

# **Chesaning Police Department — Part-Time Patrol Officer Opening Date: Closing Date: Until Filled**

## **JOB SUMMARY:**

Performs general duty police work in the protection of life and property throughout the Village of Chesaning. Maintains law and order, prevents crime, deals with complaints, and renders emergency assistance to the public as a uniformed officer. Also may serve civil papers. Work is performed in accordance with departmental policies and procedures and standard methods and practices. A degree of independent initiative and judgment must be exercised by the employee under emergency conditions. The work may involve an element of danger.

**ESSENTIAL JOB FUNCTIONS:** The essential functions of this position include, but are not limited to, the following:

1. Patrols the Village in motorized equipment to generally preserve law and order and prevent and discover the commission of crime.
2. Enforces traffic regulations and issues tickets.
3. Investigates suspicious conditions and possible law violations.
4. Makes arrests for violations of laws, escorts suspects to various locations, advises suspects of their rights, and incarcerates suspects on charges.
5. Testifies in court proceedings, and otherwise assists in prosecution.
6. At scene of an accident administers emergency assistance, directs and controls traffic, conducts investigation, gathers evidence, interviews witnesses, makes arrests, and prepares a detailed report.
7. Records and takes appropriate follow-up action on citizen calls and complaints.
8. Provides assistance and information to the public.
9. Watches for and investigates wanted and missing persons and stolen property.
10. Serves civil and criminal process, including warrants and subpoenas.

## **REQUIRED KNOWLEDGE AND SKILLS:**

1. Ability to swiftly learn law enforcement methods, practices and procedures.
2. Ability to gain a good working knowledge of applicable federal, state and local laws and to attain efficiency in the methods and practices of criminal investigation.
3. Ability to carry out instructions and swiftly adopt an effective and sound course of action. Ability to deal fairly and effectively with the public.
4. Good powers of observation, sound judgment, and good moral character.
5. Excellent physical and mental condition, courage, strength, agility, and ability to withstand stress.
6. Proficiency in the use of firearms.
7. Ability to pass thorough background investigation.
8. Must possess excellent verbal communication skills and be capable of adapting to potentially violent or unstable situations.

## **REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

- Graduation from high school and MCOLES certification required, preferably supplemented by specialized training courses in employee's field of specialty. College degree preferred.
- Possession of a valid driver's license.

## **PHYSICAL REQUIREMENTS:**

Must be able to perform the following essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

1. Physical strength, agility and stamina.
2. Frequent standing and walking while performing enforcement or other duties.
3. Sitting for long periods of time.
4. Strength and dexterity of a degree to restrain suspects when necessary and carry victims in emergency situations.
5. Good speaking and hearing skills for monitoring purposes and giving instructions and exchanging information with suspects, the public, and others.
6. Sensory skills intact to be able to detect, smoke, fire, and fumes.
7. Sensory skills to be able to detect pulses, use medical or other delicate equipment.
8. Manual dexterity and sensory skills to be able to operate/use motor vehicles, weapons, instruments, and other equipment.
9. Adequate visual acuity with corrected vision in each eye, with adequate color and depth perception and peripheral vision.
10. Frequent bending and stooping while moving, lifting, pushing, etc. of victims, stretchers, and equipment.
11. Climbing stairs, banks, hills, uneven terrain while performing duties. Moving frequently in and out of patrol vehicles.
12. Frequent reaching and turning in operating motor vehicle and ability to use radio and attendant equipment in vehicle.

**COMMENTS:** Starting salary starts at \$15.00 per hour with structured increases based upon hours worked annually. Schedule will not exceed 29 hours/week.

**APPLY AT: Resume and cover letter may be submitted**

**to:** [policechief@villageofchesaning.org](mailto:policechief@villageofchesaning.org) **or by U.S. Mail to:** Chesaning Police Department  
218 N. Front St. Chesaning, MI 48616

Phone calls about this position will not be accepted.