

CITY OF IRONWOOD

PUBLIC SAFETY OFFICER IRONWOOD PUBLIC SAFETY DEPARTMENT

General Summary

Performs police patrol, investigation, traffic regulations, and related law activities. Protects life and property by performing emergency medical aid, rescue, and fire prevention duties.

Supervision Received

Work is performed under the supervision of a Sergeant or Lieutenant, or senior officer at times. Additional supervision is provided by the Public Safety Director.

Supervision Exercised

Supervision is exercised over an assigned group of subordinates, which may include other public safety officers and paid-on-call firefighters.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any, or all, of the following (**Does Not** include **all** tasks employee may be expected to perform):

1. Perform security patrols, traffic control, investigation, first aid, detection, and arrests of persons involved in crimes or misconduct.
2. Perform firefighting activities including, but not limited to, driving fire apparatus, operating pumps and related equipment, laying hose and performing fire combat, containment and extinguishment tasks.
3. Perform emergency medical activities including administering first aid and providing other assistance as required.
4. Maintain normal availability by radio, telephones or computer for consultation on emergencies or other assigned incidents.
5. Carry out duties in conformance with federal, state, county, City laws and ordinances.
6. Follow department policies, procedures, rules and regulations.
7. 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.
8. Respond to emergency radio calls and investigate accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc.
9. Interrogate suspects, witnesses and drivers. Preserve evidence, arrest violators, investigate and render assistance at the scene of vehicular accidents. Summon ambulances and other law enforcement vehicles. Take measurements and draw diagrams of scenes. Obtain evidence and found property in accordance with department policy.

10. Conduct follow-up investigations of crimes committed during assigned shift. Seek out and question victims, witnesses, and suspects. Develop leads and tips. Search the scene of crimes for clues. Analyze and evaluate evidence and arrest offenders.
11. Prepare cases for giving testimony and testify in court proceedings.
12. Prepare a variety of reports and records including officer's daily log, reports of investigation, field interrogation reports, alcohol related reports, bad check forms, vehicle impoundment forms, traffic hazard reports, citations, etc.
13. Undertake community-oriented police work and assists citizens with various issues that affect their safety and quality of life.
14. Present programs to the community on safety, crime, medical, and fire prevention topics.
15. Coordinate activities with other officers or other departments as needed, exchange information with officers in other law enforcement agencies and obtain advice from City attorney, court clerk, and the Gogebic County District Attorney's office regarding cases, policies and procedures as needed and assigned.
16. Maintain contact with supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.
17. Participate in training drills, attend classes in law enforcement, emergency medical, fire prevention and related subjects.
18. Maintain public safety equipment and facilities, perform minor repairs to departmental equipment.
19. Assist Code Enforcement Officer with blight prevention as assigned.

Minimum Qualifications

- Education and Experience:
 1. Graduation from high school education or GED equivalent.
 2. Associate degree (preferably in Criminal Justice).
 3. Preferred but not required: Certification or certifiable by the Michigan Commission on Law Enforcement Standards (MCOLES).
 4. State of Michigan Firefighter II certification within one (1) year of hire.
- Necessary Knowledge, Skills and Abilities:
 1. Knowledge of Public Safety principles, procedures, techniques and equipment.
 2. Knowledge of driver safety and first aid.
 3. Skill in operating the tools and equipment necessary, including but not limited to, police car, police/fire radio, phone, pager, radar gun, handgun, taser, handcuffs, and other weapons as required, emergency medical equipment, and various computer related programs.
 4. Ability to learn the operation of fire suppression and other emergency equipment.
 5. Ability to learn the applicable laws, ordinances, and department rules and regulations.
 6. Ability to perform work, requiring good physical condition.
 7. Ability to communicate effectively, both orally and in writing.
 8. Ability to establish and maintain effective working relationship with subordinates, peers, and supervisors.
 9. Ability to exercise sound judgment in evaluating situations and in making decisions.
 10. Ability to follow verbal and written instructions.
 11. Ability to learn the City's geography.
 12. Ability to handle difficult and emergency situations without assistance when necessary.

Other Requirements

1. Valid Driver license.
2. Residency shall be within twenty (20) miles of the corporate boundaries of the City of Ironwood.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to sit, stand, walk, talk, see, smell, crouch, crawl, bend, climb or balance, stoop, kneel, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee must frequently lift and/or move objects weighing up to 75 pounds and occasionally lift and/or move objects more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus under a variety of light conditions.

Work Environment

The work environment characteristics 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.

While performing the duties of this job, the employee works both indoors and outdoors. Outdoor work may be subject to inclement weather and other hazards including moving mechanical parts, high or precarious places, combustible materials, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level varies from quiet to loud.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.