

	<h1>Gerrish Township Police Department</h1> <p>Policy #1.3.7</p>	<p>Revised Date: 10/10/2017</p>
<h2>Job Description – Patrol Officer</h2>		

POSITION SUMMARY

Under the direction of the Command Structure of the Gerrish Township Police Department, the Patrol Officer shall patrol Gerrish Township in order to enforce Local Ordinances, State and Federal Laws, investigate criminal activities, investigate traffic accidents, respond to domestic and other disputes, and responds to requests for a variety of services. Gerrish Township Officers shall perform a variety of functions related to protecting lives and property within Gerrish Township or in neighboring jurisdictions as called upon in a Mutual Aid agreement. They may be assigned as an Evidence Technician, Advanced Accident Investigator, Field Training Officer, Criminal Sexual Conduct Forensic Interviewer, as well as other specialized assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrols the Township to enforce Uniform Traffic Violations, stops Traffic Violators and issues Uniform Citations as appropriate, assists stranded motorists, provides assistance during hazardous conditions, and serves as a deterrent to crime. Performs building security watches and addresses the prevention of property crimes.
2. Responds to a variety of citizens' complaints such as, Robbery, Breaking and Entering, Assaults, Vandalism, Domestic disputes and Ordinance enforcement. Maintains radio communications with Roscommon County Central Dispatch to seek necessary information, request additional assistance and coordinate patrol related activities.
3. Assists Complainants and initiates investigations by searching for physical evidence, collecting and preserving physical evidence, interviewing Victims

and Witnesses, taking photographs and protecting Crime scenes. Patrols the township to enforce Motor Vehicle, Criminal and Ordinance statutes.

Prepares and completes reports on all incidents investigated.

4. Prepares cases for presentation to both County and Township Prosecutors' Offices and obtains arrest warrants as required through each office.
5. Reports to accident scenes to investigate the incident, renders First Aid, requests medical services and transportation as appropriate, directs traffic, and investigates the cause of each accident. May take photographs, measurements and statements as part of the investigation.
6. Prepares a detailed daily report of activities including complaints, accidents, arrests and citations issued.
7. Assist the Prosecutor with case preparation and appear in Court to present evidence or as a witness.
8. Assists citizens in a variety of emergency and non-emergency situations, provides assistance in times of emergency with crowd control and other measures.
9. Checks businesses after hours and homes that have been temporarily vacated for security purposes. Checks establishments selling liquor to ensure that they are in compliance with State of Michigan liquor laws.
10. Serves as both PBT and breathalyzer operator as required by the State of Michigan.
11. May serve as a Drug Education Officer providing instructional programs related to drug issues, initiate Community awareness and education, attend various School functions and interact with the students, teaching parent educational programs and provide related assistance to schools and students.

COMMUNITY POLICE OFFICER RESPONSIBILITY

Under a Community Policing Philosophy, the Officer shall fill four specific roles in addition to the aforementioned Duties. These are, Planner, Community Organizer, Problem Solver and Communicator. Additionally, the Patrol Officer has several other responsibilities that are general in nature. These are suggestions; it will be a responsibility of our working Communities to develop the actual duties and responsibilities for our Police Officers.

1. PLANNER:

- a. Work with Community Members to identify and analyze the principal

Crime and Order maintenance problems within the Officer's assigned GAP and designs strategies to address these problems.

- b. Identify the root causes of Crime and Order maintenance problems within your GAP.
- c. Have a working knowledge of persons and conditions within your GAP.
- d. Anticipate Crime trends and make plans to break the negative patterns before they become established problems.

2. COMMUNITY ORGANIZER:

- a. Know the residents and merchants within your GAP.
- b. Identify Community Organizations within your GAP, such as, Neighborhood Associations, Business Associations or Civic groups.
- c. Work with Community residents to address Neighborhood problems.
- d. Attend and actively participate in Community meetings.
- e. Motivate Community residents to organize and assist in the implementation of problem solving strategies.
- f. Involve Community Organizations in Crime Prevention.

