

**INGHAM COUNTY
JOB DESCRIPTION**

POLICE OFFICER/PARAMEDIC

GENERAL SUMMARY:

Police Officers are assigned to the Field Services Division of the Ingham County Sheriff Department. Their functions involve the primary contact that the public has with the Ingham County Sheriff Department and as such, it is important that Officers remember their actions will come under public scrutiny.

The primary function of Police Officers is to insure the health, safety, and well being of the public. Police Officers will be responsible for responding to requests for service from the public as well as basic patrol duties. Officers will handle a wide variety of complaints and incidents. These will include responding to accidents, criminal investigations, and traffic enforcement. Officers also will be called on to handle situations not directly involving citizen complaints, such as prisoner transport, court security, hospital guard, etc..

Police Officers are assigned to a shift and fall under the command structure of the Field Services Division.

TYPICAL DUTIES:

1. Respond to citizen requests for service, appropriately documenting the incident when necessary.
2. Conduct initial and follow-up investigations on crimes.
3. Respond to, investigate, and render first aid at accidents.
4. Provide traffic enforcement and policing.
5. Provide residential and business security checks.
6. Provide security at special events, courts, etc.
7. Assist with other agencies requesting assistance.
8. Provide prisoner transport for court, hospital, and other appointments.
9. Perform various administrative duties as directed. These include bank deposits, getting the mail, etc.

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10. Maintain documentation as required by the Department. This includes the daily log, time card, incident reports, vehicle maintenance, requests, etc.

THE FOLLOWING ADDITIONAL DUTIES APPLY TO THE POLICE OFFICERS WITHIN THE FIELD SERVICES DIVISION, WHO ARE ALSO PARAMEDICS:

11. Paramedic Officers will respond to medical emergencies, providing advanced medical care to patients. This is done in conjunction with the area ambulances. This will include vehicle accidents, heart attacks, etc. This would include incidents which would not otherwise have any police involvement.
12. Provide medical services on a standby basis, such as special events.
13. Maintain documentation of medical emergencies handled utilizing the Tri-County Emergency Medical Services form.

ESSENTIAL JOB FUNCTIONS/POLICE OFFICER: With or without accommodations, must meet all physical qualifications associated with a police officer position as listed:

- Weight must be in proportion to height as determined by physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind.
- Must have no prior felony convictions (includes expunged convictions).
- Must possess and maintain a valid Michigan driver's license.
- Must be a minimum age of 21 years of age.
- Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints.
- Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to facilitate pursuit, search, investigate and/or rescue which may also involve standing or sitting for long periods of time.
- Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels. Initiates and responds to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
- Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

DEGREE/EXPERIENCE: High school graduate or equivalent. **MUST BE CERTIFIABLE AS A POLICE OFFICER (M.C.O.L.E.S.).** College training in Law Enforcement or Criminal Justice preferred. Paramedic Certification helpful.

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ESSENTIAL JOB FUNCTIONS/PARAMEDICS: With or without accommodations, must be a licensed paramedic under state regulations. Must meet all physical qualifications associated with a police officer position as listed:

- Weight must be in proportion to height as determined by physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind.
- Must have no prior felony convictions (includes expunged convictions).
- Must possess and maintain a valid Michigan driver's license.
- Must be a minimum age of 21 years of age.
- Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints.
- Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to facilitate pursuit, search, investigate and/or rescue which may also involve standing or sitting for long periods of time.
- Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels. Initiates and responds to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
- Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

Degree/Experience: High school graduate or equivalent. **MUST BE LICENSED AS A PARAMEDIC BY STATE REGULATIONS AND MUST BE CERTIFIABLE AS A POLICE OFFICER (M.C.O.L.E.S.).** College training in Law Enforcement or Criminal Justice preferred. Please submit a copy of college transcripts if claiming college education. Must have a good driving record.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

February, 2005