



TRAVERSE CITY POLICE DEPARTMENT

CITY OF TRAVERSE CITY POLICE DEPARTMENT

JOB DESCRIPTION

Patrol Officer

Supervised by: Road Patrol Sergeant
Supervises: May be required to supervise junior and/or reserve partners
Status: Non-Exempt (Full-Time) **Unit/Group:** P.O.A.M.

General Summary:

Patrol work to ensure the protection of citizens of the City of Traverse City. Work involves responsibility for the operation of a vehicle, issuance of tickets to traffic violators, and apprehension of persons suspected of violating the law. The Patrol Officer will follow the Policy and Procedure Manual of the Traverse City Police Department and be responsible for reporting for duty in a clean uniform, polished leather and personal appearance as defined in the Policy Manual. The Patrol Officer is responsible to the Patrol Sergeant on duty. May be assigned to the detectives' bureau and may act as the special investigating officer in all felony investigations. The Patrol Officer may also be assigned as Investigation Technician involved in the collection, preparation and analysis of physical evidence.

This is a sworn position. The employee must be a Michigan certified "Peace Officer."

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. This individual must be able to perform each essential function satisfactorily.

1. Actively support and ensures compliance with the mission, policies, procedures, programs, objectives, philosophies, and vision of the Traverse City Police Department. Support and maintain the Chain of Command.
2. Promote and engage in community policing by interacting and collaborating with the community. Work with local organizations, leaders and ordinary citizens to create and maintain comfortable and safe living conditions. Work side by side with community groups to address specific problems or work toward certain goals.
3. Prevents and discovers commission of crimes; apprehends criminals and offenders; makes presence known consistent with community policing and in a manner that contributes to deterrence and solving of crime.
4. Protects citizens by preventing crime, enforcing laws, apprehending suspects, monitoring traffic, and interacting with community members to form lasting trust/relationships.

5. Answers call/radio complaints involving traffic, fire, vehicle accidents, robbers, domestic violence, neighborhood disturbances and other misdemeanors, felonies, service calls, secures accident and/or crime scene.
6. Writes reports and completes Field Interrogation Reports forms providing record of all police activity and documentation for legal action reviewed by supervising officer.
7. Administers first aid, conducts preliminary investigations, gathers evidence, identifies witnesses and issues citations or makes arrest if appropriate; interview witnesses and victims, gathers information, preparing physical evidence, conferring with attorneys and testifying.
8. An investigation technical, may be required to collect physical evidence at the scene of crimes, take photographs, prepare evidence for court, and to assist in the investigation of serious accidents of traffic, industrial, or domestic.
9. The Patrol Officer shall become acquainted with the merchants, businesses, the citizens within the City and assist them in identifying problem areas or concerns. The patrol Officer will provide a sense of security for business and citizens with the City.
10. Participates in annual and other regular training programs in police methods and procedures, weapons training, proficiency skills, and physical fitness.
11. Patrol Officer will advise the Shift Commander that he/she is on duty, and will be prepared for assignment on a minutes notice. He/she will check all the information in the officer's personal box, and read all information boards from the shift.
12. The Patrol Officer will receive the equipment to be issued to the Officer from the Shift Commander, and check all equipment for use during tour of duty to ensure proper working conditions and advise the Shift Commander of any defects of the equipment before leaving on patrol.
13. Performs specialized duties such as Detective, K-9 Officer, DARE Officer, FTO Instructor, Firearms Instructor, Emergency Response Team, Motor Officer, Training Officer, Traffic Control, Crime Prevention, Community Relations, Community Police, Academy Instructor/Advisor, Reserve Officer Instructor, LGBTQ Liaison and other specialized activities. (PPCT/CQB Research)
14. Performs public relations duties such as problem resolution, comforting distraught citizens, offering information and guidance, participating in community activities and events, mediating disputed and demonstrating crime prevention techniques.
15. Attend events to set up booths to build relations in a social setting. Interact with the public and provide information to the public.
16. Addresses public needs with traffic issues. Correspond with Motor Team. Provide proactive traffic control.
17. Assist with interdiction team/TNT as it relates to drug information and enforcement. Participate in proactive programs for drug enforcement/drug treatment programs. Special detail assignments for drug enforcement activities.
18. Performs other duties in support in support of the department and other city departments and external agencies as required, logical or 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.

- Associate's Degree (Bachelor's degree preferred) in Criminal Justice or other human services and two years related Law Enforcement experience.
- Michigan Commission on Law Enforcement Standards (MCOLES) certified or certifiable
- Successfully complete an in-depth physical examination
- Successfully complete an in-depth psychological examination
- Successfully complete an extensive physical fitness testing.
- A clear understanding of the functional organization of the Traverse City Police Department.
- Working knowledge of city governments and the various officers and departments.
- Working knowledge of police terminology and practices; working knowledge of city, state and federal law; working knowledge of the citizen's rights; working knowledge of the laws of traffic, evidence, search and seizure;
- Experience in preparation of formal written reports (directives, search warrants, policy and procedure, grant applications)
- Ability to understand and anticipate problems and to reach logical conclusions from information.
- Ability to work independently and develop ideas with little supervision.
- Ability to practice Self-Initiated Filed Activity (S.I.F.A.).
- Ability to prioritize and process multiple tasks.
- Experience with computers and electronic surveillance equipment and ability/willingness to learn new technology/software applications.
- Ability to make recommendations on personnel "professional development".
- Ability to make recommendations on equipment needs.
- Ability to assume command of an emergency incident and render immediate decisions as needed.
- Liaison with community and business leaders as well as other law enforcement officers.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described 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 is regularly required to sit, stand, walk, talk and hear. Work may involve personal danger. The employee frequently is required to use hands to finger, handle or feel or operate objects, controls, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee must frequently lift and/or move items of light to up to 100 pounds in weight. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

Work is performed primarily in assigned vehicles, foot patrol, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Assignment to special duty areas such as motorcycle, K-9, schools resource and training. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

Employee Signature

Date