



# GARDEN CITY POLICE DEPARTMENT

## ADMINISTRATIVE LEVEL 1000 GENERAL ORDER

<b>Effective Date:</b>	10/5/06	<b>Directive:</b>	<b>GENERAL ORDER</b>
<b>Updated Date:</b>	03/25/2009	<b>Number:</b>	<b>GO# GCPD-1012</b>
<b>Approved By:</b>	Chief Kim Scott		
<b>Subject:</b>	<b>JOB DESCRIPTION: POLICE OFFICER</b>	<b>Page:</b>	<b>Page 1 of 7</b>

### I. STATEMENT OF POLICY & PURPOSE

The purpose of this General Order is to establish a job description for the position of Police Officer. It is the Department's policy to establish, maintain and update job descriptions. The fundamental reason this classification exists is to perform general duty police work in the protection of life and property through crime prevention and the enforcement of laws and ordinances. A Police Officer performs general duty police work or specialized police work in the protection of life and property. In carrying out the responsibilities of Police Officer: the employee interacts with a culturally and socially diverse population; employs discretion in solving problems; maintains public order; prevents crime; enforces laws and ordinances; conducts investigations; makes arrests; issues summonses/citations, and warnings; assists the public; and may perform administrative support tasks. This class is responsible for performing related duties as required. A Police Officer's duties range from periods of physical inactivity to situations requiring extreme physical exertion and may involve an element of danger. Police Officers must be able to act without immediate supervision and exercise independent judgment in meeting emergencies.

A Police Officer's primary responsibility is to respond to public safety calls for service. Police Officers may work on an assignment, which necessitates specialized abilities and knowledge usually attained through experience as a uniformed officer. Police Officers may be assigned to: assist in the training and evaluation of probationary Police Officers; perform traffic control and enforcement on a police motorcycle or bicycle; handle high risk tactical operations or hostage situations; handle hazardous devices; work with specially trained K-9 police dogs; conduct crime scene investigations for the detection of latent impressions and other physical evidence; work in an investigative assignment to perform detailed follow-up investigations and prepare cases for prosecuting; perform specialized investigations in the area of organized crime and maintain complex criminal intelligence files, and conduct surveillance operations.

A probationary Police Officer is assigned to a Department certified FTO upon being hired after completion of MCOLES accredited academy. The probationary Police Officer must successfully complete training (FTEP) where the length of training is dependent on the new hire's performance as determined by the FTEP training cadre. This position class is supervised by a Police Lieutenant and / or Police Sergeant through observation on the job, conferences, and evaluation of completed work assignments. Police Officer is subject to rotating shifts, weekend, and holiday work. This position is a Civil Service classification.

### II. RELATED MATERIAL

#### A. GENERAL ORDERS

<b>GO# GCPD-1019</b>	Hiring & Employment
----------------------	---------------------

#### B. WORD USE CONVENTIONS

<b>GO</b>	General Order
<b>CBA</b>	Collective Bargaining Agreement
<b>FTO</b>	Field Training Officer
<b>FTEP</b>	Field training Evaluation Program
<b>CSC</b>	Civil Service Commission (of Garden City)
<b>MCOLES</b>	Michigan Commission on Law Enforcement
<b>POAM</b>	Police Officers Association of Michigan
<b>PPCT</b>	Pressure Point Control Tactics



# GARDEN CITY POLICE DEPARTMENT

## ADMINISTRATIVE LEVEL 1000 GENERAL ORDER

<b>Effective Date:</b>	10/5/06	<b>Directive:</b>	<b>GENERAL ORDER</b>
<b>Updated Date:</b>	03/25/2009	<b>Number:</b>	<b>GO# GCPD-1012</b>
<b>Approved By:</b>	Chief Kim Scott		
<b>Subject:</b>	<b>JOB DESCRIPTION: POLICE OFFICER</b>	<b>Page:</b>	<b>Page 2 of 7</b>

