



Job Description

Police Officer

Background

<i>Reports to:</i>	Sergeant	<i>Approved by:</i>	
<i>Supervise:</i>	none	<i>Printed Name:</i>	John P. Hanifan
		<i>Date:</i>	4.29.13
		<i>Wage Scale:</i>	Police Officer
		<i>Work Comp Code:</i>	7720-00 Police Officer
<i>Category (mark one):</i>	Exempt	Non-Exempt (that is, can be paid overtime)	
<i>Union Affiliation (mark one):</i>	None	Teamsters	POLC

Function

To perform all the duties of a police officer as required by State and local statute

Key Responsibilities and Duties

- Protect life and property through the enforcement of laws and the suppression of crime
- Enforce the laws of the State of Michigan and the ordinances of the City of Chelsea
- Testify in courts or judicial hearings
- Prepare written reports and correspondence
- Inspect assigned department prior to duty, advising command officer of any damaged or unserviceable equipment
- Treat all business of the department as confidential
- Do not disseminate information maintained, developed, or controlled by the department to any person not employed with the department
- Perform traffic control duties
- Perform crowd control duties while assigned to special events
- Perform other related work as required

Necessary Qualifications

A qualified candidate will demonstrate the following skills and background.

- High school diploma or equivalent
- Completion of State Basic Training Academy or equivalent academy
- Minimum one years' experience as a commissioned officer
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations
- Ability to plan and direct law enforcement operations under changing conditions and diverse situations
- Ability to clearly express oneself in speech and writing
- Ability to establish and maintain effective working relationships with peers, and supervisors
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to maintain and prepare accurate records
- Ability to give verbal and written instructions
- Must possess or be able to obtain by time of hire, a valid Michigan Driver's license without record of suspension or revocation in any state
- Ability to operate the following: police car, police radio, handgun and other weapons as required, pager, and personal computer (including word processing and spreadsheet software)

Physical Demands & 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 essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, run, and use hands to finger, handle or operate objects, controls or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

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 is performed most frequently in a normal office setting. The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

While performing the duties of this job, the employee occasionally works in outside weather conditions, or 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.