

**CITY OF HARTFORD
COUNTY OF VAN BUREN
JOB DESCRIPTION
POLICE OFFICER**

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Investigate report of crimes, accidents, and other incidents.
- Gather, protect and process evidence.
- Enforce ordinances and statutes, making arrests where appropriate; processing and protecting prisoners as required.
- Providing traffic and parking enforcement and traffic control.
- Responding to other calls for service, such as motorist's assists, etc.
- Complete all necessary reports, tickets, forms, and in-house paper work as required.
- Check out suspicious subjects, vehicles and situations.
- Serve subpoenas and other paper work as required.
- Do court work as required, including obtaining warrants, and doing arraignments.
- As appropriate, conduct property checks of businesses, public buildings and areas, and private homes.
- Provide preventive patrol.
- Other duties may be assigned to meet business needs and community welfare and safety.

MINIMUM QUALIFICATIONS.

EDUCATION:

Position requires a high diploma or equivalent and completion of training at an accredited police academy.

Necessary Knowledge, Skill and Abilities:

- Knowledge of the court system and presentation of evidence in court proceedings.
- Knowledge of City Ordinances, State and Federal laws, and supreme court rulings that affect law enforcement.
- Knowledge of effective methods of investigating
- Knowledge of geographic area of the City.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of modern police practices and method used in crime investigation and the identification and presentation of physical evidence.
- Ability to ascertain facts by personal contact observation, and examination of records.
- Ability to react quickly and calmly in emergency situations and to determine proper course of action.
- Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations.
- Ability to enforce laws firmly tactfully and with respect for the rights of others.
- Ability to learn to operate all law enforcement equipment required in the performance of required duties.
- Ability to maintain a high level of discipline and morale.
- Ability to qualify for use of firearms and other defensive equipment.
- Ability to defend self and others without deadly force.
- Ability to keep accurate records and make reports.
- Ability to tolerate high level of stress and react quickly and calmly in emergency situations and to determine proper course of action.

- Ability to communicate clearly and effectively orally and written.
- Ability to establish and maintain an effective relationship with other city officials, county, state and federal authorities, the public, and other employees.

Licensing and Certification:

Required to be MCOLES certified. Must have a valid State of Michigan Driver's License and good driving record.

Tools and Equipment Used:

Requires frequent use of a motor vehicle, personal computer, including word processing programs, calculator, telephone, copier, fax machine, two-way radio and weaponry.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, talk, walk, see and hear. The employee is frequently required to use hands, arms and fingers, handle, feel objects, tools, keyboards, telephone or controls. The employee is occasionally required to run, jump and climb. Because this is a small department, the fact that these physical demands may only be occasional does not mean that the inability to perform them can be accommodated by shifting those duties to others.

The employee must occasionally lift and/or move up 75 pounds and may occasionally be required to engage in physical confrontation with unruly and uncooperative human subjects equal to or greater in weight than the employee. The employee may encounter driving hazards, high-speed chases, animals, gunfire and other weapons and the remote possibility of hazardous material spills. The employee may be exposed to temperature extremes depending on the weather conditions.

Specific vision abilities required by this job include close and distant vision and the ability to adjust focus. (Read books, memos, ledgers, computer screens, and use weapons).

Work Environment:

The City of Hartford is a drug-free workplace.

When on the scene of emergency operations, incumbent can be exposed to definite health or accident hazards. The noise level in the work environment in the office is usually moderately quiet. Out on patrol, the noise level may be moderate.

The Police Officer will have an office in the Police Department, but the job requires long periods of patrolling in a police vehicle, and occasionally driving to events on behalf of the City. The Police Officer will have a police cruiser available for their use.

The duties listed above are intended only as illustration 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.