### III. JOB DESCRIPTION

#### A. OCCUPATION OVERVIEW

<b>LABOR UNIT</b>	<ol style="list-style-type: none"> <li>1. Police Officer is a Civil Service position covered under Michigan Public Act 78 of 1935 (e.g., Act 78) as amended and adopted by the people of the City of Garden City on September 1, 1964. Police Officer is a collective bargaining member subject to the terms of the Garden City POAM labor contract.</li> </ol>
<b>APPOINTMENT</b>	<ol style="list-style-type: none"> <li>1. Hiring is completed according to the provisions of Act 78 under CSC Rules &amp; Regulations.</li> <li>2. Position is appointed by the City Manager in accordance with City Charter.</li> <li>3. Police Officers are assigned to divisions or bureaus at the Chief's discretion.</li> </ol>
<b>OCCUPATIONAL SUMMARY</b>	<ol style="list-style-type: none"> <li>1. Performs duties as set forth by the United States Constitution, the Michigan Constitution and all laws, ordinances, City Charter, and Departmental work rules.</li> <li>2. Police Officer shall be appointed, by the appointing authority within our community.</li> <li>3. Fundamental reason this classification exists is to perform general duty police work in the protection of life and property through crime prevention and the enforcement of laws and ordinances.</li> <li>4. Police Officer performs general duty police work or specialized police work in the protection of life and property. In carrying out the responsibilities of Police Officer: the employee interacts with a culturally and socially diverse population; employs discretion in solving problems; maintains public order; prevents crime; enforces laws and ordinances; conducts investigations; makes arrests; issues summonses/citations, and warnings; assists the public; and may perform administrative support tasks. This position class is responsible for performing a wide range of duties involving periods of physical inactivity to situations requiring extreme physical exertion and may involve an element of danger.</li> <li>5. Police Officers must be able to act without immediate supervision and exercise independent judgment in meeting emergencies.</li> </ol>
<b>ORGANIZATIONAL RELATIONSHIPS</b>	<ol style="list-style-type: none"> <li>1. Reports to the Chief through the Department's chain of command.</li> <li>2. Performs duties as set forth by laws, ordinances, City Charter, and Departmental work rules. Is representative of the Chief and shall assume all the duties of their immediate supervisor when appointed to do so by the Chief or other competent authority.</li> <li>3. Specific work assignments are usually made by the Lieutenant, Sergeant or other supervisor and performance is checked through personal inspections, and review of oral and written reports.</li> <li>4. Communicates with other Department employees, managers and administrative staff and courts; state agencies; city and county attorney offices; and public.</li> </ol>

#### B. ESSENTIALS

<b>FUNCTIONS</b>	<ol style="list-style-type: none"> <li>1. Enforces laws and patrols authorized areas; maintains order and protect life and property, perform investigations, prevent crime, preserve peace, regulate traffic, gives aid and information to citizens and performs related work as required.</li> <li>2. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Supports programs, functions, and Department work rules and all orders in word and attitude, and improves their own abilities in all phases.</li> <li>3. Abides by Department work rules and all laws.</li> <li>4. Does not abuse authority; is not arbitrary.</li> <li>5. Takes initiative to regularly evaluate their own work, reports and performance, seeking guidance from their supervisor in making needed improvements.</li> <li>6. Takes initiative to bring attention of fellow offices to deficiencies in their operations and assists them in making needed improvements.</li> <li>7. Reports situations appearing to call for discipline to their supervisor.</li> <li>8. Supports discipline as a branch of learning the standards of conduct, work programs and goals of the Department.</li> <li>9. Identifies criminal offenders and criminal activity and, where appropriate, apprehends offenders and participates in subsequent court proceedings.</li> <li>10. Reduces opportunities for commission of some crimes through preventive patrol and other measures.</li> <li>11. Aids individuals who are in danger of physical harm.</li> <li>12. Protects constitutional guarantees.</li> <li>13. Facilitates movement of people and vehicles.</li> <li>14. Assists those who cannot care for themselves.</li> </ol>
------------------	---



# GARDEN CITY POLICE DEPARTMENT

## ADMINISTRATIVE LEVEL 1000 GENERAL ORDER

<b>Effective Date:</b>	10/5/06	<b>Directive:</b>	<b>GENERAL ORDER</b>
<b>Updated Date:</b>	03/25/2009	<b>Number:</b>	<b>GO# GCPD-1012</b>
<b>Approved By:</b>	Chief Kim Scott	<b>Attachment:</b>	
<b>Subject:</b>	<b>JOB DESCRIPTION: POLICE OFFICER</b>	<b>Page:</b>	<b>Page 3 of 7</b>

