

CITY OF MARQUETTE
Job Description

POSITION TITLE: Patrol Officer
REPORTS TO: Shift Lieutenant
EFFECTIVE DATE: January 1, 2010
JOB CLASS CODE: Non-Exempt

POSITION SUMMARY

Under general supervision of the commanding officer, patrols an assigned area on foot, in a patrol vehicle or on a bicycle, to prevent crime or disturbances of the peace and arrest violators. Responds to a variety of calls requiring assistance and service.

Under general supervision of the shift Lieutenant and the direct supervision of the shift Sergeant, Corporal or senior officer.

ESSENTIAL DUTIES

An employee in this position may be called on to do any or all of the following:

- Regularly patrols assigned streets and roadways to observe traffic for violators of traffic laws and ordinances; reports to scene of accidents, renders first aid, directs and reroutes traffic, and investigates causes and results of accidents; issues tickets to traffic violators.
- Regularly responds to a variety of citizens complaints such as break-ins, robberies, vandalism, domestic quarrels, and assaults; assist complainants and conducts preliminary investigation by interviewing victims and witnesses, gathering evidence and preparing an investigation report.
- Follow-up on preliminary investigations of routine complaints and assists in the investigation of major cases.
- Serves subpoenas, warrants, and other legal documents. Appears in court as necessary to testify on investigated cases.
- Checks buildings, parks, schools, and other sites after normal hours to assure proper security.
- Assists in controlling large crowds and in quelling civil disturbances by disbursement tactics, directing traffic, guarding crowd boundaries, and following orders in situations dictated by superior officer.
- Conducts searches for lost persons, runaways, walkaways, and to deliver emergency messages.
- Prepares and files daily activity report with superior officer. May serve as desk officer, answering telephone dispatching to patrol units, assisting citizens with bicycle registrations and copies of accident reports.

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- Uses a variety of equipment and materials such as first aid kit, narcotic field kit, fingerprint kit, run law enforcement information network computer, and department computer, take breath test on suspected drunk drivers with preliminary breath tester, operates radar equipment, and responsible for maintenance of patrol cars.
- Assist other departments in case of emergencies, E.M.S., Fire Dept., etc.
- Communicates verbally and effectively by listening to people and by giving information, directions, and commands.
- 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.

NON-ESSENTIAL DUTIES

- Performs other related functions as assigned.

MATERIALS AND EQUIPMENT USED

- Standard computer software, printers.
- Telephone, radio, LEIN machine, fax machine, standard duplicating equipment, live scan fingerprint computer, mobile data terminals.
- Vehicles, firearms, radar equipment.

MINIMUM QUALIFICATIONS REQUIRED

- A license to operate a vehicle in the State of Michigan is required.
- Graduation from an accredited high school. Certified as a police officer by Michigan Commission on Law Enforcement Standards.
- Thorough knowledge of law enforcement techniques and the use and operation of a wide variety of law enforcement equipment and apparatus.
- Thorough knowledge of the laws, rules and regulations of law enforcement.
- Ability to use computers.
- Skill in establishing and maintaining effective working relationships with public officials, co-workers and the general public.

PHYSICAL DEMANDS

- Lifting 50 lbs maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- Frequent standing, walking sitting and driving.
- Occasional bending, twisting, squatting, climbing, reaching and grappling.
- Ability to communicate orally in a clear manner.
- Ability to distinguish sounds at various frequencies and volumes.

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- Ability to distinguish people or objects at varied distances under a variety of light conditions.
- Must be capable of using hands/feet for repetitive single grasping, pushing and pulling and operating controls.
- Ability to withstand temperature and noise changes in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

Approved by:

Department Head

Date

Human Resources Director

Date

Association President

Date