

**CITY OF NOVI**

**UNIFORM PATROL OFFICER**

**SUMMARY**

This is general duty police work in the prevention of crime and the enforcement of State Laws as well as Local Ordinances. Persons in this position shall be responsible for maintaining the quality of life for all Novi residents, businesses and guests. This will be accomplished not only by the enforcement of laws but also through the Community Policing concept.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Uniform Patrol Sergeants. Additional supervision and direction through the chain of command from other positions of rank.

RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

* Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
* Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined area to pursue, search, investigate, and/or rescue.
* Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
* Communicate verbally and effectively by listening to people and by giving information, directions, and commands.
* Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which require the ability to distinguish color and perceive shapes.
* Conduct visual and audio surveillance for extended periods of time.
* Enter and exit vehicles quickly to perform rescue operations, pursue a suspect, or answer an emergency call.
* Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest, when force may be used and to what degree.
* Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informants.
* Load, unload, aim, and fire handguns, rifles and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
* Manage interpersonal conflicts to maintain order.
* Operate an emergency vehicle during both the day and night; in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution, in exception to: traffic control devises, congested traffic, unsafe road conditions, and environmental conditions such as fog, smoke, rain, ice and snow.
* Perform law enforcement patrol functions while working twelve hour shifts and unanticipated overtime.
* Perform tasks, which require lifting, carrying, or dragging people or heavy objects while performing arrests, rescue, or general patrol functions.
* Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
* Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
* Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
* Read and comprehend rules, regulations, policies, procedures, and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
* Subdue resisting subjects using hands and feet while employing defensive tactics maneuvers or approved non-lethal weapons.
* Use body force to gain entrance through barriers to search, seize, investigate, and/or rescue.
* Furthers the mission, vision and values of the City through excellent customer service, creative problem solving, decision making, and stewardship of City resources.
* Initiates and suggests actions to improve departmental and City operations, employee performance, morale and work methods.
* Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.
* Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.
* While on duty, leverage network of personal and professional contacts to recruit talented individuals for all positions in the organization; awareness of open positions, the hiring process and encouraging talented individuals to apply.
* Assists fellow employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.
* Provides suggestions, advice and support to supervisor, department head, other City employees, employee teams, and the City’s customers.
* Communicates the City’s mission, vision and values through words and actions.
* Communicates effectively, both orally and in writing with the supervisor, department head, City employees, employee teams and the City’s customers.
* Works cooperatively with all City employees toward the common goal of providing high quality services.
* Demonstrates a commitment to treat every contact as an opportunity to build public trust.
* Proactive in community relations.
* Perform other essential tasks as required.
* While on duty, always be mindful of identifying and recruiting quality candidates to apply for open positions on all of our public safety teams. This will help ensure we have quality leadership succession in all disciplines.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

All of the following functions, qualifications, duties and KSA’s (knowledge, skills and abilities) are essential. An employee in this class, upon appointment, must have the equivalent of the following:

* Knowledge of proper police policies and procedures.
* Knowledge of the geography of the City and adjacent areas.
* Skill in the operation of all necessary police vehicles and equipment.
* Skill in establishing and maintaining effective working relationships with the general public and fellow employees.
* Ability to see, hear and speak effectively without limitations to complete the duties described above.

# Ability to run, crawl, climb, and maneuver when physical mobility is required to complete the duties described above.

* Ability to observe situations analytically and objectively and report and record them clearly and accurately.
* Ability to react quickly and effectively to emergency situations.
* Physically and mentally capable of performing all the duties of the classification.
* Ability to effectively communicate orally and in writing.

REQUIRED QUALIFICATIONS FOR EMPOYMENT

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

* Bachelor’s degree in law enforcement or closely related field from an accredited college or university.
* Successful completion of a MCOLES certified Police Academy or successful completion of MCOLES certification if graduated for other state police academy, as well as maintaining MCOLES licensure throughout employment.

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