



**City of Stanton
Police Department**

Police Officer

The City of Stanton is seeking applicants for a Part-Time Police Officer position. This shift work position is responsible for providing police services to the residents of the City of Stanton, performing a wide variety of law enforcement/community activities. The ideal candidate must be a positive, self-motivated, conscientious individual to serve as a police officer.

Applicants must be MCOLES certified, a high school graduate, and possess a valid Michigan driver's license. Associate's degree in criminal justice or related field is preferred. Testing consist of written exam, oral exam, background investigation, pre-employment physical examination, including drug screen.

This position is well suited for a new officer as well as a police officer with previous experience who wants to work in a friendly, small town environment. Estimated population of residents is 1,500. Applicant must be able to work at between 10-20 hours per week.

Minimum starting wage for this position is \$15.00 per hour, depending on qualifications and experience. Benefits include flexible schedule and Municipal Employees Retirement System participation.

Applicants should submit a completed [application](#) and resume to:

City Clerk
City of Stanton
225 S. Camburn Street
P.O. Box 449
Stanton, MI 48888
Or email: clerktreasurer@stantononline.com

For questions, contact Stanton Hall at (989) 831-4440. Open until filled.

THE CITY OF STANTON IS AN EQUAL OPPORTUNITY EMPLOYER.

JOB DESCRIPTION

Police Officer

DEPARTMENT: Police

SUPERVISED BY: Police Chief

SUPERVISES: Not Applicable

FLSA STATUS: Non-Exempt

POSITION STATUS: Part-Time

General Summary:

Under the general direction of the Police Chief, this position performs responsible law enforcement and patrol work. Works to maintain order, regulate traffic, protect life and property and prevent crime and disorder. Provides assistance at the scene of accidents, fires, and other emergency situations. Performs related work as required.

Essential Job Functions:

Any employee in this position may be called upon to do any or all of the following essential functions.

1. Provide exceptional customer service.
2. Patrols on foot, in a radio-equipped vehicle or by other approved means to prevent crime and disorder, protect life and property, direct traffic, investigate accidents and enforce motor vehicle operation and parking regulations.
3. Answer call for assistance and restores order. Investigate reports of criminal activity.
4. Issue citations for parking and traffic infractions, code, ordinance and other violations.
5. Assist in the apprehension of wanted persons. Transports prisoners and assumes responsibility for their safety and personal property while in custody.
6. Investigates narcotic violations, organized crime suspects and juvenile situations and takes appropriate action when necessary.

7. Inspects liquor sales establishments and places of entertainment to enforce standards required by law.
8. Prepares and maintains reports of accidents, complaints, offenses and other incidents. Assists in the prosecution of suspects. Attends court proceedings as necessary to testify regarding criminal investigations, traffic, code, or ordinance enforcement activities.
9. Serves civil and criminal processes, including warrants and subpoenas.
10. Assist at accidents and fires and other emergencies by controlling crowds, directing traffic and assisting in rescue operations. Directs traffic at parades, ceremonies and other events. Performs police escort work as required.
11. Operates police vehicles, surveillance and communications equipment, breathalyzers, firearms and other implements approved for use in the line of duty.
12. Assists in coordinating activities and informational exchanges with other law enforcement agencies.
13. Assists and presents safety education and crime prevention programs, as implemented.
14. Attends pre-approved trainings, meetings, workshops, and conferences as directed to maintain proficiency in law enforcement.
15. Perform other duties as assigned.

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

1. High school diploma or equivalent.
2. Valid State of Michigan Driver's License and satisfactory driving record.
3. Associate's degree in criminal justice, police science, or a related field.
4. Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards.
5. Knowledge of the principles, practices, and techniques of modern law enforcement.
6. Reasonable knowledge and experience with computers and other basic office equipment.
7. Ability to read, comprehend, and apply City ordinances and processes for achieving code compliance.

8. Knowledge of the basic rules of evidence and other legal procedures applicable in the prosecution of crimes.
9. Knowledge of federal and state laws and local ordinances and the limitations on police authority.
10. Skill in the operation of police vehicles, surveillance and communication equipment, firearms, breathalyzers, chemical sprays and other implements used in the line of duty.
11. Ability to work effectively under stress in emergency and confrontational situations according to an established command structure, and observe established procedures.
12. Ability to make sound, independent decisions when no assistance is available.
13. Ability to read, understand, and adhere to applicable rules, regulations, policies, and procedures.
14. Ability to use good judgment, initiative and resourcefulness and maintain effective working relationships with the public, elected officials, community leaders, victims, detainees and other professionals.
15. Ability to communicate effectively.
16. Ability to perform strenuous physical duties under adverse conditions.
17. Ability to follow oral and written instructions.
18. Ability to adhere to safe work practices.
19. Ability to prepare accurate records and reports.
20. Ability to interact effectively with the public and maintain positive public relations and effective, efficient, and cooperative customer service protocols.

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 is regularly required to be able to complete the following physical requirements:

1. Ability to ascend or descend ladders, stairs, and the like with ease and agility.
2. Ability to maintain body equilibrium to prevent falling.
3. Ability to bend, kneel, crouch, crawl. Ability to extend one's arm(s) in any direction, and an ability to support oneself in an erect position.
4. Ability to bend downward and/or forward and ability to move short and long distances to accomplish tasks.
5. Ability to lift, pull, reach, and push materials and equipment.
6. Ability to lift objects from a lower position to a higher position.
7. Ability to subject to substantially repetitive motions of the body or its parts.
8. Ability to manipulate small objects precisely by whatever means. Ability to apply considerable grasping-type pressure to an object.

9. Ability to perceive attributes of objects, such as size, shape, temperature, or texture by tactile (touch) means, including the ability to use the sense of sight, smell, hearing, and feeling.
10. Ability to walk, stand, stoop, bend and turn, including performing such actions on wet or varied surfaces.

While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors:

1. Frequently exposed to inside environmental conditions.
2. Frequently exposed to outside environmental conditions.
3. Frequently exposed to weather and temperature changes- as activities occur both inside and outside.
4. Frequently exposed to cold temperatures that may be below 32 degrees for periods of more than one (1) hour.
5. Frequently exposed to noise and vibration.
6. Occasionally exposed to hazards, such as proximity to moving mechanical parts, electrical current, working on ladders or elevated platforms, and other hazards.
7. Occasionally exposed to atmospheric conditions, such as fumes, odors, dust, gases, low ventilation.
8. Frequently required to wear safety equipment: work boots, ballistic vest, and radios.

Updated: 07/16/19