

# Metro Police Authority of Genesee County

## Job Description

Police Officer

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Department: Metro Police Authority

### General Statement of Duties

Performs skilled police work involved in enforcing laws and ordinances, protecting lives and property and preventing and suppressing criminal activity. Responsible for creating and maintaining a positive relationship with the community and acts as a first line representative of the Metro Police Authority of Genesee County. May be assigned to Road Patrol, K-9, Domestic Violence/Victim's Rights, Community Policing, and for investigations as necessary to meet department needs and objectives. Work is performed in accordance with standard police practices and established departmental policies and regulations.

### Statement of Tasks

- Operates as a member of the Metro Police Authority of Genesee County law enforcement team in order to satisfactorily accomplish the departmental mission while adhering to departmental values and philosophy.
- Provides primary response to 911 emergency calls and answers other calls for assistance and investigates complaints.
- Enforces motor vehicle operation and parking regulations and conducts selective traffic enforcement. Issues violation warnings and tickets, seizes vehicles and arrests violators as appropriate.
- Serves warrants, subpoenas and other civil and criminal processes.
- Apprehends or assists in the apprehension of suspects and other wanted persons, using physical force as necessary in order to properly exercise the power to arrest.
- Detains and searches suspects, guards prisoners, and assumes responsibility for their safety and personal property while in custody.
- Collects evidence at crime scenes and locates and interviews victims, witnesses, and suspects, and performs other fact finding duties.

- Prepares, enters, and files reports of accidents, complaints, offenses, and other incidents and maintains a daily log of patrol and enforcement activities.
- Assists in the prosecution of suspects by attending court proceedings and testifying regarding criminal investigations and law enforcement activities.
- Assists at parades, ceremonies, sporting and other special events with crowd control, directing traffic and providing assistance as needed.
- Administers first aid and otherwise assist's persons in need until emergency medical personnel or other support arrives.
- Operates a police vehicle, radio and other equipment including firearms, chemical agents, computers, batons, breath testers, restraints, audio and video equipment, traffic control devices, and medical equipment in accordance with established operating procedures.
- Assists with researching, writing, and administering grants.
- Trains other department personnel as a Field Training Officer or in special police skills and utilizes special skills in the course of duty.
- Keeps abreast of new law enforcement techniques through continued education and professional growth by attending meetings, conferences, seminars and training workshops as appropriate.
- Exercises appropriate independent discretion and judgment in relation to law enforcement functions.
- Performs proactive police work aimed at reducing the incidence of crime and criminal behavior in the community, including working with school children to promote self-esteem and build skills to resist drugs, violence and gangs and working with residents, businesses, community groups and schools to foster knowledge of community based crime prevention techniques.
- Maintains a visible presence in the community by patrolling assigned neighborhoods in a police vehicle or on foot or on a motorcycle, developing relations with residents and business owners and planning and participating in community events.

- Assists the community with identifying and addressing underlying community issues and problems that can lead to increased crime and provides community-based safety training and resident protection programs including fingerprinting, bicycle safety clinics and other programs.
- Serves as a DARE Officer or School Resource Officer to positively interface the Police Department with the community, school district, administration, faculty, parents, business community, and other units of government.
- Works cooperatively with prosecutors, courts and other law enforcement agencies to apprehend and prosecute criminals and collects and presents information necessary to obtain warrants, and maintains evidence and detailed records to be used in court proceedings.
- Inspects establishments for activities where permits or licenses are necessary to obtain warrants, and maintains evidence and detailed records to be used in court proceedings.
- Inspects establishments for activities where permits or licenses are necessary and initiates appropriate action if proper authority has not been granted or established standards are not being followed.
- Investigates accidents and collects evidence, interviews witnesses, takes measurements and diagrams at accident scenes to establish cause.
- Serves as a Domestic Violence/Victim's Rights Coordinator, including contacting and providing information to crime victims, and working with other agencies and service providers to improve victim/witness services to Metro Police Authority of Genesee County residents.
- Performs daily routine safety and maintenance inspections on patrol cars.
- Performs related duties as required.

The above list of tasks is illustrative of the many tasks that may be assigned to this classification and shall not be interpreted to describe all the duties an employee in this classification may be required to perform.

#### Required Knowledge, Skills, and Abilities

- Knowledge of principles, practices, and techniques of modern law enforcement, including the philosophies and approaches of community policing.

- Knowledge of the law, ordinances, regulations, and limitations of activities associated with police work.
- Knowledge of basic rules of evidence and other legal procedures applicable in prosecuting of crimes.
- Knowledge of computers and related software and standard office equipment.
- Ability to operate police vehicles and motorcycles, communications equipment, firearms and other implements and equipment utilized in the line of duty.
- Ability to work effectively in stressful emergency conditions, maintain discipline according to established command structure, and follow established department policies and procedures.
- Ability to analyze situations quickly and objectively, and to determine the proper course of action.
- Ability to obtain accurate information through interviews, interrogations, and observations.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Ability to exercise diplomacy in contentious or confrontational situations.
- Ability to exercise good judgment, resourcefulness, and maintain effective working relationships with co-workers, the public, elected officials, victims, detainees, and other law enforcement professionals.

#### Minimum Qualifications

Graduation from high school or equivalent GED and possession of an Associate's Degree in Criminal Justice or three (3) years of law enforcement experience. Successful completion of MCOLES Police Certification Program. Possession of valid Michigan Driver's License and good driving record. No felony convictions or no OUIL or OUID convictions. Must pass drug and alcohol test, extensive background investigation, and psychological examination.

Special Requirements

Must be willing and able to work shifts of varying lengths which start at different times of the day and night, as well as weekends and holidays. Must be able to sit in an office or vehicle for extended periods of time and communicate with others in person and on the telephone or radio and be mobile in an office, outdoors, or in a community setting. Must be able to meet MCOLES physical strength and endurance standards. Must be able to work in confined spaces and outdoors under varying extreme weather conditions. Must be able to stoop, crouch, kneel, and crawl, and utilize hands for balancing, handling, feeling, and fingering objects and materials. Must be able to utilize sense of smell, taste, and hearing to identify potential dangers or clues. Must be able to use sight and dexterity to review and produce written and electronic records. Must possess basic normal functions of depth perception, color vision, acuity far and near, field of vision and accommodation. Must be able to work in an environment where exposure to fumes or airborne particles, toxic and caustic chemicals, potential electronic shock, explosives, vibrations, loud noises or other potentially dangerous situations, may frequently occur.

Date: 7/6/18

  
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Chief of Police  
Metro Police Authority of Genesee County