

PUBLIC SAFETY OFFICER

SUMMARY

Performs law enforcement, patrol, and investigative work to maintain order, regulate traffic, protect life and property and prevent crime and disorder. Also responds to fire scenes to perform firefighting as directed by the on scene Fire Officer acting as incident commander.

SUPERVISION EXERCISED

May work as shift supervisor, exercising direction over other public safety officers and reserve officers.

SUPERVISION RECEIVED

Officers will follow chain of command as set forth in the Policies and Procedures.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

The below listed duties are an example of what an employee in this position may be called upon to perform:

1. Provides preventive patrol, in an automobile, on a bicycle, or on foot; investigates suspicious subjects, vehicles, and situations. Conducts property checks of businesses, public buildings and areas, and private homes.
2. Uses radio equipment in accordance with department policy to receive assignments, request information, and maintain awareness of department activities. Keeps shift supervisor apprised of status and activities.
3. Investigates reported crimes, accidents, and other incidents. Gathers, protects, and processes evidence to the best of their knowledge, skill and ability.
4. Enforces ordinances and statutes, making arrests or issuing citations using the appropriate discretion to protect the safety and wellbeing of the community.
5. Provides traffic and parking enforcement and traffic control, not to include Parking Enforcement Officer duties.
6. Respond to other calls for service, such as motorist assists, etc. Perform first aid on injured persons within the officer's training and abilities until the arrival of medical personnel. The department will provide periodic updates.
7. Completes all necessary reports, tickets, forms, and administrative paperwork as necessary to complete tasks assigned.
8. Serves subpoenas and other paperwork as required.

Patrol Officer, continued

9. Polices public events to enforce state laws and City ordinances.
10. Maintains public order at the scene of incidents, fires, crimes, or potential or actual civil disorder.
11. Responds to fire incidents to perform firefighting duties as directed by the on-scene Fire Officer acting as Incident Commander.
12. Carries out the duties of a Sergeant if acting as shift supervisor.
13. May perform special duties, such as being a member or leader of a special unit; liaison for neighborhood watch or local schools; crime scene technician; sketch artist; reserve officer liaison, or similar duties. All above duties are strictly voluntary
14. May be requested to train and instruct reserve officers in departmental procedures and law enforcement techniques. Training of reserve officers is strictly voluntary.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certification by MCOLES

Certification in Firefighter I & II

Maintain firearms qualification according to department standards.

Maintain qualification in non-lethal force, including use of chemical agents and self-defense training, according to departmental standards.

Educational requirements include a Bachelor's Degree or Associate's Degree (with equivalent experience) in Law Enforcement, Police Administration, or related field.

A valid Michigan driver's license.

Ability to work rotating shifts and overtime as needed.

Knowledge of the principles, practices and techniques of modern law enforcement and investigative techniques. The department will provide periodic updates and continuing education in these areas.

Knowledge of the laws and regulations applicable in criminal investigative work and skill in following these procedures in routine and emergency situations. The department will provide periodic updates and continuing education in these areas.

Knowledge of firefighting and suppression tactics.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear; use hands or fingers to handle, or feel; reach with hands and arms and travel to other locations. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to run, taste or smell. The employee must frequently lift and/or move items of up to 75 pounds. At fire-related incidents the employee (with the assistance of others, if needed) is regularly required to carry and lift equipment weighing up to 100 lbs., lift and drag hose spraying water at 90-120 lbs. of pressure, lift and carry injured person from an emergency scene. Specific correctable vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, crime scenes, hot smoky environments and unpleasant surroundings. At fire-related emergency scenes the employee could be exposed to extreme changes in the environment; high heat or severe cold; fumes, airborne particles, or odors; dangers of walls, ceilings or floors collapsing; hazardous materials, sharp or otherwise dangerous instruments or equipment; risk of electric shock; vibration; bloodborne pathogens and communicable diseases; and other dangers associated with firefighting. The noise level in the work environment is usually quiet in the office, and quiet to loud in the field. Duties will occasionally include exposure to persons in various emotional states, as well as under the influence of alcohol and/or drugs.