



City of Roosevelt Park

A Proud Community

**City of Roosevelt Park
Part-Time Police Officer
Community Profile
February 2, 2021**

The City of Roosevelt Park is a community of 3,831 citizens within Muskegon County, approximately two miles from the beautiful shores of Lake Michigan. The City is a residential community of one square mile which includes a significant commercial corridor consisting of over 160 businesses along with an excellent school system. While recent years has seen a significant growth in both the residential housing prices and commercial district, the City of Roosevelt Park continues its history of offering a unique residential experience in the heart of the larger Muskegon area community.

Throughout the last nearly seventy-five years, The City of Roosevelt Park's police force has continued to be one of the City's strongest assets and is one of many reasons why residents enjoy living in our small and close-knit community.

While the Roosevelt Park Police Department oversees all law enforcement services within the City's one square mile, being part of the larger Muskegon metropolitan area allows for unique police and operational opportunities. The City is currently an operational member of the Muskegon County Emergency Response Team, coordinates and assists in community fundraisers and events, and is active in working with surrounding jurisdictions.

The City of Roosevelt Park has a 7-member City Council with a \$5.5 Million budget (FY 2021), 11 full-time and 12 part-time employees, including a full-service police department and public works department. The City also maintains a Downtown Development Authority and is very active with intergovernmental relationships.

The current makeup of the Roosevelt Park Police Department is that of a full-service department which includes four full-time patrol officers, a full-time Police Chief, and multiple part-time officers. The Roosevelt Park Police Department and its officers are fortunate to have strong support from the community it serves including the elected officials, residents, and businesses. The part-time positions are open until filled and were funded within the Fiscal Year 2021 budget which began on December 1st of 2020.



JOB POSTING
CITY OF ROOSEVELT PARK

PART TIME POLICE OFFICER

The City of Roosevelt Park is seeking applications for multiple part-time Police Officer positions. Applicants must be MI-COLES certified and have either knowledge or experience in the enforcement of laws and ordinances. Duties include the patrolling of assigned area, enforcing traffic regulations and special assignments. Applicants must be able to pass a health physical (including drug screening), and psychological examinations.

Upon appointment to the department, officers receive up to 14 weeks of intense instruction from one of the department's field training officers (FTOs). After FTO completion, officers will be assigned regularly scheduled hours. The police department has twenty-four-hour coverage with eight hour rotating shifts. Part-time wages begin at \$20.00 an hour increasing to \$22.00 an hour after eighty hours worked and topping out at \$24.00 an hour after an additional eighty hours are worked.

Applications, resume, and application documents should be submitted to the City Clerk at the Roosevelt Park City Hall, 900 Oak Ridge Road, Roosevelt Park, 49441. Completed application packets can also be emailed to the City Clerk at clerk@rooseveltpark.org. The multiple positions are open until filled however the first review of applications will occur on February 19, 2021.

The City of Roosevelt Park is an Equal Opportunity Employer. The department encourages women and minorities to apply. Applications will be received until positions are filled.

**CITY OF ROOSEVELT PARK
JOB DESCRIPTION
PART-TIME PATROL OFFICER**

SUMMARY

Patrol city areas to enforce laws and ordinances and protect life and property. Perform follow-up investigations of crime and other special police work as assigned.

SUPERVISION RECEIVED

The work is performed under the direction of the Police Chief in unusual work situations. These employees carry out patrol duties independently according to established police policy and practices. The work is checked through the review of reports.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Patrol an assigned beat or district on foot or in a vehicle to prevent crime and disorder, protect life and property, direct and regulate traffic, investigate accidents and enforce motor vehicle operation and parking regulations.
2. Investigate complaints and suspicious activities, apprehend and arrest violators, gather evidence and assist in prosecuting.
3. Service civil and criminal processes, including warrants and subpoenas.
4. Write and issue tickets for parking infractions, speeding, ordinance violations and other offenses.
5. Investigate and restore order when called to the scene of accidents, emergencies or other complaints.
6. Assist elderly or ill persons, give first aid, locate missing persons and lost children.
7. Assist in settling domestic problems.
8. Guard prisoners and assume responsibility for their safety and personal property while in custody.
9. Prepare records and reports of accidents, complaints, felony offenses and other incidents.
10. Provide information and general assistance to the public.
11. Operate cameras, firearms and other equipment as required.
12. Interrogate complaints and witnesses and prepare reports.
13. Prepare cases, sign petitions, attend court hearing, and testify when required.
14. Respond to fire alarms and other emergencies in order to control crowds and regulate traffic.

15. Perform various criminal investigation activities including the taking of fingerprints and photographs and the examination and preservation of evidence.
16. Other duties and tasks as assigned.

REQUIRED MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

1. MI-COLES Certification
2. Valid State of Michigan driver's license and good driving record.
3. Basic understanding of police department operations and/or some experience working for a police department.
4. Basic knowledge of traffic rules and regulations.
5. Ability to prepare accurate records and reports.
6. Knowledge of and ability to use computers.
7. Ability to understand and follow written instructions.
8. Ability to react calmly and quickly in emergency situations.
9. Good physical and mental condition, strength and health to complete duties of the position.
10. Good character.
11. Ability to qualify on the pistol range.
12. Ability to establish and maintain satisfactory work relationships with other employees.
13. Ability to work effectively with the public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing essential functions of the job.

The duties of this position will be predominately performed in a varying, occasionally stressful and sometimes dangerous environment. The position involves a significant amount of interaction with members of the public and other employees on a regular and consistent basis. The position requires physical fitness and alertness. The employee may be required to sit in a patrol car for extended periods of time. Physical mobility and strength are critical in the performance of the duties of this position.

REQUIRED TRAINING

An employee in this position shall meet the following training requirements:

1. Comply with the minimum employment standards for Law Enforcement Officers as established by the Michigan Commission on Law Enforcement Standards.

2. Successfully complete the minimum required training as mandated by the Michigan Commission on Law Enforcement Standards.
3. Be of sufficient medical condition, as determined by a medical history and examination, necessary to perform the essential functions of a Police Officer.
4. Successfully pass a psychological examination, drug screen test, and field training.
5. Be of the age of 21 years at the time of hire.
6. Be a graduate of an accredited High School.
7. Must have a valid driver's license, and U.S. citizenship.
8. Must be able to perform the essential job functions as listed in the Roosevelt Park Police Department Rules and Regulations Manual.

COMPENSATION

The position of Part-Time Police Patrol is an hourly non-benefitted position with a starting wage of \$20.00/hr increasing to \$22.00/hr after eighty (80) hours of work are completed and increasing to \$24.00/hr after an additional eighty (80) hours of work are completed.