

**GLADSTONE PUBLIC SAFETY DEPARTMENT
JOB DESCRIPTION**

**Position Title: Public Safety Officer
Department: Public Safety**

**FLSA Designation: Non-Exempt
Supervisor: D/Sgt, Sgt, Lieutenant,
Director of Public Safety**

SUMMARY

Protect life and property by performing law enforcement, firefighting, rescue, emergency aid, hazardous material, and fire prevention duties. Maintain law enforcement and fire equipment, apparatus, and facilities. Perform police patrol, investigation, traffic regulation, and related law enforcement activities. Enforce State and Federal Constitutions by thorough enforcement of all relevant laws.

SUPERVISION RECEIVED

Work under the general supervision of a Senior Public Safety Officer, Public Safety Sergeant, Detective/Sgt, Lieutenant and the overall supervision of the Director of Public Safety.

SUPERVISION EXERCISED

Supervise all junior Public Safety Officers as needed and all Volunteer Fireman in the performance of their duties.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all-essential duties. (These examples do not include all of the duties the employee may be expected to perform)

Works on fixed or permanent shifts and/or flexible shifts as needed, performing security patrols, traffic control, accident investigations, basic first aid, crime detection/prevention, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shifts using own judgment in deciding course of action, being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for dispatch on major emergencies.

Carries out duties in conformance with Federal, State, County and City laws and ordinances as well as departmental policies, procedures and general orders.

Patrol 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 the citizens and visitors of the City of Gladstone.

Interview and or interrogate suspects, witnesses and drivers, preserve evidence, arrest violators, investigate and render assistance at scenes of vehicular accidents. Summon Ambulances and other law enforcement vehicles take measurements and draw diagrams of scene.

Conduct follow up investigations or crimes committed during assigned shift, seek out and question victims, witnesses, and suspects. Develop leads and tips, search scenes of crimes for clues. Analyze and evaluate evidence and arrest offenders. Prepare cases for giving testimony and testify in all court proceedings.

Prepare a variety of reports and records including officer's reports of investigations, field interrogation reports, alcohol influence reports, Breathalyzer reports, bad check forms, vehicle impoundment forms, traffic hazard reports, UD-10 accident reports, NFIRS fire reports, etc.

Undertake community oriented public safety work, and assist citizens with such matters as stalled vehicles, crime prevention, drug abuse resistance education (DARE) traffic safety and school liaison work.

Participate in investigating criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.

Conduct patrol activities including directing traffic, investigation of reported or observed violations of the law.

Coordinate activities with other officers or other city departments as needed. Exchange information with officers in other law enforcement agencies and obtain advise from the City Attorney, Court Administrators, and the Prosecutor's office regarding cases, polices and procedures as needed and assigned.

Maintain contact with Public Safety supervisory personnel to coordinate investigation activities. Provide mutual assistance during emergency situations and provide general information about department activities.

Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment, extinguishments tasks, operation of extrication tools and equipment. Use forcible entry tools, chainsaws, roof saws, air tools, and related emergency equipment.

Perform emergency aid activities including administering basic first aid and providing other assistance as required.

Attend classes in firefighting, emergency medical care, hazardous material incidents, law enforcement and other related subjects.

Receive and relay fire call and alarms. Operate radios and other communication equipment.

Maintain law enforcement and fire equipment, apparatus and facilities. Perform minor repairs to departmental equipment.

Perform general maintenance work in the upkeep of fire facilities and equipment, clean and wash walls and floors, care for the grounds around the station, make minor repairs. Wash, hang and dry hose. Wash, clean and polish, maintain and test apparatus and equipment. Wash, clean and maintain patrol vehicles and equipment.

Assist in developing plans for special assignments such as emergency preparedness, hazardous communications and training programs for the department and the community.

Present programs to the community on safety, security and fire prevention topics.

Respond to Bank robberies, Burglaries, Rapes, Homicides and other serious crimes in progress.

A Public Safety Officer may be called on to risk his/her life to save the life of others. A Public Safety officer may be called on to take the life of another person in the lawful performance of his/her duties while enforcing the laws of the State of Michigan and the City of Gladstone.

PERIPHERAL DUTIES

Maintain up to date knowledge of technology and industry standards.

Maintain contact with general public, court officials, fire officials and City officials in the performance of Public Safety activities.

Assist in departmental administrative activities and supervisory activities as assigned.

DESIRED MINIMUM QUALIFICATIONS

Must be 21 years or older at the time of employment

Must possess, or be able to obtain by time of hire, a valid State of Michigan drivers license.

Must be MCOLES certified or certifiable at the time of hire and be able to obtain Fire Fighter Certification level I and II within one year of hire. Fire Certification is highly desirable.

Must successfully pass a drug test, physical and psychological evaluation.

Felony convictions and disqualifying criminal histories within the past seven years are not allowed.

Must be a U.S. Citizen.

Must be able to read and write the English Language.

Must be of good moral character and of temperate and industrious habits

Minimum of Associates Degree from accredited College or University is required.

Knowledge of modern law enforcement principles, procedures, techniques, and equipment is desired

Ability to learn the applicable laws, ordinances, departmental rules and regulations and general orders is desired

Ability to perform work requiring good physical condition is desired

Ability to communicate effectively orally and in writing is desired

Ability to establish and maintain effective working relationships with subordinates, peers and supervisors is desired

Ability to exercise sound judgment in evaluating situations and in making decisions is desired

Ability to learn the city geography is desired

Working knowledge of driver safety is desired

Working knowledge of first aid, CPR and AED's is desired

Ability to operate fire suppression and other emergency equipment is desired

Ability to apply standard firefighting, emergency aid, hazardous material and fire Prevention techniques is desired

Ability to perform strenuous or peak physical efforts during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke is desired

Ability to act effectively in emergency and stressful situations is desired

SELECTION GUIDELINES

A formal application, review of resume, education and experience, written and physical agility testing, drug testing, an oral interview, background investigation, and physical and psychological examinations will be used in final selection of the successful applicant.

TOOLS AND EQUIPMENT USED

Police patrol unit, Police Radio, handgun, shotgun, patrol rifle and other weapons required, handcuffs, Preliminary Breath Tester, Data Master breath tester, computer terminal, cameras and patrol vehicle radar unit.

Rescue equipment, fire apparatus, pumps, hoses and other standard firefighting equipment, ice rescue equipment, ladders, office equipment and other related equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk, use hands and fingers to feel/handle objects, tools or control, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, squat, taste or smell. The employee is occasionally required to arrest, detain, and or control hostile or combative persons.

The employee must occasionally lift and or move more than 100 lbs. and frequently lift and or carry objects that weigh up to 75 pounds.

Frequent driving of patrol vehicles and fire apparatus vehicles is required.

Ability to communicate orally in a clear manner

Ability to distinguish sounds at various frequencies and volume.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, distinguish people and objects at varied distances under a variety of light conditions.

MENTAL REQUIREMENTS

The mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee needs to have the ability to learn and comprehend complicated instructions and orientation to the job; is required to coordinate eyes, hands, and fingers rapidly and accurately and handle precise movements, must have the ability to understand the meanings of words and respond effectively; and must have the ability to perform arithmetic accurately and quickly.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee frequently works in outside weather conditions, works near moving mechanical parts, in high/precarious places, with dangerous materials, in wet and or humid conditions, near fumes or airborne particles, toxic or caustic chemicals, extreme cold, heat and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting activities when noise levels may be loud.

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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 the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.