



City of Hamtramck
3401 Evaline Avenue
Hamtramck, Michigan 48212

Invites applications for the position of:
Police Officer – Full Time

An Equal Opportunity Employer

Job Description Summary:

Police Officers perform general and specialized law enforcement duties in order to preserve public peace, to protect lives, property, the rights of the public, and enforce statutory laws and municipal ordinances. A Police Officer may be assigned to vehicle patrol, foot patrol and residential patrol. Maintains a public service approach towards the community and performs other job related duties as assigned.

Essential Functions.

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Under direction of Sergeant, performs a wide variety of police and law enforcement activities. Tasks are service and protection oriented, and includes collecting and dispensing information, arbitrating disputes, providing assistance, protecting and recovering property, preventing crime, investigating, and providing other public protection services. Duties include an element of personal danger, i.e., exposure to life-threatening circumstances, apprehending criminals, and transporting prisoners. Incumbents perform duties in accordance with State Statutes and established departmental policies, procedures, and guidelines. The incumbent must be able to act without close supervision and must be able to exercise independent judgment.

- Conducts routine preventive patrol in designated residential and business areas, and initiates contacts with both business operators and residents to establish open communications, gather and dispense information, and establish the presence of law enforcement within the community.
- Responds to calls for police service and takes action upon observing a circumstance or situation requiring police attention, including the issuance of municipal citations, and arrests of misdemeanor and felony violators and fugitives.
- Interviews witnesses, victims, suspects, arrested persons, and informants to obtain pertinent information concerning accidents/crimes.
- Provides information to the public, victims, witnesses, and relatives concerning available services in the community.
- Performs Basic First Aid and CPR at scenes.
- Conducts initial crime scene investigations, i.e., identifies and collects crucial evidence to be secured for processing, labels evidence with data for crime scene reconstruction, packages and stores evidence in a manner to protect chain of custody.



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- Operational knowledge of federal laws, state statutes, and local ordinances and the ability to effectively enforce these statutes. Investigates motor vehicle accidents, and protects lives and property at all motor vehicle accident scenes. Thorough knowledge of federal laws, state statutes, and local ordinances.
- Testifies in civil, traffic, and criminal court proceedings.
- Performs report and record maintenance duties, and ensure their accurate completion in a timely manner.
- Attends in-service training as directed to maintain current knowledge of changes in laws, new methods of enforcement, and other trends and developments in law enforcement.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.

Knowledge, Skills and Abilities:

- Thorough knowledge of federal laws, state statutes, and local ordinances.
- Considerable knowledge of crime prevention techniques.
- Considerable knowledge of principles and techniques employed in crime scene investigation.
- Considerable knowledge of principles and techniques employed in accident investigations.
- Considerable knowledge of First Responder and CPR.
- Considerable knowledge of report and record maintenance principles and practices.
- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in the operation of motorized vehicles under adverse conditions.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively with superiors and the general public.
- Ability to analyze situations quickly and objectively, and to determine proper courses of action within the established framework of policies and procedures.
- Ability to learn the geography of the City and surrounding areas.
- Ability to maintain composure under emergency situations, and to work effectively under stressful conditions.
- Ability to exercise discretion.

Physical Requirements:



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- Some tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Some tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods of time at a keyboard or work station.
- Some tasks involve frequent walking, standing; some lifting and carrying of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.
- Some tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.

Environmental Requirements:

- Some tasks require exposure to adverse environmental conditions (e.g. dirt, cold, rain, and fumes).
- Some tasks require exposure to extreme heat/cold or extreme weather conditions.
- Some tasks require exposure to strong odors and/or smoke.
- Some tasks require exposure to strong and/or toxic chemicals.
- Some tasks require exposure to dust or pollen.
- Some tasks may require exposure to elements that can cause illness (e.g., pathogenic substances, virus, and parasites).

Sensory Requirements:

- Some tasks require color, sound, odor, depth, texture and visual perception and discrimination.
- Some tasks require oral communications ability.

Education, Experience, and Qualifications

- Must be a US Citizen
- Must be 21 Years of age or older
- High School Diploma or GED
- Must have a valid Drivers License
- Must be free of felonies
- Must have taken the Empco Entry Level Law Enforcement Test
- Proof of completion of MCOLES approved Police Academy



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Application Process: Download applications at www.hamtramck.us. Return completed applications, resume, Empco Completion, and certificates the Human Resources Department, 3401 Evaline, 3rd Floor, Hamtramck, MI 48212. Open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.



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