



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 08/10/2018

DATE:	10/17/2018	POSITION #:	FS9922
JOB TITLE:	Police Officer		
DIVISION:	Administrative Services		
DEPARTMENT:	Police		
PAY TABLE/LEVEL/GRADE:	PO/P2/A	REPORTS TO:	FA9752

STATUS: *Please click the appropriate boxes that apply.*

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>CCLP</u> | <input type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: _____ No. of Employee if this position is pooled. | |
| <input type="checkbox"/> Provisional/Grant Funded | | |

JOB SUMMARY: *(This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)*

Provide law enforcement presence and service to Lansing Community College in a professional, courteous and timely fashion.

DIRECT REPORTS: *(If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).*

Direct Report(s):	<i>Click here to enter position numbers. Use comma to separate</i>
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ESSENTIAL DUTIES AND RESPONSIBILITIES: *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.*

%	No.	Essential Duties and Responsibilities
33	1	Respond to, investigate and submit written reports regarding emergency and non-emergency situations, including but not limited to: hold-up or panic alarms; fire alarms; security alarms; medical emergencies; motor vehicle accidents; weather emergencies; crimes in progress; criminal incidents where no immediate emergency exists; late-reported incidents of emergency (described above) where an emergency is no longer imminent; non-criminal incidents requiring investigation and/or written documentation; conduct follow-up investigation as appropriate; recognize, identify, preserve, process, and/or package physical evidence relating to investigations; Interviewing victims, witnesses and/or suspects in investigations; taking

		person's statements, for the purpose of documenting events which took place and documenting testimony evidence for use in later civil or criminal litigation; arrest suspects when legally appropriate.
<u>33</u>	2	Indirect Supervision of (9) Dispatcher/Intermediates and (15) Auxiliary Officers, including but not limited to: training personnel; conducting "line-up" at beginning of shifts; overseeing daily activities to ensure quality of service; and taking appropriate first step disciplinary action.
<u>33</u>	3	Patrol the campus buildings, grounds, parking areas and surrounding streets on foot, bicycle or patrol car (as applicable) in all types of weather conditions; enforce parking, traffic and criminal laws; provide public services such as escorting persons depositing large quantities of money, or persons requiring personal security while enroute from location to another on campus; conduct security checks; evaluate hazardous or dangerous situations and take appropriate action to ensure the safety of LCC employees, students and visitors.

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

KNOWLEDGE

- Knowledge of LCC rules and regulations, Department rules and regulations, accepted police practices and procedures, City Ordinances, State and Federal Statutes, and State and Federal Case Law which apply to the performance of law enforcement and public service duties.
- Computer literacy to the point of being able to successfully generate written police reports, utilize various other computer systems and programs, and utilize campus e-mail, as well as proper English grammar and spelling.
- Knowledge of security and fire alarm systems on campus, emergency response procedures, and first aid and CPR.
- Understanding the legal elements of crimes and recognizing evidence (both testimonial and physical) which further the development of probable cause regarding crimes.
- Provide crime victims and witnesses with direction to other services available to serve their needs.

SKILLS

- Effectively present investigations to the prosecuting attorney when requesting warrants, and testify in court or administrative hearings.
- Effectively communicate with dispatchers and auxiliary officers regarding training, job expectations, or daily task instructions.
- Recognize and respond appropriately to crimes and other incidents requiring Departmental response.
- Recognizing patterns of criminal events which might require surveillance or other investigative means to resolve.
- Recognizing needs of internal and external customers and taking appropriate actions to serve those needs.
- Oversee Departmental response to a wide variety of situations, including but not limited to crime scenes, civil disorders, fire or medical emergencies, routine parking congestion.

ABILITIES

- Ability to interact with and supervise part-time and student employees.
- Must be able to verbally interact both in-person and via telephone with victims, witnesses and suspects, accurately listening to those persons, taking written notes, and producing written reports summarizing and documenting statements made by those persons.
- Demonstrate proficiency in various types of weapons, including but not limited to "pepper-gas" spray, Tasers, pistols, rifles and shotguns; demonstrate proficiency in defensive tactics and arrest procedures.
- Network with persons on-campus and off-campus, fostering relationships of trust with both internal and external customers of LCC and the Department; properly use telephone, computer and radio communications to interact with others within the Department, campus, other law enforcement agencies, and members of the public.
- Appearing before various size groups to make presentations about safety, security, crime prevention, or other topics generally related to the functions or services provided by the Department.
- Evaluating statements of victims, witnesses and suspects for truthfulness.

GENERAL COMPETENCIES

Accountability & Dependability

Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight by: showing up to work on time, and follows instructions, policies, and procedures; meeting productivity standards, deadlines, and work schedules. Acknowledges responsibility for mistakes and takes appropriate steps to make correction when appropriate. Meets expectations without making excuses. If problems arise with co-workers, address the issues promptly with the supervisor's assistance when appropriate.