	<ol style="list-style-type: none"> <li>15. Resolves conflict.</li> <li>16. Identifies problems that are potentially serious law enforcement or governmental problems.</li> <li>17. Creates and maintains a feeling of security in the community.</li> <li>18. Promotes and preserves civil order.</li> <li>19. Provides other services on an emergency basis.</li> <li>20. Exercises authority consistent with the obligations imposed by the oath of office and is accountable to superior officers, promptly obeying legitimate orders.</li> <li>21. Coordinates efforts with those of other employees in order for teamwork to assure continuity of purpose and maximum achievement of police objectives.</li> <li>22. Communicate to his/her superiors and to co-workers all information he/she may obtain which is pertinent to the achievement of police objectives.</li> <li>23. Is available for duty at all times in case of special needs or emergencies and responds punctually to assignments.</li> <li>24. By study and research, becomes familiar with advanced techniques and ideas designed to improve police performance. Keeps abreast of new developments and methods pertaining to law enforcement and Departmental activities.</li> <li>25. Acquires and records information concerning events that have taken place since his/her last briefing and be continuously attentive to instructions.</li> <li>26. Records activity during the tour of duty in the manner prescribed by superiors.</li> <li>27. Maintains weapons and other equipment in a functional, presentable condition, promptly correcting defects, and report any serious defects to a superior.</li> <li>28. Collects evidence and records data which will aid in identification, apprehension, and prosecution of offenders and recovery of property.</li> <li>29. Is accountable for securing, receipting, and proper transport of all evidence / property coming into personal custody.</li> <li>30. Conducts thorough investigations of all disturbances, nuisances, scenes of accidents, crimes and/or mishaps, hazardous conditions, within area of assignment and scope of activity, taking necessary corrective action according to accepted standards and practices.</li> <li>31. Files reports of crimes, accidents, and other incidents in conformity with procedures outlined in current work rules for accurate and complete preparation.</li> <li>32. Provides assistance to the general public by dispensing information, responding to inquiries, preventing or arbitrating arguments, fights, making house checks and providing traffic control, and through direction and enforcement of traffic laws. Courteously explains any instance where jurisdiction does not lie within the Police Department and suggests other procedures be followed.</li> <li>33. Provides assistance to business community such as responding to alarms, building security checks, escorting money carriers, funeral, parades, etc.</li> <li>34. Prepares all relevant reports according to Department work rules and standards; documenting crimes, investigations, arrests and incidents which can be used in criminal / civil court cases or by insurance companies.</li> <li>35. Uses equipment in the performance of duties, such as police vehicles, breathalyzers, speed measuring equipment, computers and databases, forensic tools, fingerprinting and picture taking devices.</li> <li>36. Coordinates and prepares all assigned investigations for court and appears as witness to offer testimony in respect to arrests and / or cited violations.</li> <li>37. Serves summons, subpoenas and warrants as required.</li> <li>38. Performs other tasks and / or duties as assigned or as directed.</li> <li>39. Operates police vehicle in emergency and pursuit situations involving speeds in excess of posted limits; exercises due care and caution when driving in exception to traffic control devices, in congested traffic and in unsafe road and environmental conditions.</li> <li>40. Issues violations (enforcement actions) to traffic and other violators.</li> <li>41. Guards prisoners and assumes responsibilities for their safety and personal property while in custody.</li> <li>42. Inspects public establishments requiring licenses to ensure compliance with work rules and regulations.</li> </ol>
<b>KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>1. United States and Michigan Constitutions, Federal, State and City criminal and traffic laws and ordinances, related court decisions, and Department work rules.</li> <li>2. General social problems and cultural diversity of citizenry.</li> <li>3. Modern police methods, practices and procedures.</li> <li>4. Geography of the City, community service organizations, location of facilities and buildings, and the established beat sections.</li> <li>5. Community and Departmental disaster plans, and particularly those relating to their assignment.</li> <li>6. Departmental organization and function of all units. Size and location of all units and names of personnel assigned to each.</li> <li>7. Duties of immediate supervisor.</li> <li>8. Departmental work rules.</li> </ol>



# GARDEN CITY POLICE DEPARTMENT

## ADMINISTRATIVE LEVEL 1000 GENERAL ORDER

<b>Effective Date:</b>	10/5/06	<b>Directive:</b>	<b>GENERAL ORDER</b>
<b>Updated Date:</b>	03/25/2009	<b>Number:</b>	<b>GO# GCPD-1012</b>
<b>Approved By:</b>	Chief Kim Scott	<b>Attachment:</b>	
<b>Subject:</b>	<b>JOB DESCRIPTION: POLICE OFFICER</b>	<b>Page:</b>	<b>Page 4 of 7</b>

	<ol style="list-style-type: none"> <li>9. Law enforcement problems existing within the City and what the Department is doing relative to crime, traffic, juveniles, vice, labor, racial matters and disaster hazards.</li> <li>10. Cooperative arrangements between Department and other agencies.</li> <li>11. Community and Departmental disaster plans, and particularly those relating to their assignment.</li> <li>12. Police problems existing within the City and what the Department is doing relative to crime, traffic, juveniles, vice, labor, racial matters and disaster hazards.</li> </ol>
<b>MORALE BUILDING</b>	<ol style="list-style-type: none"> <li>1. Evaluates self for morale, looking for factors and conditions for self-improvement.</li> <li>2. Reports to supervisor indications of low morale within the Department.</li> <li>3. Is fair, consistent, impartial, discreet, and supports the Department insofar as possible.</li> <li>4. Studies self for indications of irritability, impatience and nervousness on their part and works to minimize them by exhibiting mastery over self.</li> <li>5. Maintains composure under pressure, operating on an intelligent rather than an emotional basis.</li> <li>6. Discusses personal problems with supervisor when necessary.</li> </ol>
<b>ABILITIES</b>	<p><i>For the purpose of this section, the word--ABILITY--means the individual must possess the cognitive abilities that would allow them to perform the function</i></p> <ol style="list-style-type: none"> <li>1. Read, write and verbalize. Communicate in the English language by phone, public safety radio system, or in person in a group or one-to-one setting.</li> <li>2. Exercise judgment and make decisions as to appropriate action under pressure in accordance with rules, regulations and policies. Use independent judgment, within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when, and to what degree, force may be used; may require using gun, handcuffs and / or other restraints as required and defensive tactics / maneuvers or approved weapons.</li> <li>3. Maintain moral standards and integrity; enforce laws and ordinances equally and fairly without prejudice. Promotes integrity.</li> <li>4. Use and properly care for firearms and related police emergency equipment.</li> <li>5. