

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 or other command officer who is consulted 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 upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Patrol city areas to enforce laws/ordinances, protect life and property.
  - a. Patrol on foot or in a radio equipped vehicle to prevent crime, protect life and property, direct traffic, investigate accidents, and enforce motor vehicle operation and parking regulations. Check barricades and areas under repair, doors of business establishments at night, and homes of residents on vacation.
  - b. Answer calls for assistance. Investigate reports of family disturbances, disorderly persons, delinquents, prowlers and other criminal activity.
  - c. Serve, criminal processes, including warrants and subpoenas and testify in court when necessary.
  - d. Assist in the apprehension of wanted persons. Guard prisoners and assume responsibility for their safety and personal property while in custody.
  - e. Assist other law enforcement agencies as required.
  - f. Direct traffic at parades, ceremonies, sporting and other events. Assist at major fires by controlling crowds, directing traffic and assisting in rescue operations.
  - g. Inspect liquor sales establishments and places of entertainment to enforce standards required by law.
  - h. Assist disabled motorists, persons desiring information, and elderly or ill persons.
  - i. Administer first aid and otherwise assist injured persons.
  - j. Maintain police records and prepare reports of accidents, complaint, offenses, and other incidents.

2. Perform follow-up investigations/other special police work as assigned.
  - a. Search for, collect and preserve evidence at the scenes of such crimes as robbery, larceny, theft, arson, hit and run accidents, and other felony violations; locate/interview victims and witnesses; identify suspects; obtain warrants and exercise powers of arrest.
  - b. Compile reports and maintain records of the investigations and assist in the prosecution of suspects.
  - c. Operate specialized equipment, as assigned, to measure the amounts of alcohol consumed by motorists. Record findings as evidence for court proceedings.
3. Perform related work as required.

#### DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, skill and experience:

- Knowledge of the principles, practices and techniques of modern law enforcement to effectively carry out assigned public safety functions.
- Knowledge of the laws and regulations applicable in municipal police work and skill in enforcing them in routine and emergency situations.
- Knowledge of basic rules of evidence and their legal procedure applicable in the prosecution of crime.
- Skill in the operation of police vehicles, communication equipment and firearms.
- Skill in reacting to police emergency situation according to standard police practices and the legal limitations on police authority.
- Knowledge and ability to respond to emergency situations.
- Skill in establishing and maintaining effective working relationships with fellow employees and the general public.

#### REQUIRED TRAINING

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

- A. Comply with the minimum employment standards for Law Enforcement Officers as established by the Michigan Commission on Law Enforcement Standards.
- B. Successfully complete the minimum required training as mandated by the Michigan Commission on Law Enforcement Standards.
- C. Be of sufficient medical condition, as determined by a medical history and examination, necessary to perform the essential functions of a Police Officer.
- D. Successfully pass a psychological examination, drug screen test, and field training.
- E. Be of the age of 21 years at the time of hire.
- F. Be a graduate of an accredited High School.
- G. Must have a valid driver's license, and U.S. citizenship.
- H. Must be able to perform the essential job functions as listed in the Roosevelt Park Police Department Rules and Regulations Manual.