Ethics & Integrity – Maintain high ethical standards. Earns others' trust and respect through consistent honesty and professionalism in all interactions. Keeps promises and commitments made to others. Does the right thing, even when it is difficult. Does not yield to pressure to show bias or manipulate others. Does not misrepresent self or use position or authority for personal gain. Respects the opinions and assessments of others. Maintains confidentiality. Communicates truthfully.

Adaptability & Flexibility

Adapts to changing business needs, conditions, and work responsibilities by: responding positively to change, embracing and using new practices or values to accomplish goals and solve problems; coping well and helping others deal with the ongoing demands of change; sees and shows others the benefits of change; recovering quickly from setbacks, and finding alternative ways to reach goals and objectives.

Stress Management

Maintains composure in stressful or adverse situations by: handling workloads, competing demands, changing assignments, interruptions, and distractions with a positive attitude.

Attention to Detail

Diligently attends to details and pursues quality in accomplishing tasks by: performing tasks thoroughly with care; checking work to ensure completeness; remaining aware and taking care of details that are easy to overlook or dismiss as insignificant.

Customer Focus

Builds and maintains customer satisfaction through custodial services by: seeking ways to improve service delivery; assessing the quality of the services from the customer's point of view; recognizing adverse customer reactions and developing better alternatives; emphasizing a team approach to providing great customer service.

Relationship Building - Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect. Seeks and considers ideas from those who are reluctant to express their points of view. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed. Diplomatically handles challenging or intense interpersonal situations by: working through difficult or awkward interpersonal situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.

Teamwork - Promotes cooperation and commitment within a team to achieve goals and deliverables. Praises the team and its achievement to others. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Helps remove barriers to team productivity and success.

Decision Making & Judgment - Makes timely, informed decisions that take into account the facts, goals, constraints, and risks. Finds solutions that are acceptable to diverse groups with conflicting interests and needs. Weighs the pros and cons of each option before making a decision and moving forward.

Safety Focus - Adheres to all workplace and trade safety laws, regulations, standards, and practices. Ensures work is performed in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains equipment and personal protective equipment in a safe working condition. Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field.

Officer Presence - Diplomatically handles challenging or intense interpersonal situations by: working through difficult or awkward situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others. Instills confidence and competence through words and actions that make community members feel safe and secure.

Communication - Listens accurately and actively as well as communicates clearly and effectively with individuals and groups. Communicates clearly and effectively in writing maintaining proper usage and grammar, and is able to review and critique the work of others.

Technology - Ability to operate software programs such as: SRMS, Access Control, Camera system, Watch Guard, Rave, Lost and Found, Line up and Banner

Diversity - The ability to: be inclusive and collaborate with others; recognize the value of cultural, ethnic, gender, and other differences; understand the differences in and responds appropriately to others in the workplace; demonstrate trust in, sensitivity to, and mutual respect of others; recognize and manage personal biases.

Multiculturalism - Values open-mindedness, inclusion, multicultural perspectives and multiple ways of knowing, thinking and being by: helping create a work environment that embraces and appreciates diversity; sees the value of cultural, ethnic, gender, and other individual differences in people; strives to eliminate barriers to diversity; fosters a climate of inclusion.

Tact – Diplomatically handles challenging or intense interpersonal situations by working through difficult or awkward situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.

Abilities: Ability to work efficiently and effectively under the pressure of responding to emergencies.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

- **Required**
- Valid Michigan Commission on Law Enforcement Standards (MCOLES) police certification, or having met the requirements to be MCOLES certified upon hiring, including meeting the minimum MCOLES employment standards, including written and physical agility skills..
- Must have attained the age of 21 years of age.
- Must be in good physical health, pass a physical examination, pass a psychological examination, criminal record check, driving record check, pass a drug screen, and have vision correctable to 20/20.

Preferred

- Associate’s Degree in a Criminal Justice related field preferred
- Previous campus law enforcement experience preferred

PHYSICAL AND MENTAL REQUIREMENTS: *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

WORK ENVIRONMENT: *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

Supervisor’s Name		Supervisor’s Signature*		Date	
Dean/ELT’s Name		Dean/ELT’s Signature		Date	
<i>Note: Signature means approval, otherwise return for signatures.</i>					
Human Resources Rep.		HR Rep Signature		Date	
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>					

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: *Enter Position #.*

Date: *Click to enter a date.*

Supervisor's Position #: *Enter position #.*

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|--|--|--|--|---|
| <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
 - Medium (exert 21-50 lbs of force, walk/stand frequently)
 - Heavy (exert 51-100 lbs of force, walk/stand routinely)
 - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Weather (rain, snow, wind) | <input checked="" type="checkbox"/> Vibrations |
| <input checked="" type="checkbox"/> Extreme cold (inside, outside) | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input checked="" type="checkbox"/> Extreme heat (inside, outside) | <input checked="" type="checkbox"/> Extreme noises |
| <input checked="" type="checkbox"/> Confined/restricted spaces | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |