

City of Lansing
FOP-Non Supervisory Unit Job Description
As Reported to the Department of Human Resources 2/4/13

Department/Division: LPD / Patrol Division PCN: POLOFFCR 1

Position Title & Level: POLICE OFFICER 1 (FOP-NS)

Salary: \$40,369.72/yr. - \$58,050.28/yr.

THE CITY OF LANSING GIVES PREFERENCE TO QUALIFIED LANSING RESIDENTS IN HIRING FOR ALL CITY EMPLOYMENT.

ATTENTION APPLICANTS: Evaluation of the employment application is part of the selection process. The City of Lansing reserves the right to limit the number of applicants who proceed for further consideration. Due to the number of applications we receive, you will only be notified if your application receives further consideration.

GENERATION OF THIS POSTING IS TO ESTABLISH A HIRING ROSTER OF ELIGIBLE CERTIFIED ONLY CANDIDATES FOR FUTURE POLICE OFFICER VACANCIES WITHIN THE LANSING POLICE DEPARTMENT.

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the Appropriate Collective Bargaining Agreement or Personnel Rules.

PART I:

Interested applicants **MUST** participate in pre-employment LETS (Law Enforcement Testing System) testing process with Empco, Inc. (www.empco.net/testing) and click on the New Candidate option to register for this exam. There is a non-refundable fee of \$75.00. This entry level exam is a requirement and part of the City of Lansing application process.

Applicants are to meet the minimum eligibility requirements set by Empco, Inc. (See <https://www.empco.net/testing/reg/>). Qualified Candidates who pass testing will be notified via email.

PART II:

In addition to pre-employment testing requirements, candidates seeking consideration for employment with the Lansing Police Department **MUST** also complete the City of Lansing online application. Additional Required Documents for Police Officer I located on the city website (which includes the City of Lansing Employment Application, Education & Experience Questionnaire, Education Standards Questionnaire, Certified and Non -Certified Applicant Affidavit, and the Background Authorization Check form (http://www.lansingmi.gov/personnel/job_application.jsp) **MUST** also be completed and mailed to the City of Lansing Department of Human Resources as a part of the application process for this position.

Official college transcripts **MUST** be sent from the educational institution directly to City of Lansing Department of Human Resources, ATTN: Regina Wilson, 124 W. Michigan Avenue, Lansing MI 48933. Certifications and relevant documentation may also be mailed and included as a part of the application packet for this process.

1. **MUST BE AVAILABLE TO WORK 12 HOUR SHIFTS TO INCLUDE NIGHTS, WEEKENDS, HOLIDAYS AND VARIOUS OVERTIME ASSIGNMENTS.**
2. Must be twenty-one (21) years of age on date of appointment.
3. Must be a citizen of the United States of America.

4. Must possess and maintain a valid Michigan Driver's License at time of employment and possess a satisfactory driving record.
5. Must not have pending, or have been convicted of any felony charges and pass a criminal history record check.
6. Must meet physical standards as determined by the City's Medical Director.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

-High School Diploma or GED and

-Completion of ninety (90) term or sixty (60) semester hours of college level course work. (In some cases, fifty-three (53) term or thirty-six (36) semester credits is acceptable.

-Candidates with prior law enforcement experience and a lapse in certification must provide proof of recertification prior to a City of Lansing conditional job offer.

-Out of state certified applicants must be able to pass MCOLES Recognition of Prior Training and Experience (RPTE) program or testing prior to City of Lansing conditional job offer. Major credits in Law Enforcement are desirable.

-Must possess and maintain a valid driver's license.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Knowledge of modern principles, practices and procedures relative to police work.

Skills in driving vehicles and using firearms in accordance with established guidelines, writing and typing reports and maintaining records and files, as well as skills in making arrests.

Ability to understand and follow verbal and written instructions, to use a personal computer with basic keyboarding skills, to remember names, faces and details of incidents, to establish and maintain effective working relationships with co-workers, other City employees, governmental officials and the general public, and to properly retain and dispense confidential information.

PHYSICAL CAPACITY REQUIREMENTS:

This position requires the individual through assistance or on their own to perform the following actions: standing, walking, running, climbing, jumping, crawling, dragging heavy objects/persons, lifting, pulling, pushing, listening, speaking, twisting, turning, bending, crouching, hearing no lower than 35 dB HL in each ear, color vision, and visual acuity without correction must be at least 20/100 in each eye with a binocular vision of 20/100, correctable to at least 20/20 in each eye with lenses.

ENVIRONMENTAL CONDITIONS OF POSITION:

This is primarily an outside position with exposure to various weather conditions. The position involves extensive driving including in emergency situations and exposure to a wide range of potential hazards while conducting law enforcement duties.

ESSENTIAL POSITION FUNCTIONS: Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources.

The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.

- Performs wide range of duties to protect citizens and enforce laws in the City.

- Conducts patrols and performs other related duties in assigned area while driving an automobile, motor cycle or other vehicles exercising special care when driving in emergency situations.
- Responds to calls for assistance in the community, interviews witnesses and other individuals regarding incidents and uses interpersonal and necessary enforcement skills to maintain order and resolve conflicts.
- Monitors, receives and transmits information on a radio and over the telephone which requires excellent listening and speaking abilities.
- Loads, un-loads, aims and fires handguns, rifles and other firearms from a variety of positions for training and in positions that justify the use of deadly force.
- Provides a wide range of information and other services both verbally and in writing to citizens in the community.
- Reads and comprehends rules, regulations, policies, procedures and other documentation to ensure needed knowledge is acquired and retained regarding law enforcement activities.
- Prepares legible, hand written, investigative and other reports including sketches which are accurate and complete.
- Progresses to report writing utilizing a personal computer which requires basic keyboarding skills.
- Conducts physical searches of persons and sites to detect potential weapons and contraband.
- Provides testimony in court regarding work activities.

Format Updated: 5/10/12

Revised: 2/19/13, 2/21/13, 2/26/13