

City of Lansing

Job Description – Police Officer

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|------------------------|---|
| DEPARTMENT: | Police |
| REPORTS TO: | Sergeant and/or Police Captain/Police Chief |
| SUPERVISORY: | No |
| DIRECT REPORTS: | N/A |
| TYPE: | Full-Time |
| FSLA STATUS: | Non-Exempt |
| WORK COMP CODE: | 7720 |
| CDL: | No |
| PHONE STIPEND: | No |
| FCT LEVEL: | 4 |
| GRADE: | 10 |

SUMMARY OF POSITION

Provides law enforcement and public safety services to the community to include enforcement of criminal statutes and ordinances, traffic enforcement, crime prevention, patrol activity, accident investigation, resolution of domestic and other disturbances, prosecution support, and non-criminal public safety services.

SCOPE

To provide law enforcement and public safety services to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) **Routine and tactical operation of patrol vehicle.** Operates patrol vehicle in a safe and effective manner; uses emergency equipment to signal traffic stop; tactically positions vehicle behind stopped vehicle; uses vehicle to control traffic by blocking intersection; navigates patrol vehicle to arrive promptly at the dispatched location.
- 2) **Inputs and retrieves data from laptop computer and/or desktop terminals.** Enters data on computer keyboard installed in police vehicles. Reads and deciphers information on computer screens.
- 3) **Maintenance of patrol and other departmental vehicles.** Inspects vehicle for safe and efficient operating condition; operates fuel pumps and fills vehicle fuel tank; enters and exits vehicle quickly without assistance; operates vehicle in a safe and effective manner; utilizes fire extinguisher as appropriate; acquires and stores shotgun and rifle in vehicle rack; recognizes and avoids potentially hazardous situations; changes vehicle tires as necessary; performs minor vehicle repairs including replacing headlights and windshield wipers; checks patrol vehicle oil level and adds oil as necessary; completes vehicle maintenance forms; cleans interior and exterior.
- 4) **Transports prisoners, victims, witnesses and others.** Operates vehicle in safe and effective manner to transport juveniles to detention center; crime victims to field

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location for identification of suspect; suspects to jail; and intoxicated persons to detox center or medical facility. Searches suspect before and after transport. Searches vehicle after transportation. Physically restrains persons in custody and maintains control over person being transported.

- 5) **Participates in high-speed emergency and pursuit driving.** Operates vehicle in safe and effective manner; monitors and uses radio during emergency and pursuit driving; analyzes situation to determine need for medical or back-up assistance; uses emergency equipment to signal traffic stop; uses radio to obtain procedural advice; uses emergency equipment to respond to injury accident; and uses radio to broadcast suspect description and direction of flight.
- 6) **Performs radio communication skills.** Communicates effectively with dispatch, supervisors and officers; monitors radio to insure awareness of all unit status location and need for assistance; monitors radio to record description of stolen vehicles, missing persons, armed felons and emergency situations; uses handheld radio when out of vehicle; coordinates searches and calls for backup as necessary, checks criminal history and driving record of suspects; and coordinates apprehension of suspect with other units.
- 7) **Performs non-radio verbal communications.** Must be capable of communicating effectively in English language during duty situations to include but not limited to responding to general questions from the public; clarifying information on traffic tickets; resolving domestic disturbances; explaining social services available to victims; counseling distraught individuals; negotiating with subjects to surrender; processing DUI arrests; advising suspects of their constitutional rights; testifying in court; placing suspects under arrest; exchanging intelligence information with other police agencies; investigating crimes; interrogating suspects; providing crime prevention information; and establishing professional rapport with the community.
- 8) **Performs general patrol duties.** Navigates to arrive promptly at locations; patrols area to detect liquor violations; locates suspect and observes violations of the law; gathers and records information; effectively uses radio and telephone equipment; observes locations of streets and business to develop knowledge of patrol areas; maintains surveillance on suspicious vehicles; performs foot patrol, checks doors and windows; climbs ladders to examine roofs for evidence of criminal activity, analyzes situations to determine whether crime has been committed and whether arrest should be made; uses map to obtain dispatched location, investigates alarms; uses force to subdue subject; uses deadly force to protect self and others; uses police vehicle to prepare reports; determines appropriate referral and disposition in domestic cases; performs searches to include pat-down searches; differentiates between criminal and civil law; and reacts quickly to danger and adapts to different people, behavior and circumstances.
- 9) **Apprehension, arrest, and charging of suspect.** Negotiates with suspect to persuade surrender; uses hand-to-hand combat, baton and other weapons to subdue suspect; runs to pursue a fleeing suspect; wears body armor; fires weapons to defend own or others life; maintains control over persons in custody;

