



## **WHITE LAKE TOWNSHIP POLICE DEPARTMENT JOB DESCRIPTION**

### **POLICE OFFICER**

**Non-Exempt**

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#### **GENERAL RESPONSIBILITIES**

As a sworn police officer, he/she enforces laws and patrols authorized areas. Maintains order in White Lake Township, protects life and property, performs investigations, prevents crime, preserves the peace, regulates traffic, give aid and information to citizens and performs related work as required. Shift assignments include weekend work, days, afternoons, and midnight shifts or special hours as required.

#### **ESSENTIAL JOB FUNCTIONS**

- Reads and comprehends rules, regulations, policies, procedures and laws to ensure appropriate officer behavior/response and to perform law enforcement activities.
- Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
- Prepares investigative and other reports using appropriate grammar. Includes sketches, symbols and mathematical computations as necessary.
- Communicates with people by listening and verbally giving information, directions, and commands.
- Exercises independent judgment, within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when, and to what degree, force may be used.
- Intervenes in interpersonal conflicts to maintain order.
- Maintains emotional control and ability to act under extreme stress.
- Initiates and responds to radio communications by speaking and listening over law enforcement radio channels, under adverse conditions such as siren usage or high speed vehicle operations.
- Arrests suspects, forcibly if necessary, using gun, handcuffs and/or other weapons or restraints as required. Effectively employs defensive tactics/maneuvers or approved weapons when necessary.
- Pursues suspects, conducts searches and investigations and performs rescue operations. In the performance of these functions: climbs over obstacles; climbs through openings; jumps from elevated surfaces; jumps over obstacles, ditches and streams; crawls in confined areas; uses bodily force to gain entrance through barriers; lifts, carries, or drags people or heavy objects; pursues fleeing suspects on foot; enters and exits vehicles quickly; and walks or stands for long periods of time.
- Guards prisoners and assumes responsibility for their safety and personal property while in custody.

- Performs visual and physical searches of persons to detect potential weapons and contraband.
- Operates an emergency vehicle in emergency and pursuit situations involving speeds in excess of the posted limits. Exercises due care and caution when driving in exception to traffic control devices, in congested traffic and in unsafe road and environmental conditions.
- Testifies in court regarding criminal, traffic, or civil cases as required.
- Loads, unloads, aims and fire handguns, shotguns, or other agency firearms from a variety of body positions in situations that justify the use of deadly force.
- Safely operates department approved less-lethal weapon systems when required.
- Issues notices for traffic and ordinance violations.
- Conducts visual and audio surveillance for extended periods of time.
- Assists disabled motorists, persons desiring information and elderly or ill persons.
- Performs other essential tasks as identified by White Lake Township.

### **SUPPLEMENTARY JOB FUNCTIONS:**

- Conducts tours of the Police Station and other facilities as assigned.
- Performs other duties as assigned by police administrators.

### **EDUCATION AND MINIMUM QUALIFICATIONS:**

- Knowledge, skills and ability requirements must meet the White Lake Township Police Department and White Lake Township Civil Service Commission requirements.
- Associates degree mandatory, Bachelor's degree from accredited university preferred.
- State of Michigan MCOLES certified or certifiable.
- Possess a valid Michigan operator or chauffeur license.
- Ability to establish and maintain positive working relationships with the public and other employees.
- Effective communication skills.

### **KNOWLEDGE, SKILL AND ABILITIES:**

- Skill in the use of departmental issued firearms and other weapon systems.
- Ability to effectively perform work of a hazardous and sometimes stressful nature under adverse conditions.
- Ability to solve practical problems and deal with a variety of instructions.
- Ability to read and understand specifications, manuals and instructions.
- Ability to organize and write police incident reports and correspondence. With correct format, punctuation, spelling and grammar. Ability to write detailed directions and procedures.
- Ability to maintain physical fitness and agility and mental alertness during extended periods of work.
- Ability to learn street locations, block numbers, building locations, and target of hazard in White Lake Township.
- Ability to take clear and acceptable fingerprint impressions.

- Ability to work effectively with the general public.
- Ability to take command of and control various and sometimes stressful situations.
- Ability to operate White Lake Township and/or other approved computer networks.

**PHYSICAL REQUIREMENTS:**

- Walking frequently; standing frequently, sitting frequently in a police car
- Use of hands –frequently for touching, handling, lifting – occasionally for combative individual and or to effectuate an arrest
- Running – occasionally to assist in life saving measures or apprehending individuals
- Considered medium to heavy work may lift up to 120 pounds on an occasional basis
- Pushing or pulling up to 200 pounds to move objects on an occasional basis
- Ability to maneuver as necessary – may involve stooping, crouching, kneeling or crawling.