



## POLICE OFFICER

<b><u>Municipality:</u></b>	City of Grand Blanc
<b><u>Location:</u></b>	Grand Blanc, MI 48439
<b><u>Department:</u></b>	Police
<b><u>Job Status:</u></b>	Full-Time
<b><u>Closes On:</u></b>	January 30, 2018 at 5:00 PM EST
<b><u>Status:</u></b>	Accepting Applications
<b><u>Details:</u></b>	Salary Range: \$45,884 -\$61,859

### **SUMMARY**

Performs responsible law enforcement duties; maintains order in the City, regulates traffic, protects life and property, prevents crime and quells civil disorder. Investigates crimes, conducts follow-up investigations for major crimes; procures and preserves evidence and prepares detailed reports on case assignments. Attends seminars and training sessions as necessary. Performs related work as required.

### **MINIMUM QUALIFICATIONS**

To qualify for employment the candidate must meet the following criteria by January 30, 2018:

1. Be a U.S. Citizen
2. Have a valid Driver's License
3. An Associates Degree in Criminal Justice or related field of study
4. Currently Certified or Certifiable, in accordance with the standards set by the Michigan Commission on Law Enforcement Standards (MCOLES)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

No police record; no physical defects that will affect performance of general Patrol Officer duties; ability to act quickly and calmly in emergencies; ability to understand and carry out oral and written instructions; ability to operate an automobile; emotional stability; good powers of observation; good general and social intelligence; ability to prepare routine reports; ability to deal courteously but firmly with the public; possession of a valid state motor vehicle operator's license and a satisfactory driving record; and ability to work long hours and to withstand the physical strain of police work. Applicant's character must withstand complete background investigation.

## **APPLICATION**

Each applicant will need to fill out and submit an application. The application can be found on the police department's website: <http://www.cityofgrandblanc.com/departments/police>. A resume and supporting documentation (Driver's License, College Diploma, and MCOLES Certification) will also need to be emailed to Chief Brian Lipe at [gbpdchief@cityofgrandblanc.com](mailto:gbpdchief@cityofgrandblanc.com).

## **WRITTEN EXAMINATION**

The Grand Blanc Police Department utilizes test scores from EMPCO. A list of upcoming tests can be found on their website: [www.empco.net](http://www.empco.net). The list includes a test offered at the Southern Lakes Campus of Mott Community College in Fenton, MI on Thursday January 18, 2018.

To complete a profile and schedule a test for this position, go to: <https://www.empco.net/testing> and follow the instructions. There is a fee to take the test; however, the results of this one test are accepted by all participating police departments in Michigan. Candidates must apply, complete their profile, and pass the test no later than January 30, 2018.

## **ORAL EXAMINATION**

The oral examination will be given only to the applicants who meet the minimum requirements and attain the qualifying scores through the written test. The oral interviews will be held at a time and place to be announced later. The interview will evaluate the candidate's personal characteristics and potential ability in the position and the quality and applicability of his/her training and experience.

# **POLICE OFFICER JOB DESCRIPTION AND DUTIES**

## **SUPERVISION RECEIVED**

Work is performed under the supervision of a command officer as assigned.

## **RESPONSIBILITIES & ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

1. Affect an arrest forcibly if necessary, using handcuffs and other restraints.
2. Climb over obstacles, climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; crawl in confined areas to pursue, search, investigate and/or rescue.
3. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
4. Communicate verbally and effectively by listening to people and by giving information, directions and commands.

5. Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceptive shapes.
6. Conduct visual and audio surveillance for extended periods of time.
7. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
8. Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
9. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
10. Load, unload, aim and fire handguns, shotguns and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
11. Manage interpersonal conflicts to maintain order.
12. Operate an emergency vehicle during both the day and night; in emergency and pursuit situations, while exercising due care and caution, and in exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.
13. Perform law enforcement functions while working rotating shifts and unanticipated overtime.
14. Perform tasks which require lifting, carrying or dragging people or heavy objects while performing arrest, rescue or general service functions.
15. Perform searches of persons which involve touching or feeling to detect potential weapons or contraband.
16. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
17. Pursue fleeing suspects on foot, both day and night, in sometimes unfamiliar terrain.
18. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior and/or response.
19. Subdue resisting subjects using hands and feet while employing defensive tactics, maneuvers or approved non-lethal weapons.
20. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
21. Direct traffic and perform escort work.
22. Assist disabled motorists and others.
23. Administer first aid.
24. Assist in servicing departmental equipment and vehicles.
25. Search for, identify and preserve evidence at the scene of a crime.
26. Follow up on crimes including interviews, identifying suspects, collection of evidence and arrests when appropriate.
27. Obtain warrants as required by case assignment and exercise power of arrest.
28. Compile reports and maintain records of the actions taken in all cases.
29. Serve civil and criminal processes, including warrants and subpoenas, and provide testimony in court.
30. Investigate deaths from unknown causes.
31. Receive and investigate complaints.
32. Cooperate with the FBI, State Police and other law enforcement agencies in criminal detection and investigation.
33. Transport persons in police custody.

34. Guard public officials, prisoners or others as required.
35. Perform related work as required.

## **ESSENTIAL FUNCTIONS, QUALIFICATIONS & KSAs (Knowledge, Skills & Abilities) FOR EMPLOYMENT**

All of the following functions, qualifications, KSAs and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Knowledge of traffic rules and regulations to issue citations for speeding, parking and other violations
  - Knowledge of the geography, streets and principal locations in the City to effectively patrol and quickly respond to calls for assistance
  - Knowledge of liaison and cooperative arrangements that exist between the Department and other agencies to aid coordination of law enforcement efforts
  - Knowledge of applicable Federal, State and local laws and ordinances and the limitations on police authority to protect the safety and rights of citizens
  - Knowledge of the principles, practices and procedures of criminal detection and investigation to thoroughly follow up on major crimes
  - Skill in listening and relaying accurate information, both written and orally
  - Skill (interpersonal) to work with the public and others effectively, under sometimes stressful situations
  - Skill in the techniques of fingerprinting, photography and processing evidence to process criminal suspects and safeguard evidence and process crime scenes
  - Skill in using police vehicles, communications equipment and firearms
  - Mental alertness to process what is being observed to safeguard the public from hazards and identify potential hazards, whether criminal, man-made or naturally occurring, under routine or emergency situations, and the ability to act on that information quickly using discretion and sound judgment within departmental guidelines, to complete duties
  - Ability to work effectively with numbers
  - Ability to maintain a calm disposition to properly gather and disseminate information for the benefit of the public and the department
  - Ability to work as a team member
  - Ability to take command and display leadership, as required by assignment
  - Physical strength, endurance and agility to perform the job to complete duties 1, 2, 5, 7, 10, 14, 17, 19, 20 and 23
  - Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 1, 2, 5, 7, 14, 17, 19, 20, 21, 29 and 35
  - Ability to lift and carry 100 pounds on a regular basis to complete duties 1, 2, 14, 19, 20, 23 and 34
  - Ability to communicate effectively to complete duties 3, 9, 11, 16, 18, 26, 29, 31 and 33
  - Ability to see well to complete duties 1 through 42
  - Ability to hear well to complete duties 1 through 42
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- Bachelor's degree in Criminal Justice or related field preferred. Minimum requirement of two (2) year degree in a related field with some experience.

- Certification by Michigan Law Enforcement Officer Training Council required.

ASSIGNMENTS ARE MADE BY THE CHIEF OF POLICE.