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uses firearms safely and accurately; maintains physical agility; effects safe arrests; advises suspect of Miranda rights; transports suspects to jail; photographs and fingerprints persons in custody; and provides first aid and summons emergency medical care for persons in custody.

- 10) **Traffic enforcement and stops.** Operates vehicle in safe and effective manner; visually observes traffic violations and effects stops, investigates source of odors to include alcohol and drugs; recognizes persons under the influence of alcohol; recognizes traffic violations; understands legal standards and comprehends laws; reacts quickly to danger; issues traffic summons; communicates effectively with dispatch; answers questions to clarify complaint or Notice to Appear; speaks to driver to request license and registration; arranges for disposition of vehicle as necessary; and operates hand-held or mobile radar to include manipulating tuning forks to calibrate radar.
- 11) **Performs accident investigation duties.** Engages in high-speed emergency driving; analyzes immediate situation to determine medical or back-up assistance required; communicates effectively with dispatch; questions drivers and witnesses separately to obtain circumstances of accident; directs individuals to complete driver exchange information forms; speaks to drivers to explain accident reporting procedures and requests; arranges for disposition of vehicles as necessary; requests records check on operator and vehicle; prepares and files vehicle hit-and-run accident report; directs traffic at accident scene; recognizes drivers under the influence of alcohol or drugs; operates fire extinguisher; understands and applies legal standards; issues citations as necessary; and completes reports.
- 12) **Detects and apprehends DUI suspects.** Operates patrol vehicle in safe and effective manner; patrols areas to detect liquor violations; monitors and uses vehicle radio while operating vehicle; makes safe and effective traffic stops; speaks to driver to request driver's license and registration; performs field sobriety tests; requests driver to perform preliminary breath test; arrest suspects; reads Miranda rights; communicates with passengers and witnesses; completes paperwork; transports DUI arrestee to Police Department for booking; performs breath test; analyzes results of intoxilyzer tests; operates video recorder; performs booking procedures; recognize indicia of drunk drivers and persons under the influence of alcohol and drugs; makes a sound case within lawful and procedural guidelines.
- 13) **Handles domestic and other disturbances.** Analyzes immediate situation to determine if medical assistance or backup is necessary; requests parties to cease altercation; analyzes situation and mediates between parties to arrive at a temporary solution; advises parties of social services available; counsels distraught individuals; questions witnesses to locate suspect; gathers information quickly; uses physical force to separate and disarm disputing parties; uses physical force and deadly force in accordance with law and departmental SOP; administers first aid to provide emergency medical assistance; executes arrest warrants; conducts pat-down frisks; places individuals under arrest; determines need for additional intervention; contacts appropriate officials; determines

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whether child abuse or neglect is occurring; differentiates between criminal and civil matters.

