



GRAND TRAVERSE COUNTY, MI DEPUTY: PATROL JOB DESCRIPTION

Title:	Deputy: Patrol
GENERAL SUMMARY	
<p>Primary functions of the job are to enforce laws, respond to emergency calls, patrol highways, inspect for illegal behavior, and assist other law enforcement agencies. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. May be required to work on-call in an emergency.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)	
<ul style="list-style-type: none">• Protects citizens, fellow officers and self from injury from violent encounters. Patrols assigned area, enforcing traffic laws, preventing law violations, observing and inspecting persons and property for potential illegal or hazardous activity or conditions, and responding to complaints, situations, or requests from persons requiring assistance.• Responds to calls for service in an assigned area within the County, enforcing applicable laws and ordinances.• Issues citations and warnings to violators and apprehends, and arrests persons suspected of violating the law.• Assists stranded, distressed, or injured motorists.• Appears on the scene of accidents, disturbances, or unusual events to direct traffic flow, restrain spectators, collect and preserve evidence, and remove road hazards.• Observes traffic, persons, buildings, and surrounding areas to detect unusual conditions, suspicious persons and activities, and to identify situations requiring further investigation and action.• Operates a variety of items of equipment, such as radar speed measuring devices, weapons, breath testing equipment, computers, radios, cameras, tools, lighting equipment, fire extinguishers, jumper cables, and/or other applicable items.• Conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed in the course of activities; interviews complainants, witnesses, suspects, and others who may have knowledge of a crime in order to obtain facts and information; observes and inspects crime scenes to evaluate the crime and collect and preserve physical evidence; makes initial determinations of investigative actions; searches persons, vehicles and properties to locate and collect evidence of crimes; marks, packages, and preserves evidence collected.• Effects lawful arrests of suspected criminals by taking them into physical custody, subduing or restraining, searching, explaining reason for arrest, advising them of their constitutional rights, and transporting them to the post or jail for further processing.• Appears in court to give evidence and testimony as to the facts surrounding cases being tried.• Confers with prosecutors and explains circumstances of crimes, evidence, facts, and conclusions in order to obtain needed warrants.• Provides public relations and educational services to groups of interested parties in areas such as traffic safety, fire prevention, drugs and narcotics, and applicable programs and policies.• Prepares daily reports, incident reports, subpoenas, warrants, protection orders, mental pick-up orders, and/or other related documents.	



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- Maintains and submits all appropriate records, including the logging of any criminal information.
- Maintains open communication with fellow officers and supervisors, and follows all policies and procedures of the Sheriff's Office, including the general policing philosophy of the Sheriff.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associate's Degree in law enforcement, criminal justice, corrections, social sciences, public management or related field
- Additional related experience may substitute for the college requirement if there is demonstrated knowledge, ability, and skills to perform the work

CERTIFICATIONS, LICENSES (minimum requirements)

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the County's Vehicle policy.
- Certified as a Police Officer in MI (MCOLES)
- CPR Certified
- Specialized training, such as National Institute of Corrections and/or the Michigan Department of Corrections for corrections Administrator; Police Staff and Command School; and/or FBI national Academy graduate, dependent upon the functions of the assignment

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- Must not have been convicted of a felony or crime that might question the person's credibility
- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation
- Must be in good health and able to perform police duties, free from chronic disease and any physical deformities, and able to pursue, apprehend, restrain and control potential suspects
- May be required to successfully complete a physical readiness test yearly, per contract requirements
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision in regard to both the application of these requirements and the hiring of an appropriate applicant for this position within the department
- May be required to serve in an "on-call" capacity
- Must be compliant with Collective Bargaining Agreement and Departmental Policies and Procedures

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be



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correct, but one is better than another depending on the situation. Errors at this level could lead to the loss of life or major harm or life impairment.

Compared to the Sergeant, Patrol classification, this job does not have supervisory responsibilities.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Will be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; see; talk and hear; smell; use hands to manipulate, handle, or feel, walk, run, move laterally and forward and back, walk and/or run on varying terrains;
- Will be required to demonstrate proficiency in firearms used by the Office and will be required to qualify annually.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in extreme heat and cold (not weather related), close quarters, high and precarious places, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases, criminal suspects or prison inmates.
- May frequently be required to lift/move over 100 pounds.
- May be required to apprehend, subdue, and move persons who are in various conditions, size, and abilities.
- Must be able to work all shifts, weekends, and holidays for this 24-hour operation and be able to work mandatory overtime.
- Must qualify annually with issued firearms.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of lifesaving and first aid methods and techniques
- Knowledge of criminal justice procedures
- Knowledge of self-defense techniques
- Skilled in interviewing and interrogating suspects
- Skilled in the use of firearms
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain composure during stressful situations
- Ability to subdue and restrain individuals
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently