

TOWNSHIP OF RICHLAND

JOB DESCRIPTION

POLICE OFFICER

General Summary:

Under the general direction of the Police Chief, performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public providing a reassuring presence in the community.

Primary and Essential Duties: (include, but not limited to, the following)

1. Observes, detects, and apprehends violators of traffic and other laws.
2. Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
3. Responds to emergency calls and assists the fire department as necessary, directing traffic flow and reroute traffic when necessary.
4. Conducts investigations of incidents occurring on the shift.
5. Determines appropriate action to be taken at each incident.
6. Completes a written report of all activities during a shift.
7. Completes State of Michigan forms when required for an incident.
8. Completes departmental forms, logs, and summaries related to the processing of evidence.
9. Provides testimony concerning incidents when requested.
10. Performs other such duties as assigned.
11. Comply with, and be subject to, the township personnel policies and requirements.

Minimum Education, Experience and Skills:

Must possess a high school diploma or equivalency. Must meet the minimum requirements as established by Michigan Commission on Law Enforcement Standards (MCOLES). Previous experience dealing with the general public preferred. Valid State of Michigan driver's license. Must be at least 18 years of age. Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments. Ability to move quickly and forcefully in response to unexpected situations. Ability to operate patrol vehicles in emergency mode. Ability to get in and out of a patrol car on a frequent basis. Possess the finger and arm dexterity and the strength necessary to safely operate a firearm. Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units. Proficiency in word processing/typing. Ability to render credible testimony in a court of law. Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

Minimum physical and mental abilities:

Requires walking or standing to a significant degree or requires sitting some of the time. Ability to move quickly and at times forcefully to respond to unexpected situations. Ability to operate patrol vehicles in emergency mode. Ability to get in and out of a patrol car on a frequent basis. Possess the finger and arm dexterity and the strength necessary to safely operate a firearm. Exerting 31-75 lbs. occasionally, and/or 0-30 lbs. frequently. Ability to identify and analyze problems in order to make sound judgments.

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 duties performed by personnel so classified. The job duties are subject to revision as needs arise.

Description approved on: _____