



Police Officer

Classification code: 351

rev. date: 8/13/2020

Department: Police Department
Supervisor: Chief of Police
Union: Ferndale Police Officers Union (FOP)
Classification: FLSA Non-Exempt
Appointing Authority: City Manager

GENERAL STATEMENT OF DUTIES

To perform responsible law enforcement duties, to patrol an assigned district to prevent crime, arrest violators of law, protect life and property, investigate traffic accidents, control traffic and maintain law and order, to take command in the absence of a superior officer and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the supervision of a Sergeant or other superior officer who assigns, and reviews work for conformance with departmental orders and regulations.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Affect an arrest, forcibly if necessary, using physical techniques, handcuff, and other restraints.
- Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches, and fences; and crawl in confined areas to pursue, search, investigate and/or rescue.
- Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high-speed vehicle operations.
- Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes.
- Conduct visual and audio surveillance for extended periods of time.
- Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
- 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.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informants.

- Load, unload, aim and fire handguns, shotguns, and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
- Manage interpersonal conflicts to maintain order.
- Operate an emergency vehicle during both the day and night; in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.
- Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
- Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.
- Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Pursue fleeing suspects on foot both day and night in unfamiliar terrain or surroundings.
- Read and comprehend rules, regulations, policies, procedures, and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Subdue resisting subjects using hands and feet while employing defensive tactic maneuvers or approved non-lethal weapons techniques.
- Use bodily force to gain entrance through barriers to search, seize, investigate and/or rescue.
- Perform other essential tasks as identified by the Ferndale Police Department or the Michigan Commission on Law Enforcement Standards Job-Task Analysis.

PERIPHERAL DUTIES

- Attends and participates in trainings as assigned or requested to stay abreast of innovations and new trends related to duties and responsibilities.
- Adheres to policies, procedures, and programs within the Police Department both orally and in writing.
- Prepares reports and related information as directed by Supervisor.
- Proofreads and edits a variety of documents.
- Exhibits high attention to detail and takes adequate time to review and tasks before proceeding.
- Assists with all customer service activities.

MINIMUM QUALIFICATIONS

Minimum Education and Experience:

- Must have a valid operator's license.
- Must have two years of college credit (60 credits), or four (4) years of active military duty with an honorable discharge (as confirmed by DD214), or a combination of honorable military service and college education, or a minimum 5 years as a certified police officer.
- Must be able to successfully pass MCOLES medical examination to include a drug screen.

- Must be able to successfully pass a departmental criminal, civil and background investigation to the satisfaction of the department.
- Must have passed the MCOLES reading and physical tests upon application.

Necessary Knowledge, Skills and Abilities:

- Reasonable knowledge of State and Local Laws and ordinances.
- Reasonable knowledge of the geography, streets, and important locations in Ferndale.
- Reasonable knowledge of modern police practices and procedures.
- Reasonable knowledge of traffic rules and regulations.
- Working knowledge of modern technological procedures and practices.
- Skill or ability to attain skill in the use of firearms.
- Ability to react calmly and quickly in emergency situations.
- Ability to prepare accurate, written records and reports.
- Ability to demonstrate mental alertness and good powers of observation.
- Ability to maintain mood physical condition, strength, and agility.
- Ability to understand and follow instructions, manage multiple tasks, and work effectively under stress and with interruptions, within deadlines and with changes in work priority.
- Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness with the public and other employees.

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software.
- General office equipment including a 10-key calculator, telephone, copy machine, and scanner.
- Motor vehicle used to travel within the City to perform inspections.
- Window’s tablet and PC.
- Police related equipment, software, vehicles, etc.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk and talk or hear. The employee is occasionally required to climb or balance, and to stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the 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 job duties, the employee:

- The noise level in the work environment varies depending upon the calls and work assigned.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- Veteran preference testing points in the amount of 5 total points will be added to the candidate's oral board passing score, and preference will only be given to veterans with an honorable discharge as defined in his/her DD214, at the discretion of the department.
- Preference may also be provided to candidates who are active Cadets, members of the Early College Program, or that have a minimum of 5 years as a certified police officer.

EMPLOYEE SIGNATURE

By signing below, I understand and accept the requirements, essential functions, and duties of the position.

Employee _____

Date _____