- 14) **Performs criminal investigation duties.** Completes field interviews/interrogations to record identification of suspicious persons; questions victims and witnesses to obtain suspect description and identification; questions witnesses to obtain possible additional leads; re-contacts victims and witnesses to obtain additional information; questions suspects in accordance with appropriate interrogation methods; reads suspect Miranda rights and questions suspect to obtain confession within legal limits and guidelines; completes reports; lists evidence obtained and location to document chain of custody; conducts arson investigations; analyzes crime scenes; determines whether probable cause to obtain a search warrant exists; searches persons and premises; remembers and recognizes wanted and missing persons; remembers factual information during interrogation; and disseminates intelligence information to other agencies. Completes diagrams of crime scenes.
- 15) **Displays proper search and seizure skills.** Composes search warrant affidavit to obtain warrant; enters rooms with caution to search building; searches apprehended suspect to obtain weapons or contraband; collects and packages evidence to prevent contamination; conducts pat-down frisks for officer safety; conducts inventory searches and strip searches as necessary; investigates sources of odor to include drugs and alcohol; coordinates building checks and searches; articulates probable cause for warrant to prosecutor, properly conducts and documents searches; directs owner to sign acknowledgement of evidence seized in search.
- 16) **Performs necessary duties at crime scene.** Gathers information quickly and accurately; interviews witnesses and suspects; analyzes immediate situation to determine if medical or backup assistance is required; regulates entry to crime scene to protect from contamination; analyzes crime scene to locate point of entry and exit, weapons or devices used, signs of forced entry, etc.; marks and packages evidence; operates camera; assists with traffic and crowd control; contacts appropriate officials; interviews crime scene principals and witnesses; analyzes and interprets evidence.
- 17) **Exhibits safe and appropriate care and use of firearms.** Cleans and maintains firearms and qualifies with firearms; uses firearms during duty situations as necessary; handles suspect and contraband weapons safely; understands and reviews department SOP concerning response to resistance; fires weapon to defend self or others' lives, and determines proper use of deadly force; makes life or death decisions under stress; reacts quickly to danger; maintains physical agility and exercises caution; controls fear in potentially hazardous situations.
- 18) **Use of defensive and restraining equipment.** Must be able to wear body armor, protective gas mask, carry and handle police baton, electronic control device (Taser®), place handcuffs on prisoners safely, and physically subdue and control suspects. Uses defensive tactics taught by department. Understands and applies legal standards concerning use of firearms; makes decisions under stress; maintains physical agility; disarms persons safely; and reacts quickly to danger.

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- 19) **Performs report-writing duties.** Communicates effectively in English language; completes reports to refer possible child abuse; completes incident reports to document actions; completes property report to identify evidence; completes arrest forms to notify jail personnel of suspects' identification; completes traffic accident reports to document accidents; lists evidence obtained and location to document chain of custody; completes arrest and DUI forms; completes arson investigation reports; draws diagrams on report to depict accident scene; makes complete statements; determines proper charges; organizes facts; and accurately completes reports, summons and other forms.
- 20) **Performs oral interrogations and interviewing duties.** Communicates effectively in English language; effectively uses telephone equipment; questions complainant to ascertain nature of call; interviews disputing parties to obtain circumstances, suspects and evidence; advises suspects of Miranda rights; questions drivers and witnesses separately to obtain circumstances of accidents; collaborates with another officer to effectively interview witness; questions individuals to obtain confession; interviews crime scene principals and witnesses; obtains information from distraught or reluctant person; adjusts interrogation of suspects to suspect's personality and prior knowledge of suspect's behavior; understands and applies legal standards; applies knowledge of mediation and intervention techniques in domestic and other disturbances; and relates to juveniles.
- 21) **Court preparation and testimony.** Communicates effectively in English language; meets with prosecutors to clarify facts prior to trial; responds to questions from prosecutors, defense attorneys and judges; marks and packages evidence appropriately; reviews case reports and evidence prior to trial; recognizes physical evidence and persons during testimony; understands and applies legal principles; comprehends laws and abstract concepts; organizes facts and provides accurate testimony under stress; recalls and reviews case details prior to testimony.
- 22) **Exhibits acceptable non-report written expression.** Attends roll call and records information given; completes field interrogation contacts to identify suspicious persons; completes requests for state laboratory tests; issues citations and Notices to Appear; marks reported abandoned vehicle with courtesy sticker; composes search warrant affidavits; takes notes on interviews and searches, gathers and records information; marks and packages evidence; makes complete statements; comprehends laws and abstract concepts; and analyzes and interprets evidence.
- 23) **Citizen interaction.** Refers public to criminal justice and social service agencies; suggests crime prevention methods to public; visits business to promote positive police contact; counsels distraught individuals; delivers death notices and other emergency messages; communicates with juveniles; performs foot patrol; counsels victims of crime.
- 24) **Performs non-criminal public safety duties.** Escorts funeral processions, VIPs and ambulances; responds to medical emergencies; delivers death and other emergency messages; responds to general questions from the public; makes area alerts and evacuates citizens; observes streetlight and road hazards to