3. PROBLEM SOLVER:

- a. Make an earnest attempt to identify factors which contribute to the problems of your GAP.
- b. Devise strategies to deal with the root causes of Crime and Order maintenance in your GAP.
- c. Employ other Departmental Employees, as well as public and private agencies in devising and implementing problem solving strategies.
- d. Monitor involvement by non-Departmental resources and follow through to ensure satisfactory results.

4. COMMUNICATOR:

- a. To provide the Department with information about problem conditions and locations within your GAP and suggest and subsequently implement solutions.
- b. Establish two way communications, be an information source to citizens regarding crime problems and solutions. Encourage them to reciprocate with Neighborhood Information.
- c. Share and report intelligence related information with other Department members at staff meetings and work closely with the Neighborhood Watches and Associations.

5. GENERAL PERFORMANCE:

- a. Become involved in programs and activities within your GAP.
- b. Work with the Community to devise special programs to improve quality of life issues.
- c. Promote Crime Prevention.
- d. Address any issue that negatively impacts the quality of life in your GAP as well as in the Community in general.
- e. Shall work cooperatively with all other Officers, internally and externally.
- f. Shall treat others as you wish to be treated.
- g. Shall be a good listener.
- h. Shall be willing to accept learning as a goal.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

REPORTING RELATIONSHIPS

Officers are responsible to the Command Staff of the Gerrish Township Police Department.

WORKING CONDITIONS/ENVIRONMENT

Works in Gerrish Township, however when called upon may travel to various locations, both within and outside the County, in the course of the duties described.

PHYSICAL DEMANDS/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 demand, therefore, range from sitting in an office or vehicle to the enormous physical exertion associated with apprehending criminals. While in the office, the employee is frequently required to talk or hear and use hands to finger and handle.

While acting in other capacities, this employee may be required to stand, walk, run, stoop, kneel, crouch or crawl, and lift and/or move items of heavy weight.

The employee may be exposed to outside weather conditions, and occasionally exposed to moving mechanical parts, high and/or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives, risk of radiation, and vibration. The noise level in the work environment is usually quiet in the office, but may become extremely loud in the field.

QUALIFICATIONS

1. U.S. Citizen.
2. At least 20 years of age.
3. Minimum of a High School Diploma or equivalent.
4. A college degree of an Associate's or Higher in a Law Enforcement or Criminal Justice Field.
5. No arrest record to include expunged convictions.
6. Good moral character.
7. Shall possess a valid Michigan Operator's License with a good driving record.
8. Shall be a non-tobacco product user.
9. Shall be free of physical, chronic and organic diseases.
10. Shall possess normal hearing as required by MCOLES standards.
11. Shall possess 20-20 corrected vision in each eye includes peripheral vision, depth perception and night vision.
12. Shall be MCOLES certified or certifiable at the time of the application and must provide a copy of the certification or a letter from MCOLES indicating the applicant's certifiable status.
13. Shall be free from mental and emotional disorders.
14. Shall establish residency within 20 minutes of the principle office within 6 months of employment.

TRAINING

Have completed the following:

1. Shall be MCOLES certified.
2. Shall be willing to take advantage of higher education opportunities as requested by the Department.
3. Shall have completed ICS NIMS courses 100, 200, 700 and 800 (or achieve by taking the next available class offered after hire).

EXPERIENCE

Must be able to demonstrate the ability to maintain confidentiality and loyalty as well as the ability to communicate and work with Department employees as well as other departments, agencies or other governments.

OTHER REQUIREMENTS

1. Attention to detail is required.
2. Willingness and capability to work any time frame, any day of the week.
3. Shall be available at any time.
4. Possess effective computer and typing skills and have a general knowledge of computer systems, including various software packages that are used by the Department in its operation.

Adopted: January 10, 2005

Revised: October 10, 2017