CITY OF GRAND HAVEN
JOB DESCRIPTION

PUBLIC SAFETY OFFICER II

Supervised By: Public Safety Sergeant
Supervises: None
FLSA: Non-exempt

Position Summary:

Under general supervision, performs skilled police work in the protection of life and property through enforcement of laws and ordinances. Carries out duties under established policies and procedures and according to laws, ordinances and departmental policy. Uses considerable judgement, initiative and skill in a variety of cases and must be able to act without direct supervision in completing work.

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. Gather and report intelligence related information in reference to the officer's assigned neighborhood.

2. Provide a sense of security for business and citizens within the assigned neighborhood.

3. Become acquainted with the merchants, businesses, and citizens within the neighborhood and assist them in identifying

4. Enforce local and state laws, particularly those related to, or specifically drafted for, the assigned neighborhood.

5. Respond when available to all calls for service within the assigned neighborhood.

6. Respond when available and investigate reports of criminal offenses within the assigned neighborhood.

7. Be responsible for building security, where applicable – particularly vacant or temporarily closed businesses and residences.

8. Develop and conduct speaking presentations on topics that have been identified as concerns and/or problems within the neighborhood.

9. Research and develop materials for preparing outlines, newsletter, and citizen training programs, as well as in-service training programs.

10. Conduct interviews with representatives of the media.

11. Serve as a member of various organizations and committees at the direction of the

administration.

12.   Conduct security surveys, complete crime risk reports, and provide follow-up contacts on commercial/residential burglaries and armed robberies that occur within the assigned neighborhood.

13.   Prepare and coordinate the tasks to be accomplished within the neighborhood on a weekly basis.

14.   Prepare weekly evaluation reports describing task accomplishments related to program goals and objectives.

15.   Coordinate the services of various governmental and private agencies in an effort to resolve identified problems within the neighborhood.

16.   Organize resources of the community, the Public Safety Department and other agencies to reduce crime and meet the appropriate needs of the community.

17.   Affect an arrest, forcibly if necessary, using handcuffs and other restraints.

18.   Climbs over obstacles, climbs through openings, jumps down from elevated surfaces, jumps over obstacles, ditches and streams, and crawls in confined areas to pursue, search, investigate and/or rescue.

19.   Communicates 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.

20.   Communicates verbally and effectively by listening to people and by giving information, directions, and commands.

21.   Conducts searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes.

22.   Conducts visual and audio surveillance for extended periods of time.

23.   Enters and exits vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.

24.   Exercises independent judgement within legal guidelines, to determine when there is reasonable suspicion to detain, when probably cause exists to search and arrest and when force may be used and to what degree.

25.   Gathers information, writes and files reports related to criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.

26.   Loads, unloads, aims and fires handguns, shotguns, 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.

27.   Manages interpersonal conflicts to maintain order.

28.   Operates 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 and in the exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.

29.   Performs law enforcement patrol functions while working rotating shifts and unanticipated overtime.

30.   Performs tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.

31.   Performs searches of persons which involve touching and feeling to detect potential weapons and contraband.

32.   Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.

33.   Pursues fleeing suspects on foot both day and night in unfamiliar terrain.

34.   Reads and comprehends rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.

35.   Subdues resisting subjects using hands and feet while employing defensive tactical maneuvers or approved nonlethal weapons.

36.   Uses body force to gain entrance through barriers to search, seize and investigate and/or rescue.

37.   Performs other essential tests as identified by the Michigan Commission on Law Enforcement Standards Job-Task Analysis.

38.   Performs all other related duties as assigned.

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.

Requirements include the following:

1.   Two-year college degree or equivalent and successful completion of Michigan Commission on Law Enforcement Standards certification program.

2.   Valid Michigan driver's license.

3.   Current First Responder and CPR certification.

4.   Knowledge of modern police practices and methods.

5.   Interpersonal skills in order to deal with the public firmly, courteously and tactfully.

6.   Ability to analyze situations quickly and objectively, and to determine the proper course of action.

7.   Ability to react quickly and calmly under emergency situations.

8.   Ability to obtain accurate information through interview, interrogation, and observation.

9.   Ability to communicate clearly and concisely, both orally and in writing.

10.   Ability to develop skills in the use and care of firearms.

11.   Ability to lift and carry objects weighing up to 165 pounds.

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.

1.   Work environment involves high risks with exposure to life-threatening situations, such as diseases, weather conditions, violence, weapons, and driving hazards where actions may be unalterable.

2.   Medical emergencies to assist in the care of sick and injured persons.

3.   Public Safety personnel can expect to be called at any time during their tour of duty regardless of weather conditions.