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report to City engineering; subdues mentally deranged persons; responds to fire calls to block traffic; provides security to evacuated areas; searches for missing persons; administers first aid and other emergency medical care.

- 25) **Performs crime prevention and public relations duties.** Visits businesses to promote positive police contact; responds to general questions from the public; indicates to citizens the desire for contact; inspects taverns and drinking establishments for violations; inspects homes for security; performs foot patrol; and establishes rapport with community.
- 26) **Patrol activities requiring operation of motor vehicle.** Operates police vehicle in safe and effective manner; enters and exits motor vehicle quickly without assistance; positions police vehicle strategically when responding to calls; drives police vehicle using emergency equipment to signal traffic stop; positions police vehicle to block intersection; navigates vehicle to arrive promptly at dispatched location; positions police vehicle behind stopped car to protect self from possible injury.
- 27) **The employee must work the days and hours necessary to perform all assigned responsibilities and tasks.** Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with which interaction is required to accomplish work and employer goals.
- 28) **The employee must be punctual and timely** in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

SECONDARY ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Performs other related duties as deemed necessary or required.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

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- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- a) Knowledge of City codes and ordinances, and Kansas law.
- b) Knowledge of computers, computer software, record keeping, and office management.
- c) Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, the democratic political process, and federal and Kansas state laws.
- d) Knowledge of operating various office machines, phone, fax, scanner and copier.
- e) Knowledge of principles and processes for providing customer and personal services.
- f) Knowledge of the structure and content of English language, including the meaning and spelling of words, rules of composition, and grammar.

Skills

- a) Skill in oral and written communication.

Abilities

- a) Ability to adapt to different people, behavior and circumstances.
- b) Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and interpret bar graphs.

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- c) Ability to analyze and coordinate investigation of information to draw conclusive findings.
- d) Ability to analyze and interpret evidence.
- e) Ability to analyze situations and determine proper response.
- f) Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- g) Ability to apply judgment to police situations to effect appropriate resolution.
- h) Ability to apply knowledge of mediation and intervention techniques in domestic or other disputes.
- i) Ability to apply knowledge of medical and intervention techniques in domestic or other disturbances.
- j) Ability to communicate effectively in person, on the radio or telephone.
- k) Ability to communicate effectively in English language, both orally and written.
- l) Ability to communicate well with individuals from widely varying educational and cultural backgrounds and to deal effectively with difficult situations.
- m) Ability to comprehend laws and abstract concepts and apply to specific situations.
- n) Ability to control anger and maintain professional demeanor.
- o) Ability to determine necessity for assistance.
- p) Ability to determine proper charges.
- q) Ability to differentiate between criminal and civil law.
- r) Ability to disseminate intelligence and other information with and between department director and personnel.
- s) Ability to establish priority at emergency scene.
- t) Ability to exercise caution and control fear in potentially hazardous situations.
- u) Ability to interpret orders and procedures.
- v) Ability to interrogate suspect and obtain information within lawful guidelines.
- w) Ability to maintain confidentiality.
- x) Ability to maintain effective working relationships with partners, superior officers and other police personnel.
- y) Ability to maintain strong organizational and communication skills.
- z) Ability to make decisions under stress.
- aa) Ability to operate two-way radio, RaDAR and LiDAR equipment, and make and receive phone calls.
- bb) Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, and software downloads from systems, etc.
- cc) Ability to organize facts and accurately complete reports, summons and other forms.
- dd) Ability to organize facts and provide accurate testimony under stress.
- ee) Ability to perform basic first aid and CPR.
- ff) Ability to perform basic mathematical calculations.
- gg) Ability to perform many functions simultaneously.
- hh) Ability to produce written reports, memorandums, field notes and required forms.

