

RECRUITMENT FOR POLICE OFFICER

Salary Range: \$43,865.12 (start) to \$61,874.28 **Application & Testing Procedure:** Applicants must visit www.empcoco.net/testing to register for the Police Officer exam; exams must be taken no later than **Tuesday, Feb. 28, 2012**. All applications, *WITH REQUIRED PROOFS OF QUALIFICATIONS*, must be received by the City of Royal Oak HR Dept., 211 Williams St, Royal Oak, MI 48068 by **4:00 p.m. Tuesday, Feb. 28, 2012**. Persons passing the written exam will be contacted regarding oral board and background investigation.

A **POLICE OFFICER**, upon application, shall meet the following requirements **and provide proof** of MCOLES and education:

1. A minimum of two years of college education, at least 60 semester hours, from an accredited and recognized college or university. **(Applicants must meet this requirement by the end of this semester.)**
2. Must be a citizen of the United States of America.
3. Must have passed the Michigan Commission on Law Enforcement Standards written and physical agility tests as required by state law, and as evidenced by a valid official notification.
4. Have a valid motor vehicle operator's permit with good driving record.

GENERAL STATEMENT OF DUTIES: A **POLICE OFFICER** is responsible for the protection of life and property through the enforcement of laws and ordinances. Work will usually consist of routine patrol tasks performed in accordance with departmental rules and regulations. A superior officer regularly checks the work of a **POLICE OFFICER** and gives specific instructions and assistance when special problems arise, although the **POLICE OFFICER** is required to exercise independent discretion when faced with emergency conditions. Work may involve an element of personal danger. Communications are maintained with headquarters through a two-way radio system.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A **POLICE OFFICER** may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Enforce the laws and ordinances of the City of Royal Oak and the State of Michigan.
- Patrol an assigned area in motorized police equipment.
- Test doors, windows, and examine premises of buildings in the business district to see that no suspicious conditions exist.
- Investigate suspicious conditions and make arrests of persons who violate laws and ordinances.
- Accompany prisoners to headquarters to be booked on charges and appear in court as arresting officer.
- Direct and control traffic, either on foot or in motorized police equipment and either arrest violators or write violation tickets for those who break traffic laws.
- Operate radar equipment to apprehend speeders.
- Check autos parking in metered and otherwise restricted areas and write violation tickets for vehicles that are parked overtime.
- Work at desk while on desk duty, answer telephone, dispatch patrol cars, operate radio transmitter, and otherwise assist superior officer on desk.
- Act as guard on money transfers when required; serve as an escort during parades, funerals and civic functions.
- Attend fires or accidents occurring in districts or an assigned area; keep bystanders out of danger; and render first aid to the injured.
- Prepare accident reports.
- Watch for stolen cars, wanted and missing persons.
- Provide information and assistance to the general public.
- Perform related work as assigned.

QUALIFICATIONS FOR EMPLOYMENT:

- Some knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Ability to read, interpret and obey laws, regulations and departmental rules.
- Ability to understand and carry out oral and written instructions, and to communicate effectively.
- Ability to analyze situations and to adopt a quick, effective and reasonable course of action.
- Ability to develop skill and discretion in the use of firearms.
- Ability to deal courteously but firmly with the general public.
- Ability to learn the geography of, and surrounding, the City of Royal Oak and the location of important buildings.
- Ability to communicate effectively orally and in writing.
- Ability to function effectively under stress and in emergency situations.
- Ability to remember names, faces, pertinent facts and details of incidents; a keen sense of observation.
- Ability to successfully complete all job related training during the probationary period.
- Skill in the operation of various tools and equipment such as police car, police radio, radar gun, handgun and other weapons as required, as well as pager and first aid equipment.
- Willingness to work outdoors and occasionally be exposed to wet and/or humid conditions, extreme cold and extreme heat.

DETAILED EXAMPLES OF ESSENTIAL DUTIES

The following is intended to supplement, in greater detail, the examples of the essential duties on the reverse.

1. Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
2. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue.
3. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions.
4. Communicate verbally and effectively by listening to people and by giving information, directions, and commands.
5. Conduct 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.
6. Conduct visual and audio surveillance for extended periods of time.
7. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
8. Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
9. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
10. Load, unload, aim and fire 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.
11. Manage interpersonal conflicts to maintain order.
12. Operate 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 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; within the parameter of departmental policies, rules and regulations.
13. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
14. Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.
15. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
16. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
17. Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
18. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
19. Subdue resisting subjects using hands and feet while employing defensive tactics maneuvers or approved non-lethal weapons.
20. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.