

CITY OF CHARLEVOIX

Title: Police Officer

FLSA: Non-exempt

STATUS: Seasonal Summer

Department: Police

Reports To: Police Chief

Date: February 24, 2011

Position Purpose and Objectives

Responsible for maintaining order in an assigned district and protecting life and property.

Scope and Environment

Works in all types of summer weather. Considerable interaction with tourists and vacationing seasonal residents, especially during crowded events and festivals. Works under the general supervision of the police chief or his/her designee. Patrol is mostly on foot.

Essential Job Functions

- Patrol assigned beat on foot or in a radio-equipped cruiser to prevent crime and disorder, protect life and property.
- Investigate suspicious activities and complaints, apprehend and arrest violators of the law.
- Gather and preserve evidence, testify in court, and otherwise assist in the investigation and prosecution of criminal cases.
- Serve criminal and civil processes including warrants and subpoenas.
- Enforce parking regulations, including writing and issuing tickets for parking infractions, ordinance violations, and other offenses.
- Enforce motor vehicle operation. Investigate and restore order when called to scene of automobile accidents or other emergencies. Direct traffic as necessary.
- Provide police escort services as required.
- Guard prisoners and assume responsibility for their safety and personal property while in custody.
- Make reports of accidents, complaints, felonies, and other incident. Prepare and maintain records.
- Provide information and assistance to the public including first aid. Locate missing persons.

Knowledge, Skills and Abilities Required

- Able to operate short wave radio, motor vehicles, firearms, and other police equipment.
- Able to work outdoors in all types of summer weather.
- Able to exert self physically (stand/walk/sit) for long periods of time.
- Working familiarity with City parking laws, policies, and police operations; current on legal and procedural changes.
- Intermediate computer skills (MS Excel, Word, Outlook).
- Positive attitude. Excellent interpersonal and public relations skills.
- Patience working with people of all ages and abilities.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Minimum Qualifications

- High school graduate or equivalent.
- Valid Michigan driver's license.
- Graduate of law enforcement school or equivalent.
- MCOLES certification or able to be certifiable.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.