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- ii) Ability to properly conduct and document searches.
- jj) Ability to quickly develop action plan.
- kk) Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, financial reports, and legal documents (contracts and legal descriptions of properties).
- ll) Ability to effectively present information and respond to questions from customers and the general public.
- mm) Ability to recognize and avoid potentially hazardous situations.
- nn) Ability to recognize and remove health and safety hazards.
- oo) Ability to recognize narcotics.
- pp) Ability to recognize potential chemical abuse/neglect.
- qq) Ability to recognize suspicious behavior or unusual circumstances.
- rr) Ability to remain calm under stress and anger.
- ss) Ability to understand and apply departmental orders, rules and regulations.
- tt) Ability to understand and apply legal standards in performance of duties.
- uu) Ability to use a computer, keyboard, mouse, and programs associated with report documentation.
- vv) Ability to use firearms safely and accurately.
- ww) Ability to work without immediate supervision.
- xx) Ability to reliably and predictably carry out duties.

REQUIRED CERTIFICATIONS, LICENSES, REGISTRATIONS, AND TRAINING

- o High school diploma or G.E.D.
- o Possess a valid driver's license.
- o Obtain certification as a law enforcement officer issued through the Kansas Commission on Peace Officers' Standards and Training within one (1) year of date of hire.
- o Qualify with department-assigned duty pistol, duty rifle, and duty shotgun semi-annually, achieving a score of 75% or higher.
- o Attend and complete a dim light familiarization course utilizing assigned duty pistol, duty rifle, and duty shotgun annually.
- o Minimum age of 21 prior to first day of employment.
- o U.S. Citizen.
- o No felony conviction or serious misdemeanor.
- o No Brady/Giglio material in background.
- o Reside within a thirty-mile radius of the City.
- o Complete functional capacity testing every 5th year of employment and achieve a rating of 4 or higher.
- o Complete physical agility testing twice a year and achieve an average overall score of 70% or higher at each testing. Submit to psychological evaluation every 5th year of employment and receive a favorable recommendation.

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REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or G.E.D.

PREFERRED EDUCATION AND EXPERIENCE

- Two years to three years of related experience or training; or equivalent combination of education and experience.

PHYSICAL AND MENTAL REQUIREMENTS

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 stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; run; jump; climb or balance; stoop, kneel, bend, reach, crouch, or crawl, and talk or hear in person or by telephone/two-way radio. The employee must regularly lift, move, push, pull or apply pressure up to 50 pounds and/or move up to 75 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must possess hand/eye/foot coordination adequate to operate equipment such as vehicles, handguns, shotguns, electronic control device, handcuffs, and baton. Must have physical agility to safely operate motor vehicle in normal traffic and in high-speed emergency driving situations. Possess a fully functional cervical range of motion. Possess a fully functional lumbar range of motion. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance. Possess the visual stamina and acuity to operate a motor vehicle safely in both routine and emergency situations during all levels of illumination. Must be able to detect full range of odors such as narcotics, alcohol, smoke and fumes and distinguish sounds encompassing a full range of tones and volume. May have to withstand prolonged periods of physical and mental stress or discomfort.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Personal protective equipment required, but not limited to:

- Mandatory use of seat belt when operating or riding in city vehicles or equipment.
- Mandatory use of issued duty gear, ballistic vest, and personal protective equipment.

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TOOLS AND EQUIPMENT USED:

AED machine, Taser, Firearm, two-way radio, vehicle, Laser Radio Equipment, animal control equipment, personal computer including word processing, spreadsheet, Microsoft word, printer, telephone, copier, facsimile, and use of City computer systems.

WORK SCHEDULE

The schedule is based on a 40 hour work week with the following rotating shifts: 6:00 a.m. to 2:00 p.m., 2:00 p.m. to 10:00 p.m., and 10:00 p.m. to 6:00 a.m.

