

**CITY OF FRAKFORT  
JOB DESCRIPTION  
PART TIME POLICE OFFICER**

**Supervised by:** Chief of Police

**Supervises:** No supervisory responsibility.

**Position Summary:**

Under the direct supervision of the Chief of Police or his / her designee, performs a full range of police duties necessary to enforce the laws of the State of Michigan and ordinances of the City of Frankfort

Work is performed typically, as a single officer on duty. The employee has a controlling impact on the prevention of crime within an assigned area. Work requires regular exposure to uncontrolled and/or unpredictable conditions and the frequent exercise of moderate physical effort.

Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Patrols a designated area of the City, on foot or in a car, to prevent and discover the commission of a crime and to enforce traffic and parking regulations; answers calls and complaints, taking the necessary police action.

Takes proper police action at the scene of a crime, gathers evidence, locates witnesses and makes arrest(s); appears in court to present evidence and testify against persons accused of crimes.

Document all activities during shift on a daily log.  
Complete all forms required.  
Complete reports, warrant requests.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. The City of Frankfort Police Department is an equally opportunity employer.

Requirements include the following:

- Associate's degree in Law Enforcement or two years of related college-level coursework is preferred. Years of experience in law enforcement and training will be considered toward qualifications.
- Must be at least 18 years of age.
- M.C.O.L.E.S. Certification in the State of Michigan.

**Required Knowledge, Skills, Abilities and Minimum Qualifications Continued:**

- No conviction of any crime that, in the judgment of the department, impacts ability to perform duties as a Police Officer.
- A valid Michigan Driver's License and an insurable driving record are required, along with the ability to complete specialized driver's training courses related to emergency vehicles. Must have and maintain a good driving record.
- May be asked to complete physical exam with drug screen, including vision/hearing tests, a physical agility test, and a psychological exam prior to hire.
- Should continue to maintain physical condition appropriate to the performance of assigned duties and responsibilities as set forth under the Physical Demands and Work Environment section.
- Knowledge of department procedures and policies, as well as successful completion of the Frankfort Police Department field training program.
- Knowledge of streets and response routes in covered service areas.
- Proficient in the use of computers; the ability to enter data and information on computerized record keeping system.
- Ability to render credible testimony in a court of law.
- Skill in the operation and maintenance of an array of equipment and apparatus and other implements utilized in the line of duty.
- Ability to document incidents, record information, and generate accurate reports.
- Ability to maintain discipline and effectively lead others in emergency situations according to an established command structure.
- Ability to work effectively under stress in emergency conditions.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other rescue personnel and the public.
- Ability to work varied shifts, including nights, evenings weekends and holidays.

**Physical Demands and Work Environment:**

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

While performing duties of this job, the employee's environment can range from an office setting to a highly dangerous law enforcement situation. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertion associated with apprehending criminals or assisting injured.

The employee is occasionally required to access elevated or uneven terrain and work at and in varying height and light conditions. The employee may be exposed to outside weather conditions, and possibly exposed to moving mechanical parts, high, precarious places, fume or airborne particles, toxic and caustic chemicals, explosives, and human fluids. The noise level in the work environment can range from quiet to very loud.

**Compensation and Hours of Employment:**

An hourly rate of \$14.50 per hour, hours of employment are at the discretion of the Chief of Police. This position is non-exempt part time and will not exceed 11 consecutive months.