

CITY OF FLINT
Position Description

Class Title:	Police Officer	Job Code Number:	18-P-012
Established:		Bargaining Unit:	FPOA

GENERAL STATEMENT OF DUTIES: Patrols the City of Flint to prevent crime, arrest violators of law, protect life and property, investigate traffic accidents, control traffic and maintain law and order; performs related work as required.

SUPERVISION RECEIVED: Works under the supervision of a Sergeant or a command officer who reviews work for conformance with departmental orders and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Patrols assigned areas on foot, horse, motorcycle, cruiser or aircraft using radio equipment to prevent crime, direct traffic, investigate traffic accidents and to enforce federal, state and local laws.
2. Investigates suspicious activities and apprehends persons endangering the public. Conduct investigations at the scene and gather, preserve and marks evidence pertaining to criminal cases and submit investigations for prosecution.
3. Consults with people regarding inquiries, complaints and information and makes proper disposition or refers to command officer.
4. Investigates traffic accidents to determine cause, takes statements, measurements and other evidence that may determine which party is at fault.
5. Maintains records on accidents, arrests, property damage and duty sheets. Appears as witness to accidents, crimes and other law violations as well as in probate and juvenile court. Prepares justice, circuit court records and probate court petitions and papers. Serves warrants and subpoenas.
6. May participate in special services functions as: water rescue squad, mounted patrol, communications, impounding automobiles, turnkey, crime research activities or surveillance of labor management disputes as required. May be assigned as school resource officer between Flint Police Department and Flint school system performing all duties customarily performed by school resource officer. May be assigned as mounted patrol officer performing all duties customarily performed by a mounted patrol officer. May be assigned as aircraft officer performing all the duties customarily performed by aircraft officers. May be assigned as dog handler performing all the duties customarily performed by dog handlers.
7. Escorts prisoners to headquarters for booking and is responsible for their safety and property while in custody.
8. Cooperates with prosecutor in preparation and prosecution of cases.
9. Checks security of residences and businesses while on patrol.
10. Provides public relations for the department by giving tours, speeches, information and assistance to general public.

MINIMUM ENTRANCE REQUIREMENTS:

- A. Must be certified or certifiable as a State of Michigan law enforcement officer.
- B. Ability to operate an automobile safely and in accordance with traffic laws.
- C. Ability to understand and adhere to the laws and rules of the department.
- D. Ability to understand and follow oral and written instructions.
- E. Ability to prepare written reports.
- F. Ability to deal courteously and firmly with the general public.
- G. Aptitude for, or skill in, the use of firearms.
- H. Ability to qualify on physical strength and agility test.
- I. Vision must be a minimum of 20/50 in each eye, corrected to 20/20.
- J. Hearing must be normal in each ear.

MINIMUM ENTRANCE REQUIREMENTS: (con't)

- K. Personal record such as to withstand rigid criminal and character background investigations.
- L. Ability to meet the mental standards of the job.
- M. Ability and willingness to work in a manner that will not needlessly endanger the safety of one's self, other persons and equipment.
- N. Possession of a good moral character as determined by a background investigation under procedures established by the City of Flint Police Department.
- O. No felony convictions or high court misdemeanors.
- P. Ability to successfully pass drug screening, physical and psychological evaluations.

NECESSARY SPECIAL REQUIREMENT(S):

- Twenty-one (21) years of age inclusive on date of application. (Applicants who will attain minimum age within three (3) calendar months following date of examination shall be deemed acceptable.)
- Possession of a valid Drivers License (a valid State of Michigan Driver's License will be required at time of appointment).

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to stand and walk; occasionally required to run and jump; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must be able to withstand exposure to traffic hazards continuously; withstand exposure to weather, wet conditions, high noise levels, hazardous materials and personal danger occasionally.

The employee may, at any time, be at risk of personal danger including, but not be limited to, the result of an intentional attack by people and/or animals as well as environmental hazards.

The employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

Classification History

Revised: CSC MTG. 02/25/69, 05/26/71,
04/04/72, 04/03/73
Retitled: CSC MTG. 07/02/74
Revised: CSC MTG. 07/01/75
Revised: Personnel 01/04/77
Revised: Police Dept. 07/01/78
Revised: Human Resources 10/09/03
Revised: Human Resources 10/12/04
Revised: Human Resources 11/18/04
Revised: Human Resources 01/14/14

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.