WORKING CONDITIONS

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 is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and fumes, or airborne particles and traversing uneven terrain. The employee is occasionally exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. This position may be called out during the night and weekends or be on-call, and may be assigned shift work and working holidays. This position possesses an element of personal danger. Position may be exposed to blood borne pathogens or disease.

PHYSICAL AND MENTAL, WORKING CONDITIONS TABLE

| ACTIVITY | DURATION | DESCRIPTION |
|----------|------------|--|
| Standing | Frequent | Even and uneven surfaces |
| Walking | Frequent | Even and uneven surfaces |
| Running | Occasional | Even and uneven surfaces |
| Sitting | Constant | Motor vehicle operation |
| Driving | Constant | Motor vehicle operation |
| Bending | Frequent | Various postures required to complete requirements |
| Stooping | Frequent | Various postures required to complete requirements |

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| Twisting | Constant | Both in and out of vehicle |
| Kneeling | Occasional | Various postures to complete requirements |
| Squatting | Occasional | Various postures to complete requirements |
| Crawling | Occasional | Various postures to complete requirements |
| Climbing | Occasional | On / off equipment; high surfaces; fences |
| Jumping | Occasional | Various postures to complete requirements |
| Stairs | Occasional | Various environments encountered |
| Ladders | Occasional | Various environments encountered |

| LIFTING | WEIGHT | HEIGHT | FREQUENCY | DURATION | DESCRIPTION |
|-------------|----------------|-----------------|-----------|------------|-----------------------------------|
| Misc. Items | Up to 125 lbs. | Floor to waist | Variable | Occasional | People; Animals; Ammo; Body Armor |
| Duty Bag | 25 lbs. | Floor to chest | Variable | Occasional | One or two hand lift |
| Misc. Items | 25 lbs. | Floor to chest | Variable | Occasional | Evidence kit; shield |
| Misc. Items | 30 lbs. | Floor to shldr. | Variable | Occasional | Misc. equipment; Rifle |

| CARRYING | WEIGHT | DISTANCE | FREQUENCY | DURATION | DESCRIPTION |
|-------------|----------------|----------------|-----------|------------|-------------|
| Person | Variable | Up to 100 yds. | Variable | Occasional | |
| Misc. Items | Up to 125 lbs. | Up to 100 yds. | Variable | Occasional | |

| PUSHING | FORCE | FREQUENCY/DURATION | DESCRIPTION |
|-------------|----------------|--------------------|--------------------------|
| Misc. Items | Up to 100 lbs. | Occasional | Car; Boat; Trailer; etc. |

| PULLING | FORCE | FREQUENCY/DURATION | DESCRIPTION |
|-------------|----------------|--------------------|--------------------------|
| Misc. Items | Up to 100 lbs. | Occasional | Car; Boat; Trailer; etc. |

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| REACHING | DURATION | DESCRIPTION |
|----------------------|-----------------------|---|
| Above Shoulder Level | Occasional – Frequent | Various activities require this movement/motion |
| At Shoulder Level | Occasional – Frequent | Various activities require this movement/motion |
| Below Shoulder Level | Occasional – Frequent | Various activities require this movement/motion |

| FINE MOTOR | DURATION | DESCRIPTION |
|-------------------------------|----------|--|
| Gripping | Frequent | Motor vehicle; Firearm; Loading Gun; Taser cartridge replacement |
| Pinching | Frequent | Motor vehicle; Firearm; Loading Gun; Taser cartridge replacement |
| Wrist Flexion / Extension | Frequent | Motor vehicle; Firearm; Loading Gun; Taser cartridge replacement |
| Wrist Pronation / Supination | Frequent | Motor vehicle; Firearm; Loading Gun; Taser cartridge replacement |
| Typing / Data Entry / Reports | Frequent | Vehicle computer / report writing |

SELECTION GUIDELINES

Formal application, rating of education, and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work 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 requirements of the job change.

APPROVAL AND SIGNATURES

Printed Name: _____

Employee: _____ Date: _____

Director: _____ Date: _____