

Gregory Klecker
Director of Public Safety

CITY OF IRONWOOD

POLICE OFFICER

General Summary

Upon all certified training will perform police patrol, investigation, traffic regulations, and related law activities. Protects life and property by performing emergency medical aid, rescue, and fire prevention duties.

Supervision Received

Reports to a Sergeant or Lieutenant

Essential Duties and Responsibilities

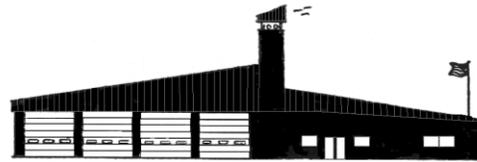
An employee in this position may be called upon to do any, or all of the following (Does not include all tasks employee may be expected to perform):

- A. Performs security patrols, traffic control, investigation, first aid, detection, and arrests of persons involved in crimes or misconduct.
- B. Performs emergency medical activities including administering first aid and providing other assistance as required.
- D. Maintains normal availability by radio, telephones or computer for consultation on emergencies or other assigned incidents.
- E. Carries out duties in conformance with federal, state, county, city laws and ordinances. Follows department policies, procedures, rules and regulations.
- F. Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.



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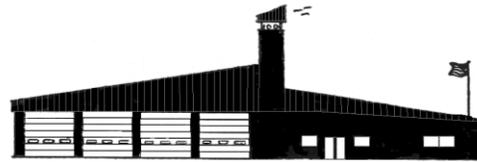
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- G. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- H. Interrogates suspects, witnesses and drivers. Preserves evidence, arrests violators, investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scenes. Obtains evidence and found property in accordance with department policy.
- I. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders.
- J. Prepares cases for giving testimony and testifies in court proceedings.
- K. Prepares a variety of reports and records including officer's daily log, reports of investigation, field interrogation reports, alcohol related reports, bad check forms, vehicle impoundment forms, traffic hazard reports, citations, etc.
- L. Undertakes community oriented police work and assists citizens with various issues that affect their safety and quality of life.
- M. Presents programs to the community on safety, crime, medical, and fire prevention topics.
- N. Coordinates activities with other officers or other departments as needed, exchanges information with officers in other law enforcement agencies and obtains advice from city attorney, court clerk, and the Gogebic County District Attorney's office, regarding cases, policies and procedures, as needed and assigned.
- O. Maintains contact with supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about department activities.
- P. Participates in training drills, attends classes in law enforcement, emergency medical and related subjects.



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- Q. Maintains police equipment and facilities, performs minor repairs to departmental equipment.
- R. Performs general maintenance work and upkeep of department facilities and equipment.

Minimum Qualifications

- Entry Level
 - A. Must be 21 years of age or older at the time of employment.
 - B. Must possess or be able to obtain, by the time of hire, a valid state driver's license.
 - C. Felony convictions, disqualifying criminal histories and extensive traffic violations are not allowed.
 - D. U.S. citizen.
 - E. Must be able to read and write the English language.
 - F. Must be of good moral character and of temperate and industrious habits.
- Education and Experience
 - A. High school diploma or equivalent supplemented.
 - B. Associates Degree or higher.
 - C. Meet all standards set by Michigan Commission on Law Enforcement Standards to serve as a certified peace officer.

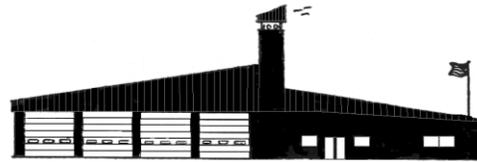
Knowledge, Skills and Abilities

- A. Some knowledge of Public Safety principles, procedures, techniques, and equipment.



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- B. Some skill in operating the tools and equipment listed below.
- C. Ability to learn the applicable laws, ordinances, and department rules and regulations. Ability to perform work, requiring good physical condition. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationship with subordinates, peers, and supervisors. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions. Ability to meet the special requirements listed below. Ability to learn the city's geography.
- D. Working knowledge of driver safety and working knowledge of first aid.

Peripheral Duties

- A. Maintain contact with general public, court officials, and other city officials in the performance of Public Safety operating activities.
- B. May serve as a member of various Department committees.

Supervision/Decision Making

May assist in coordinating and instructing the work of the paid-on call firefighters and recruits.

Tools and Equipment Used

Police car, police/fire radio, pager, radar gun, handgun, handcuffs, and other weapons as required, emergency medical equipment, various computer related programs, and the phone.

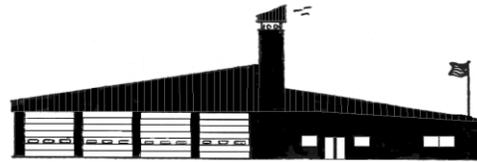
Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places and conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell.

The employee must frequently lift and occasionally lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Able to handle and cope with stressful situations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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