

# JOB DESCRIPTION

## POLICE OFFICER



<b>Employee Name</b>				
<b>Department</b>	<b>POLICE DEPARTMENT</b>	Full-Time	Non-Exempt	Union

### SUMMARY

This is general duty police work in the prevention and detection of crime and the enforcement of State and Federal Laws and Local Ordinances. Persons in this position shall be responsible for maintaining the quality of life for all Saline residents, members of the business community and visitors. This will be accomplished not only by the enforcement of laws but also through the Community Oriented Policing concept.

### EDUCATIONAL REQUIREMENTS

- Associates Degree (60 credits from an accredited college or university)
- Bachelor's Degree Preferred

### EXPERIENCE REQUIREMENTS

- Successful completion of mandatory basic law enforcement training program with eligibility for employment and licensing as a law enforcement officer.

### ADDITIONAL REQUIREMENTS – Department Provided

#### TRAINING

- First Responder CPR and First aid
- PPCT
- Legal Updates
- Bias Based Policing
- Defensive Driving
- Taser
- Firearms
- De-Escalation
- Interview and Interrogation Techniques
- Evidence processing
- Traffic crash investigation
- Child car seat safety
- Child / Elder Abuse Investigation
- Autism, Intellectual Development Disorders and Dementia Training
- OUIL / OUID investigation
- Standardized Field Sobriety Testing
- Radar / LIDAR
- Community Policing

#### LICENSE OR CERTIFICATION

- MCOLES

#### DRIVING

- Valid Driver's License
- Precision driving certification

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### KNOWLEDGE

KNOWLEDGE	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Knowledge of the geography of the City and adjacent areas	<input checked="" type="checkbox"/>	
Knowledge of relevant equipment, policies, procedures, and strategies	<input checked="" type="checkbox"/>	
Knowledge of the operation of all necessary police vehicles and equipment	<input checked="" type="checkbox"/>	
Knowledge of the collection, identification, processing and chain of custody of evidence	<input checked="" type="checkbox"/>	
Knowledge of criminal investigation, interrogations, gathering and preserving of evidence and rules of evidence	<input checked="" type="checkbox"/>	
Knowledge of the rules and regulations of the department and controlling laws and ordinances	<input checked="" type="checkbox"/>	
Knowledge of administrative and clerical procedures	<input checked="" type="checkbox"/>	
Knowledge of principles and processes for providing customer services	<input checked="" type="checkbox"/>	
Knowledge of laws, legal codes, court procedures, precedents, and government regulations	<input checked="" type="checkbox"/>	
Knowledge of human behavior and performance	<input checked="" type="checkbox"/>	
Knowledge of how to perform independently complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to report clearly, orally and in writing the results of investigative efforts	<input checked="" type="checkbox"/>	

### REQUIRED ABILITIES [*Innate proficiencies*]

ABILITY	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Act independently	<input checked="" type="checkbox"/>	
Analyze situations	<input checked="" type="checkbox"/>	
Attend to details	<input checked="" type="checkbox"/>	
Communicate verbally	<input checked="" type="checkbox"/>	
Communicate in writing	<input checked="" type="checkbox"/>	
Concentrate	<input checked="" type="checkbox"/>	
Empathize	<input checked="" type="checkbox"/>	
Identify problems	<input checked="" type="checkbox"/>	
Initiate	<input checked="" type="checkbox"/>	
Manage pressure	<input checked="" type="checkbox"/>	
Motivate	<input checked="" type="checkbox"/>	
Multi-task	<input checked="" type="checkbox"/>	
Organize	<input checked="" type="checkbox"/>	
Problem solve	<input checked="" type="checkbox"/>	
Think creatively	<input checked="" type="checkbox"/>	
Communicate with all persons without judgement	<input checked="" type="checkbox"/>	
To be unbiased and treat everyone with respect	<input checked="" type="checkbox"/>	



### REQUIRED SKILLS *[Learned proficiencies]*

SKILL	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Actively listen to fully understand circumstances	<input checked="" type="checkbox"/>	
Collaborate with others to maximize innovation and effectiveness	<input checked="" type="checkbox"/>	
Consider multiple costs and benefits when problem solving to arrive at most effective decision	<input checked="" type="checkbox"/>	
Focus on details to reduce errors and increase efficiency	<input checked="" type="checkbox"/>	
Manage time effectively to ensure all work is completed timely and effectively	<input checked="" type="checkbox"/>	
Organize work to maximize productivity	<input checked="" type="checkbox"/>	
Plan work projects to ensure efficiency	<input checked="" type="checkbox"/>	
Resolve conflicts to facilitate goal achievement	<input checked="" type="checkbox"/>	
Use empathy to understand the point of view of others	<input checked="" type="checkbox"/>	

