



**CITY OF SAULT STE. MARIE
POLICE DEPARTMENT**



**UNIFORM PATROL OFFICER
JOB DESCRIPTION**

MUNICIPAL SUMMARY:

The City of Sault Ste. Marie is located in Michigan's Upper Peninsula on the banks of the St. Mary's River which is the international boundary between Michigan and Ontario, Canada. Sault Ste. Marie is the county Seat for Chippewa County and also Michigan's oldest community, established in 1668 as a European settlement.

Today, Sault Ste. Marie has a permanent population of over 13,000 people, which substantially increases during the tourist season. It is administered under a Council/Manager form of local government. City services are primarily funded through tax dollars and fees.

POLICE DEPARTMENT SUMMARY:

The Sault Ste. Marie Police Department was created in 1888, following a regional constable form of law enforcement. The department today consists of 24 sworn officers, 2 administrative clerks, 25 non-sworn auxiliary officers, and 3 school crossing guards. The sworn officers are made up of the Chief, Captain, Detective Sergeant, 2 Detectives, 4 Patrol Sergeants, 14 patrol officers, and 1 officer assigned to the Tri-County Narcotics Taskforce (TRIDENT). The Department provides full law enforcement services to the community 24/7.

SUPERVISION:

The uniformed patrol officer exercises no supervision over other personnel, except when acting as a shift supervisor during the absence of the patrol sergeant.

The uniformed patrol officer is under the immediate general guidance, direction and supervision of the patrol sergeant, or acting patrol sergeant, during routine shift assignments. Additional direction is given from the Chief and/or Captain or another ranking officer as appropriate.

POSITION SUMMARY:

Under the direction of the command structure of the Sault Ste. Marie Police Department, a uniformed patrol officer will focus on the prevention of crime through the enforcement of local ordinances and state laws. Officers in this position shall be responsible for maintaining the quality of life for all Sault Ste. Marie residents, businesses, and guests. This will be accomplished through enforcement and other non-criminal services provided to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrols the city to deter crime.
- Investigates crimes and prepares appropriate paperwork for the City Attorney, Prosecutor, and courts as required for prosecution. This includes interviewing victims, witnesses, and suspects.
- Appear in court and testify as needed.
- Make arrests, forcibly if necessary, to include; disarming, searching, and handcuffing individuals.
- Identifies, collects, and processes evidence for prosecution.
- Responds to dispatched and self-generated criminal and non-criminal incidents.
- Enforce local ordinances and state traffic laws, issuing warnings and citations when appropriate.
- Professionally assist the public with various situations, demonstrating excellent customer service.
- Properly complete all required department forms and reports.
- Stay current on all laws and tactics.
- Maintains physical fitness to perform the various demanding tasks of a police officer.
- Maintain proficiency in the use of various department approved firearms, non-deadly force weapons, and other equipment required to perform police officer duties.
- Operate an emergency vehicle, both day, night, and within inclement weather, in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution for self and the public.
- Read and comprehend rules, regulations, general orders, laws, and other directives (both written and verbal) for the purpose of ensuring appropriate officer behavior and response during enforcement activities.
- Participate in crime prevention presentations and other public relation activities.
- Work with and assist other law enforcement and non-law enforcement groups in the area, to include local, county, state, tribal, federal, and international agencies.
- Performs other related work as required and assigned.

CORE COMPETENCIES:

- Decision Making
 - Uses sound judgment to make good decisions based on information gathered.
 - Considers all pertinent facts and alternatives before deciding on the most appropriate action.
- Teamwork
 - Interacts with people effectively. Able to share and receive information.
 - Supports group decisions and puts group goals ahead of own goals.
 - Seeks support from others when necessary.
- Work Standards
 - Sets and maintains high individual performance standards.
 - Pays close attention to detail, accuracy, and completeness.
 - Shows concern for all aspects of the job.
 - Takes personal responsibility for job performance.

- Completes work in a timely, efficient, and consistent manner.
- Motivation
 - Displays energy and enthusiasm in approaching the job.
 - Maintains high level of productivity and self-direction.
- Adaptability
 - Adapts to changing work environments, work priorities, and organizational needs.
 - Able to effectively deal with change and diverse people.
- Planning and Organizing
 - Plans and organizes tasks and work responsibilities to achieve objectives.
 - Sets priorities and works toward achieving goals.
 - Allocates and uses resources properly
- Communication
 - Expresses ideas effectively.
 - Organizes and delivers information clearly and appropriately.
 - Shares complete and accurate information.
- Integrity
 - Maintains confidentiality and meets own commitments.
 - Adheres to organizational policies and procedures.
 - Maintains and displays moral & ethical character and behavior.
 - Conducts all business with fairness and impartiality.
- Initiative
 - Takes appropriate action to influence events.
 - Generates ideas for improvement and takes advantage of opportunities.
- Stress Tolerance
 - Displays emotional resilience and the ability to withstand pressure.
 - Deals with difficult situations while maintaining professionalism and performance.

WORKING CONDITIONS:

Work is performed in office and outdoor settings primarily within the City of Sault Ste. Marie. Periodic travel to other locations, some distant, may be necessary and required. Physical activities include lifting, walking, running, standing, sitting, kneeling, reaching and other periodic muscular strain dictated by the type of incident. Officers are subject to or may be exposed to: extreme weather conditions, intoxicated subjects, subjects in various mental states, bodily fluids, adversarial behavior, unpleasant or hostile atmospheric conditions, and individuals possessing various types of weapons. Officers are subject to changing and/or extended shifts and 24-hour recall without advanced notice.

The description above is intended only as an illustration of the various types of work that may be performed and hiring requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee (or potential employee) and is subject to change by the employer as the needs of the employer and/or requirements of the job change. The City of Sault Ste. Marie is an ADA, EOE, and a drug-free employer.