

City of Monroe **JOB DESCRIPTION**

- POLICE OFFICER (PATROL) -

Supervised By: Police Captains and Police Lieutenants

Supervises: No supervisory responsibility

Position: Non-exempt

Position Summary:

Under the general direction of a Captain and/or Lieutenant, a sworn police officer patrols the City protecting the lives and property of the public. Enforcing state laws and local ordinances, preventing crime, controlling traffic, alleviate emergency conditions, maintaining local building security, provide assistance to the public upon request, and conduct inspections to determine conformity to legal standards for purposes of licensing and regulations.

Essential Job Functions, Responsibilities and Duties:

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. Routinely patrols assigned streets, observing traffic for violations of traffic laws and ordinances, while working rotating shifts and unanticipated overtime.
2. Attends scenes of traffic crashes, renders first aid, assists disabled motorists, directs or reroutes traffic and investigates causes and results of accidents.
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, explaining laws and police procedures.
5. Conduct searches of buildings and large outdoor areas, which may involve walking and/or standing for long periods of time.
6. Exercise independent judgment within legal guidelines, to determine when there is a reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
7. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants. Locate, photograph, collect, and store evidence. Present evidence and testimony in a variety of judicial settings.

8. Manage interpersonal conflicts to maintain order.
9. 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.
10. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
11. 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.
12. Direct traffic and perform escort work.
13. Serves subpoenas, warrants, and other legal documents.
14. Routinely seeks to obtain voluntary compliance to laws and ordinances through high visibility, cooperative attitude, favorable public image and creation of public trust.
15. A senior officer may serve as leader and assume control of crime scenes pending arrival of command personnel.
16. Check business establishments, buildings, parks, schools, city property and other sites, after normal operating hours to assure security.
17. Conduct searches for lost persons, runaways, walkaways, and delivers emergency messages.
18. Perform related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class should have the equivalent of the following:

- Knowledge of criminal law and the City ordinances.
- Knowledge of traffic rules and regulations to issue summons.
- Knowledge of the geography, streets and principal locations in the City of Monroe to effectively patrol and quickly respond to calls for assistance.
- Skill in interpersonal relations, with the ability to deal effectively with complainants, witnesses, suspects, prisoners, co-workers and the public.
- Mental alertness and good powers of observation to notice suspicious persons and violation of laws, codes and regulations.
- Ability to react calmly and quickly in emergency situations.
- Physical strength, endurance and agility to perform the job.
- Ability to communicate effectively.
- Graduation from high school or equivalent.

- An Associates Degree from an accredited college.
- Graduation from an accredited police academy.
- Certification by the Michigan Commission on Law Enforcement Standards (MCOLES).
- A valid Michigan driver's license is required.
- Other State of Michigan certifications necessary to perform in this position are: radar operator, firearms qualifications, and Class II Breathalyzer Operator.
- Ability to prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Enter data and information into a computer. Obtain data and information from a computer.
- Utilizes a variety of equipment including weaponry, restraints, radios, vehicles, first aid equipment, cameras, and computers.

Physical Demands:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee is in a variety of settings, to include being outside, in a vehicle, residences, businesses, or an office.

- 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.
- Perform tasks, which require lifting, carrying or dragging people or heavy objects while performing arrest, rescue or general patrol functions.
- Subdue resisting subjects using hands and feet while employing defensive tactics, maneuvers, handcuffs or approved non-lethal weapons and/or restraints.
- Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
- Pursue fleeing suspects on foot both day and night, as needed.
- 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.
- Use computers and typewriters