

## CITY OF LAPEER POLICE DEPARTMENT

The City of Lapeer is hiring a full-time Patrol Officer I. Any applicant must be M.C.O.L.E.S. certified at time of application, must have 60 credit hours of college, must possess a valid Michigan Drivers License and have an excellent driving record, must have excellent moral standards and no criminal record, must be able to pass a written test, oral interview, physical, psychological, drug and medical testing and successful completion of FTO program. This position will be required to work rotating shifts along with working nights and weekends. ***This is a union position, with starting annual salary of \$55,089.02 and excellent benefit package,*** which also includes a defined pension plan All resumes/cover letter **MUST** be accompanied by a City of Lapeer Application (*which can be obtain at the Public Safety Building, City Hall or on line at [www.ci.lapeer.mi.us](http://www.ci.lapeer.mi.us)*) and sent to Tracey Russell @ City of Lapeer, 576 Liberty Park, Lapeer, MI 48446 (or emailed to [Trussell@ci.lapeer.mi.us](mailto:Trussell@ci.lapeer.mi.us)). ***Deadline for submission of information is January 31, 2023.*** The City of Lapeer is an equal opportunity employer.

City of Lapeer  
Job Description

Job Title: Patrol Officer  
Department: Police Department  
Reports To: Police Chief and Supervisory Command Staff  
FLSA Status: Non - Exempt  
Prepared By: D. W. Frisch  
Prepared Date: May 15, 2018

**GENERAL DUTIES**

To provide the basic police services of the department to the public. To enforce local ordinances and state laws. To prevent crime, reduce vehicle crashes through fair and equal traffic enforcement, to arrest persons engaging in criminal activities, to provide education to members of the public as to department services available, provide aid and comfort to person injured or distressed, to provide Professional, Courteous and Fair law enforcement to all persons.

**DISTINGUISHING FEATURES OF THE CLASS**

This is general duty police work consisting of routine police patrol in an assigned area, criminal investigation and crime prevention. A Patrol Officer is also responsible for performing equipment maintenance activities. A position in this class requires an aptitude for police work and sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas and to capture and restrain suspects. Orders of superiors must be executed promptly and efficiently. A Patrol Officer should quickly become familiar with the broad range of modern police methods and procedures. Work is performed under close or general supervision depending on the nature of the assignment. A Patrol Officer is required to exercise initiative and discretion when faced with emergency situations. A Patrol Officer is required to treat all persons fairly and with respect at all times. The work involves an element of inherent personal danger. Supervision may be exercised over new officers, interns and police reserve officers. A Patrol Officer may be assigned to conduct crime prevention inspections. A Patrol Officer will be required to work various shifts during various times of the day and will also be required work on weekends and holidays.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Patrols a designated area during an assigned shift in motorized equipment;

Enforces pertinent City and State laws and assists in enforcement of Federal laws;

Checks doors and windows and examines premises of unoccupied buildings or residences to detect suspicious conditions;

Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances; secures evidence, property and seizures during investigations.

Accompanies prisoners to headquarters, jail or court and appears as witness in court proceedings as required;

Directs traffic and gives violation tickets, or arrests those who break traffic laws;

Investigates accidents and assists injured persons;

Maintains records and prepares reports;

Maintains order in crowds and attends parades, funerals or other public gatherings;

Watches for stolen cars and wanted or missing persons from detailed descriptions provided by radio transmission or other officers.

Investigates and enforces City and State laws pertaining to juvenile offenders; serves criminal and civil processes.

Make referrals on laws, ordinances and general information to the public;

Maintains proficiency in the use and maintenance of department issued firearms;

May train and supervise new officers, interns and police reserves;

Operates and responds to the radio equipped patrol car as required; may operate other required equipment;

Operates portable chemical fire extinguishers;

Cleans, maintains and makes minor repairs to police equipment;

Participates in periodic drills and individual and group training courses covering criminal detection and apprehension, crime prevention and other law enforcement tactics

Gives emergency first-aid treatment to injured persons using modern first-aid techniques;

Obtain additional education and training necessary for job performance;

Deliver death messages to individuals and families;

Assist stranded motorist with removal of their vehicle from roadway;

Assist citizens with lock outs of their residence and vehicle;

Assist citizens with animal and rodent problems;

Provide care, comfort and counsel to individuals while directing them to service providers such as, CMH, DHS and substance abuse programs;

## REQUIRED KNOWLEDGE, SKILL AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have demonstrated personal and professional honesty, integrity, and good judgment as shown in applicant's criminal history, background, and motor vehicle record. An individual performing this job shall have knowledge of local and state laws and an understanding of the concepts of relevant court cases that relate to the core operation of being a Police Officer.

A person performing this job should expect to be at times under significant stress. A person performing this job should expect to visually observe scenes of: neglect, cruelty, criminal activity, death, discord and dismemberment involving other humans and animals. A person performing this job should expect an element of inherent danger. A person performing this job should expect an element of physical interaction with uncooperative and/or combative individuals.

## EDUCATION and/or EXPERIENCE

Associates degree from an accredited college. Successful completion from a certified Michigan Police Academy, accompanied by being M.C.O.L.E.S. certifiable at time of application. Experience may waive college requirement only. Valid Michigan Drivers License.

## TECHNICAL SKILLS

Ability to operate industry standard computer record management systems using a standard key board. Ability to input and export data from computer systems on both stationary and mobile systems. Ability to operate motor vehicle while under stress full conditions.

## LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with individuals, before groups of citizens or employees of organization.

## MATHEMATICAL SKILLS

Ability to calculate figures and amounts. Perform addition, subtraction, multiplication, division. Ability to apply concepts of basic algebra and geometry.

## REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to apply reason to conversations and relay information correctly.

## CERTIFICATES, LICENSES, REGISTRATIONS

Possess valid Michigan Driver's License. M.C.O.L.E.S. certifiable.

## 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 frequently required to stand; use hands and fingers to handle and feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl and run; and talk or hear. The employee is occasionally required to taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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. This position will require employee to work in daylight, darkness, snow, rain, sleet, hail, hot, cold, wind, and other severe conditions of weather. It will require physical restraint of subjects, emotional support of citizens, life or death decision making. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.