

**CITY OF GRAND HAVEN  
JOB DESCRIPTION**

<b>Job Title:</b>	Public Safety Officer III	<b>FLSA:</b>	Non-Exempt
<b>Department:</b>	Public Safety	<b>This Job Reports to:</b> Operations Division Commander	
<b>Job Code:</b>			

**JOB SUMMARY**

Under general supervision performs:

1. Skilled police work in the protection of life and property through enforcement of laws and ordinances.
2. Protects life and property through fire suppression and prevention activities.
3. Carries out duties under established policies and procedures and according to laws, ordinances and department policy. Uses considerable judgment, initiative and skill in a variety of cases and must be able to act without direct supervision in completing work.

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:**

1. Provide a sense of security for businesses and citizens.
2. Enforce local ordinances and state laws.
3. Respond to all calls for service.
4. Respond and investigate reports of criminal offenses.
5. Affects an arrest, forcibly if necessary, using handcuffs and other restraints.
6. Climbs over obstacles, climbs through openings, jumps down from elevated surfaces, jumps over obstacles, ditches and streams, uses ladders to gain access to or egress from elevated surfaces, and crawls in confined areas to pursue, search, investigate and/or rescue. Performs tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.
7. Communicates effectively over law enforcement and fire radio frequencies while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations

8. Communicates verbally and effectively by listening to people and by giving information, directions, and commands.
9. Conducts 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 perceive shapes.
10. Conducts visual and audio surveillance for extended periods.
11. Enters and exits vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
12. Exercises 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.
13. Gathers information, writes and files reports related to criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
14. Loads, unloads, aims and fires 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.
15. Manages interpersonal conflicts to maintain order.
16. Operates emergency vehicles during both daytime and nighttime hours; in emergency and pursuit situations which may involve speeds in excess of posted limits, while exercising due care and caution, in the exception to traffic control devices; in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.
17. Performs law enforcement patrol functions while working rotating shifts and unanticipated overtime.
18. Performs searches of persons which involve touching and feeling to detect potential weapons and contraband.
19. Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
20. Pursues fleeing suspects on foot both day and night in unfamiliar terrain.
21. Reads and comprehends rules, regulations, policies, procedures and laws/ordinances for purpose of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.

22. Subdues resisting subjects using hands and feet while employing defensive tactical maneuvers or approved nonlethal weapons.
23. Uses body force to gain entrance through barriers to search, seize and investigate and/or rescue.
24. Performs other essential tests as identified by the Michigan Commission on Law Enforcement Standards Job-Task Analysis.
25. Extinguishes uncontrolled fires in residential, commercial and industrial occupancies.
26. Performs tasks which require lifting, carrying, or dragging people or heavy objects while performing fire suppression, search and rescue, ventilation, extrication, and other fire and rescue related activities.
27. Enter and exits fire apparatus quickly in response to an emergency call and perform rescue and fire suppression activities.
28. Read and comprehends rules, regulations, policies, procedures, fire codes and other appropriate resource material for the purposes of appropriate behavior/response.
29. Conduct public fire education activities such as informational talks to groups, open houses, and school tours.
30. Maintain fire equipment and personal protective equipment in a state of readiness.
31. Establishes and maintains comprehensive files, photos, records and documentation, enters information into computer system, and prepares reports.
32. Performs other duties as required.

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

1. Bachelors degree (preferred) and licensed through the Michigan Commission on Law Enforcement Standards (MCOLES).
2. Certification as a Firefighter I and II in accordance with the standards established by the Michigan Fire Fighters Training Council.
3. Valid Michigan driver's license
4. Current Michigan First Responder and CPR certification.
5. Knowledge of modern police practices and methods.

6. Ability to comprehend and complete tasks based on verbal and written directives.
7. Ability to direct actions based on training and experience and take appropriate actions to mitigate hazardous situations.
8. Ability to work under pressure situations.
9. Interpersonal skills in order to deal with the public firmly, courteously and tactfully.
10. Ability to analyze situations quickly and objectively, and to determine the proper course of action.
11. Ability to react quickly and calmly under emergency situations.
12. Ability to obtain accurate information through interview, interrogation, and observation.
13. Ability to communicate clearly and concisely, both orally and in writing.
14. Ability to develop skills in the use and care of firearms.
15. Ability to lift and carry objects weighing up to 165 pounds.
16. Knowledge of the local ordinances, state codes/laws, and other regulations pertaining to area of expertise.
17. Skill in maintaining records and using office equipment, including computers and related software.
18. Ability to work constructively and interact professionally with other employees, the general public, and various professional contacts.

## **WORKING CONDITIONS**

1. Work environment involves high risks with exposure to life-threatening situations, such as diseases, weather conditions, violence, weapons, and driving hazards where actions may be unalterable.
2. Medical emergencies to assist in the care of sick and injured persons.
3. Public Safety personnel may be called at any time during their tour of duty regardless of weather conditions.

## REPORTING RELATIONSHIP

Reports to the Operations Division Commander.

The above is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all supplemental duties, responsibilities, or non-essential requirements.

## APPROVALS

Division Commander	Date of Review
Captain	Date of Review