



## City of Mason Job Description

### Police Officer

<b>Department:</b>	Police Department
<b>Supervised By:</b>	Police Sergeant
<b>Supervises:</b>	None
<b>Bargaining Unit:</b>	Capitol City Labor Program, Inc.
<b>FLSA:</b>	Non-Exempt
<b>Status:</b>	Full-time

#### **General Summary:**

Under supervision of a Police Sergeant; a sworn law enforcement officer who performs a broad range of police activities. A person in this position is responsible to serve the public through the knowledgeable enforcement of state laws and local ordinances. A police officer has general responsibilities to maintain order, regulate traffic, protect life and property, prevents crime and disorder; and to perform related work as required. A police officer will typically perform basic patrol and investigative tasks, but may be directed to complete special assignments or tasks.

#### **City of Mason:**

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- Our Mission: We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- Our Vision: The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- Our Values: We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

#### **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.

1. Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
2. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue.
3. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high-speed vehicle operations.
4. Communicate verbally and effectively by listening to people and by giving information, directions, and commands.
5. Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes.

6. Conduct visual and audio surveillance for extended periods of time.
7. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
8. Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
9. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
10. Load, unload, aim and fire handguns, shotguns and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
11. Manage interpersonal conflicts to maintain order.
12. Operate an emergency vehicle during both the day and night; in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.
13. Perform law enforcement, patrol functions while working rotating shifts and unanticipated overtime.
14. Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.
15. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
16. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
17. Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
18. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
19. Subdue resisting subjects using hands and feet while employing defensive tactics, maneuvers or approved non-lethal weapons.
20. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
21. Perform other essential tasks as identified by the Michigan Commission on Law Enforcement Standards' Job Task Analysis.
22. Operate a personal computer and understand and be able to apply basic concepts of photography.

23. Communicate verbally to groups of people in a public-setting. Be able to prepare a talk, program or lesson and present it in a logical fashion with poise and control.
24. Perform any other tasks as required.

**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.

- Employee must have completed at least 60 semester hours of course work at an accredited college or university or have a commensurate amount of work experience.
- The employee must be able to establish and maintain certification as a law enforcement officer with the Michigan Commission on Law Enforcement Standards.
- The employee must possess a valid Michigan motor vehicle operator's license.
- An incoming candidate for the position of police officer must satisfy the Selection and Employment Standards promulgated by the Michigan Commission on Law Enforcement Standards.
- Must possess good moral character having never been convicted of a felony or serious traffic offense.
- Must be able to maintain emotional control under extreme stress; have the ability to react quickly and calmly in emergency situations.
- Employee must refrain from the illegal use of controlled substances.
- Must maintain proficiency in the use and care of firearms. Must be able to meet firearms performance standards established by Department policy.
- Must be able to work effectively with other employees and the general public.
- Must, upon competent examination, show no evidence of mental illness or developmental disability which would affect the performance of the essential functions of the position. A police officer must remain free of emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.

**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 is regularly required to be able complete the following physical requirements.***

- Ability to ascend or descend ladders, and the like, with ease and agility.

- Ability to maintain body equilibrium to prevent falling from precarious situations that may occasionally arise.
- Ability to lower the body to floor level and move about, kneel, crouch and crawl. Ability to extend one's arm(s) in any direction and an ability to support oneself in an erect position.
- Ability to bend downward and/or forward and ability to move short and long distances to accomplish tasks.
- Ability to substantially press against an object with steady force in order to thrust forward, downward or outward.
- Ability to raise substantial objects from a lower to higher position or move objects horizontally from position-to-position.
- Ability to be subject to substantially repetitive motions of the body or its part.
- Ability to manipulate small objects precisely by whatever means. Ability to apply considerable grasping-type pressure to an object.
- Ability to perceive attributes of objects, such as size, shape, temperature, or texture by tactile (touch) means. Ability to perceive the nature of sounds with no less than a 40 db loss at 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction.
- Ability to walk on wet or varied surfaces.
- Ability to express or exchange ideas by means of the spoken word.
- Ability to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

***While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors.***

- Frequently exposed to inside environmental conditions.
- Frequently exposed to outside environmental conditions.
- Frequently exposed to weather and temperature changes—as activities occur both inside and outside.
- Occasionally exposed to cold; temperatures that may be below 32 degrees for periods of more than one hour.
- Occasionally exposed to heat; temperatures that may be above 100 degrees for periods of more than one hour
- Frequently exposed to noise.

- Frequently exposed to vibration – exposure to oscillation movements of the extremities or whole body.
- Occasionally exposed to hazards, such as proximity to moving mechanical parts, electrical currents, working on ladders or elevated platforms.
- Occasionally exposed to atmospheric conditions, such as fumes, odors, dusts, gases or poor ventilation.
- Constantly required to wear safety equipment, such as bullet resistant vests.
- Occasionally required to wear respirators.
- Exposure to lost-time accidents possible; such as severe injuries to back, eye, hand, leg or foot; loss of finger, carpal tunnel, etc.
- Exposure to incidents which may result in total disability or death.
- Compliance with normal safety precautions necessary to prevent lost-time accidents to others. Inattention or careless operations may cause loss-time injury to others. Safety of others depends entirely on correct action of employee on job, and carelessness may result in incidents causing total disability or death.

*The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.*