

JOB TITLE: Part-Time Police Officer

RATE OF PAY: \$20.00-\$25.00 an hour.

EXPECTED HOURS: 20 – 30 hours per week.

GENERAL SUMMARY: The Pinconning Police Department is looking for an experience officer who is interested in part-time employment with a small vibrant community that fully supports its police officers. Patrols an assigned area of the City of Pinconning in order to control traffic, prevent crime or disturbance of the peace, and arrests violators of State and Local laws. Responds, as directed by the dispatcher or necessitated by a hazard situation, to a variety of complaints or calls requiring police assistance.

ESSENTIAL FUNCTIONS:

- Patrols assigned roadways to observe traffic for violators or wanted vehicles, serving as a deterrent to criminal actions by presence in the area. Issues traffic citations or arrests violators and assists stranded motorists.
- Responds to a variety of citizens' complaints, such as domestic quarrels, robberies, break-ins, assaults and vandalism. Assists complainants and initiates investigation, completing investigations of the more routine complaints.
- Assists in the investigation of serious crimes, gathering evidence, taking statements from involved parties, witnesses and protecting the crime scene.
- Reports to accident scenes to render first aid to injured persons, route traffic around scene and investigate the cause of the accident. May take photographs, make measurements, obtain statements and gather other evidence to determine which party is at fault.
- Prepares detailed reports on accidents, arrests or other cases investigated.
- Appears in courts to give evidence on cases.
- Transports inmates and mental patients to and from Court, Jail, Institutions and other facilities. May make emergency deliveries of materials such as blood plasma.
- Serves subpoenas, warrants and other legal documents.
- Checks business establishments and other business buildings after hours to ensure proper security measures have been taken.
- Consistent and punctual attendance is an essential function of this position.
- All other duties as assigned.

The above statements are intended to describe the general nature of level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties being performed by personnel so classified.

EXPERIENCE AND TRAINING:

Graduation from high school required with an Associate's or Bachelor's degree in Criminal Justice preferred. Prior law enforcement experience preferred. **MUST BE CURRENTLY LICENSED; OR LICENSABLE UPON APPOINTMENT; IN ACCORDANCE WITH THE STANDARDS SET BY THE MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS ACT (MCOLES).**

KNOWLEDGE; SKILLS AND ABILITIES:

Ability to perform all physical; mental and psychological requirements of a Patrol Officer as determined by MCOLES; ability to act quickly and calmly in emergencies; ability to understand and carry out oral and written instructions; ability to operate an automobile in normal and

emergency situations; emotional stability; excellent observation skills; good general and social intelligence; ability to prepare accurate reports in an efficient manner; 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 and mental strain of police work. Applicant's character must withstand a complete background investigation and a psychological examination.

APPLICATION PROCEDURE: Apply with Resume in person or send Resume by email to: police@cityofpinconningmi.gov