

HURON-CLINTON METROPOLITAN AUTHORITY

POSITION DESCRIPTION

POLICE OFFICER

GENERAL STATEMENT OF DUTIES: Under the immediate supervision of the Chief of Police, District Lieutenant, Sergeant and Corporal, work activities in this position primarily involve patrolling the Authority's properties to prevent vandalism, fire, theft, and development of unsafe conditions; suppression of criminal activity involving the protection of life and property; enforcing laws and regulations of conduct affecting patrons and visitors; investigating crimes; apprehending those suspected of criminal action; and providing assistance, first aid, and information to park visitors. Will also perform ancillary operations, maintenance, public relations or naturalist duties as directed.

ESSENTIAL: Employees in this classification shall perform one or more of the following:

- Patrol HCMA property while operating a patrol vehicle, golf cart, motorscooter, bicycle, pick-up truck, watercraft or on foot in a variety of environmental conditions and over variable terrain.
- Investigate complaints regarding suspicion of criminal activity gathering information by interviewing and obtaining statements of victims, witnesses, and suspects and confidential informants.
- Conduct searches during daylight or darkness of buildings, open or heavily wooded outdoor areas with even or uneven terrain, beaches, marshes, marinas, and golf courses.
- Apprehend persons suspected of violating laws and ordinances, affecting arrests, forcibly if necessary, using handcuffs and other restraints. May involve climbing over obstacles, jumping down from elevated surfaces, jumping over obstacles, ditches and streams or crawling in confined areas.
- Render assistance at fire or accident scenes such as lifting, carrying, or dragging people or heavy objects for distances of up to 150 yards.
- Prepare investigative and other reports including sketches using appropriate grammar, symbols, and mathematical computations.
- Advise the public on laws, ordinances, rules and regulations, about use of park facilities and provide park visitors with information pertaining to park use and points of interest maintaining a positive public relations atmosphere.
- Controls animal population to obtain balance of wildlife and habitat using control measures in accordance with the HCMA wildlife management plan.

The above is intended to describe the general nature of duties only. Employees shall perform other duties as assigned.

NON-ESSENTIAL:

- Perform maintenance duties including but not limited to routine patrol vehicle maintenance; snow removal; the grooming of bike, ski or nature trails; and other grounds or maintenance duties as skills allow.
- Perform operational duties including but not limited to mail deliveries; motor vehicle permit sales; bank transports or escorts; toll gate relief; radio inventory; fire extinguisher inventory; first aid supply inventory; and safety inspections of playground equipment, hike/bike trails, picnic areas.
- Perform public relations, photography or naturalist functions including but not limited to school presentations and nature center programs.

- Perform administrative assignments including but not limited to pre-employment background investigations.

MINIMUM QUALIFICATIONS:

- Certified Peace Officer or certifiable Police Academy graduate in the State of Michigan.
- Associates Degree or minimum 60 credit hours earned at an accredited school preferably in criminal justice, park administration, sociology, natural resources, or related field. (EQUIVALENCE: Two years related experience may be substituted for each year of college.)
- Possess a valid State of Michigan motor vehicle license and maintain an acceptable driving record.
- Unsullied personal life free from crimes of moral turpitude as determined by a criminal history and background investigation.
- Ability to obtain and maintain MCOLES certification.
- Ability to perform all of the essential job functions and typical physical demands unassisted and without delay.
- Upon offer of employment, satisfactory completion of a physical and psychological examination.
- Free from controlled substances other than those prescribed under a licensed physician's care.
- Non-smoker on or off the job.
- Ability to observe situations analytically and objectively and to react with good independent judgment within legal guidelines.
- Ability to establish and maintain effective and positive relationships with co-workers and the general public.
- Ability to maintain proficiency with duty firearm in accordance with HCMA rules and regulations.

TOOLS & EQUIPMENT USED: Personal computer including data base, scheduling, publishing, spreadsheet, and word processing software; calculator, copy & fax machines; phone, radios, automobile.

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.

While performing the duties of this job, the employee is routinely required to walk, sit, talk and hear. The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds and drag heavy objects and/or people up to 150 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described 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 frequently works in outside weather conditions. The employee may be exposed to heat, wet and/or humid

conditions, chemicals, animals, foliage and vegetation, etc. The noise level in the work environment is usually quiet while in the office and may be moderately loud when out in the field.

SELECTION GUIDELINES: Selection process may include, but is not limited to, any or all of the following: formal application, rating of education and experience, oral interview, reference check, job related tests, psychological exam, and physical exam to include drug screening. A minimum overall score of 70 is required to be considered for a position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employee and Huron Clinton Metropolitan Authority and is subject to change by HCMA based on the needs and requirements of the organization.

