



BELLE ISLE POLICE DEPARTMENT

POLICE OFFICER JOB DESCRIPTION

PAY RANGE

Minimum \$ 44,124.29

Maximum \$ 68,941.65

SUMMARY DESCRIPTION

Patrols city streets to prevent crime and enforce laws, City Ordinances and conduct traffic enforcement as needed. Arrests or cites offenders. Investigate crimes and make arrests and assist in the prosecution of offenders. Leads or assists with community efforts related to improving community livability. This position requires a high level of problem-solving ability, self-initiative, and the ability to work independently in conformance with established guidelines and standards. Successful performers are those who are capable and willing to make decisions that are consistently in conformance with the agency's mission, goals, and objectives.

QUALIFICATIONS

- High School diploma
- No criminal history
- Valid driver's license and excellent driving record
- Must be at least 21 years of age
- Must be a US citizen

DUTIES

- Protects life and property through the enforcement of laws & regulations
- Proactively patrols assigned areas
- Responds to calls for police service
- Conducts preliminary & follow-up criminal and traffic investigations
- Conducts interviews
- Prepares written reports and field notes of investigations and patrol activities
- Arrest and processes criminals
- Testifies in court
- Ability to exercise judgment in determining when to use force and to what degree
- Operate a law enforcement vehicle under emergency conditions day or night
- Prepare legal documents, including citations, affidavits, warrants, and other documents
- Assist other emergency personnel in accidents, emergencies, and disasters
- Takes an active role in Community Oriented Policing
- Self-initiate traffic and criminal investigations
- When assigned as a Field Training Officer, train new recruits and lateral police officers; document trainee progress and prepare evaluation

- When assigned as School Resource Officer, serve as a law enforcement officer, law-related counselor, and law-related instructor at the assigned school; create a positive role model for students; serve as the liaison between students and law enforcement; investigate crimes that occur within the school and on school property; provide information and assistance to school staff and administration, parents, and students regarding law enforcement and community problems; make group presentations; attend committee meetings; maintain program statistics and reports
- Performs related duties as required

MUST POSSESS THE ABILITY TO

- Pass a criminal background check, medical exam, psychological evaluation, polygraph, and drug testing
- Apply Federal, State, and local laws, codes, and regulations appropriately
- Demonstrate efficiency with firearms and other law enforcement equipment
- Maintain composure and professional behavioral standards in highly complex and stressful situations
- Work in all environments and with diverse populations
- Possess self-initiative and ability to function with minimal direct supervision in conducting productive protective and enforcement patrols
- Communicate effectively and respectfully at all levels; adapt to change; make objective decisions; represent the City professionally
- Apply professional judgment and discretion in all situations and maintain the highest standards of confidentiality and appropriateness
- Apply critical problem-solving skills
- Cope effectively with conflict
- Work effectively and collaboratively with staff, other organizations, and the general public
- Operate telephones/radios, computers, and other office equipment
- Maintain physical standards required of a police officer for purposes of health, safety, agility, and professional appearance

WORKING ENVIRONMENT

Primarily outdoor work in potentially extreme weather conditions and potentially hostile environments. Prolonged periods of sitting or standing. Must be able to work rotating, 12-hour shifts covering 24 hours per day, seven days a week, including holidays. Some overtime work may be required.