

VILLAGE OF DECATUR

Job Description

POLICE OFFICER

Supervised by: Police Chief, Sergeant
Supervises: None

Position Summary:

A Police Officer enforces state laws and local ordinances and arrests suspected violators of the law pursuant to statutory requirements. A Police Officer responds to citizen-initiated calls for services and conducts self-initiated investigations while patrolling the Village of Decatur.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.

1. Maintain working knowledge about policies and procedures as outlined in the Decatur-Police Department Manual, Village of Decatur Personnel Manual, Village of Decatur Ordinances, as well as State and Federal Laws.
2. Regularly patrol the Village in order to reduce the frequency of crime and disorder, protect life and property, direct and regulate traffic, investigate accidents and enforce the motor vehicle and parking code.
3. Serve criminal and civil processes including warrants and subpoenas.
4. Investigate and enforce violations of all Federal, State, and Village laws and ordinances.
5. Guard detainees and assume responsibility for their safety and personal property while in custody.
6. Investigate and restore order when called to the scene of automobile accidents, emergencies, and other complaints.
7. Scientifically obtain and preserve evidence, testify in court and otherwise assist in the prosecution of criminal cases.
8. Prepare and maintain records and reports of accidents, complaints, offenses and other incidents.
9. Provide information and general assistance to the public.
10. Respond to fire alarms and other emergencies in order to control crowds.
11. Perform various criminal investigation activities including the taking of fingerprints, photographing, and the examination and preservation of evidence.
12. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or equivalent.
- Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards and a valid Michigan's driver's license are required.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in the use of standard office equipment, including computers and related software, and the vehicles, equipment and other implements used in the line of duty.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to work shifts of varying lengths and different times of the day, including weekends and holidays as necessary. The standard shift is twelve (12) hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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's environment can range from an office setting to highly dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to exercising the strength, mobility, dexterity and stamina associated with apprehending criminals. The employee is regularly required to communicate with others in person and on the telephone or radio, use sight to review documents and assess public safety scenes, and must regularly travel to other locations.

While performing the duties of this job, the employee may be exposed to adverse weather conditions, extreme heat, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives and other dangerous situations. The noise level in the work environment can range from quiet to very loud.