

CITY OF PORTLAND
JOB DESCRIPTION

POLICE OFFICER

Supervised By: Police Chief or Police Sergeant
Supervises: As directed by Chief of Police

Position Summary:

Under the supervision of the Police Chief or Police Sergeant, performs responsible law enforcement and patrol work. Maintains order, regulates traffic, protects life and property, and prevents crime and disorder. Provides assistance at the scene of accidents, fires and other emergency situations.

Essential Job Functions:

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

1. Patrols on foot, in a radio equipped vehicle, or by other approved means to prevent crime, protect life and property, and enforce motor vehicle operation and parking regulations.
2. Answers calls or assistance and restores order. Investigates reports of criminal activity and suspicious activities and circumstances. Apprehends and arrests violators of the law, gathers evidence and assists in burglary, family disturbance, juvenile problem, disorderly person, and prowler complaints.
3. Searches for, collects and preserves evidence at crime scenes. Locates and interviews victims and witnesses. Identifies suspects, obtains warrants and exercises powers of arrest.
4. Assists in the apprehension of wanted persons. Guards prisoners and assumes responsibility for their safety and personal property while in custody. Assists in fingerprinting and photographing arrested persons.
5. Issues citations for parking infractions, vehicle operation, code, ordinance, and other violations.
6. Investigates liquor sales establishments and places of entertainment to enforce standards required by law. Checks barricades and areas under repair, doors of business establishments and night, and homes of residents on vacation.
7. Prepares and maintains reports of accidents, complaints, offences, and other incidents. Assists in the prosecution of suspects. Attends court proceedings as necessary to testify regarding criminal investigations or traffic enforcement activities.
8. Assists disabled motorists, persons desiring information, and elderly or ill persons. Assists in locating missing persons.
9. Serves criminal processes, including warrants and subpoenas.

10. Assists at fires and other emergencies by controlling crowds, directing traffic and assisting in rescue operations. Directs traffic at parades, ceremonies, sporting and other events. Performs police escort work as required.
11. Operates police vehicles, surveillance and communication equipment, breathalyzers, firearms, and other implements approved for use in the line of duty.
12. Coordinates activities and exchanges information with other law enforcement agencies and obtains advice from the City Attorney, Court Administrator and Prosecutor's Office regarding case and procedures.
13. Serves a School Liaison as assigned. Acts as liaison between police, schools and parents. Creates and promotes a safe school atmosphere. Teaches classes about drug and violence avoidance. Engages in public relations, youth counseling, and police outreach activities.
14. Assists Ambulance Department as needed.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- An Associate's Degree or equivalent work experience.
- Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards.
- A Michigan Vehicle Operator's License.
- Knowledge of the principles, practices and techniques of modern law enforcement.
- Knowledge of the laws and regulations applicable in municipal police work and skill in enforcing them in routine and emergency situations.
- Knowledge of City ordinances and processes for achieving code compliance.
- Knowledge of the basic rules of evidence and other legal procedures applicable in the prosecution of crimes.
- Knowledge of geography, streets and facility locations within the City.
- Skill in the operation of police vehicles and related apparatus.
- Ability to make sound, independent decisions when no assistance is available.
- Ability to react calmly to police and other emergency situations and to follow standard procedures.

- Ability to exercise good judgement, initiative and resourcefulness and maintain effective working relationships with the public, elected officials, community leaders, victims, and detainees and other professionals.
- Ability to effectively communicate and present ideas and concepts orally and in writing.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to exercising the strength, mobility, dexterity and stamina associated with apprehending criminals. The employee is regularly required to communicate with others in person and on the telephone or radio, use sight to review documents and assess public safety scenes, and must regularly travel to other locations.

The employee may be exposed to outside weather conditions and may be exposed to high, precarious places and other highly dangerous situations. The noise level in the work environment can range from quiet in the office to very loud in the field.