### SUPERVISORY RESPONSIBILITIES

- NONE

### REPORTS TO

- POLICE CHIEF

### ESSENTIAL JOB FUNCTIONS

*[The fundamental job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job]*

- Prioritizes and manages investigations by utilizing CLEMIS
- Interviews witnesses, suspects, victims, informants, and others in order to obtain relevant information to investigate criminal activity.
- Searches for evidence in a systematic manner in order to obtain legally admissible evidence to prosecute and convict the violator of criminal laws
- Maintains liaison with other law enforcement agencies that are assisting in investigations and/or providing staff to cooperative team
- Testifies in legal proceedings regarding evidence of violation(s) of criminal law(s) and other matters
- Provides technical support to other investigative areas in the application of electronic and photographic equipment to criminal investigations
- Proactive in community relations
- Property and Evidence Room Custodian as assigned
- Provide crime prevention services to community members

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- Obtains search warrants (writes affidavit for search warrant, swear to, execution) to further an investigation
- Provide written monthly reports to the Chief of Police as needed
- Affect an arrest, forcibly if necessary, using handcuffs and other restraints
- Conducts comprehensive employment backgrounds on all prospective full and part time employees
- Examines crime scenes to gather physical evidence and other information relevant to the identification and prosecution of violators of criminal laws
- Arrests persons believed to have violated criminal laws
- Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined area to pursue, search, investigate, and/or rescue
- Transport evidence to and from crime laboratory
- Complete background checks for day cares, library, schools, etc.
- In-custody warrant paperwork (LEAP)
- Represent Department at community events and parades.
- Conduct station tours for community groups
- Regular and routine onsite attendance

### SUPPLEMENTAL FUNCTIONS

[These are job duties the individual must be able to perform, with or without accommodation; removal of these functions would NOT fundamentally change the job]

- All other duties as assigned

### PHYSICAL DEMANDS

**CONSTANT = HOURLY**

**FREQUENT = DAILY**

**OCCASIONAL = WEEKLY**

**RARELY = MONTHLY**

	CONSTANTLY	FREQUENTLY	OCCASIONALLY	RARELY
Sitting		<input checked="" type="checkbox"/>		
Lifting		<input checked="" type="checkbox"/>		
Carrying		<input checked="" type="checkbox"/>		
Pushing		<input checked="" type="checkbox"/>		
Pulling		<input checked="" type="checkbox"/>		
Standing		<input checked="" type="checkbox"/>		
Walking		<input checked="" type="checkbox"/>		
Ascending/Descending Stairs		<input checked="" type="checkbox"/>		
Reaching		<input checked="" type="checkbox"/>		
Bending		<input checked="" type="checkbox"/>		
Kneeling		<input checked="" type="checkbox"/>		
Crouching		<input checked="" type="checkbox"/>		

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Crawling		<input checked="" type="checkbox"/>		
Traversing Rough or Uneven Terrain		<input checked="" type="checkbox"/>		
Discerning Colors		<input checked="" type="checkbox"/>		
Visual Acuity		<input checked="" type="checkbox"/>		
Ascending/Descending Ladders			<input checked="" type="checkbox"/>	
Grasping/Finger Manipulation		<input checked="" type="checkbox"/>		

### WORK ENVIRONMENT

*CONSTANT = HOURLY*

*FREQUENT = DAILY*

*OCCASIONAL = WEEKLY*

*RARELY = MONTHLY*

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Indoor environments		<input checked="" type="checkbox"/>		
Outdoor environments		<input checked="" type="checkbox"/>		
Work in hot, cold, wet surroundings		<input checked="" type="checkbox"/>		
Potential exposure – communicable disease			<input checked="" type="checkbox"/>	
Exposed to continual, multiple distractions		<input checked="" type="checkbox"/>		
Physical confrontations			<input checked="" type="checkbox"/>	
Work with or near chemicals				<input checked="" type="checkbox"/>
Confined workspaces (shafts, crawl spaces, etc.)				<input checked="" type="checkbox"/>
High, precarious places				<input checked="" type="checkbox"/>
Exposed to electrical hazards				<input checked="" type="checkbox"/>
Exposed to mechanical hazards				<input checked="" type="checkbox"/>
Exposed to chemicals/fumes			<input checked="" type="checkbox"/>	
Ability to position oneself to work under or on top of objects				<input checked="" type="checkbox"/>

### EQUIPMENT

*CONSTANT = HOURLY*

*FREQUENT = DAILY*

*OCCASIONAL = WEEKLY*

*RARELY = MONTHLY*

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Communication Systems	<input checked="" type="checkbox"/>			
Phones		<input checked="" type="checkbox"/>		
Computer/Laptop		<input checked="" type="checkbox"/>		
Copiers/Printers		<input checked="" type="checkbox"/>		
Monitors		<input checked="" type="checkbox"/>		
Scanners			<input checked="" type="checkbox"/>	
Projectors				<input checked="" type="checkbox"/>
Hand tools			<input checked="" type="checkbox"/>	

### SOFTWARE

*CONSTANT = HOURLY*

*FREQUENT = DAILY*

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	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Internet software		<input checked="" type="checkbox"/>		
Word processing software		<input checked="" type="checkbox"/>		
AFIS		<input checked="" type="checkbox"/>		
Talon		<input checked="" type="checkbox"/>		
LEIN		<input checked="" type="checkbox"/>		

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### Disclaimer

*This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principle duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment; therefore, the company may exercise its employment-at-will rights at any time.*

I have received and understand the position description.

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Employee Signature

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Date

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Employee Printed Name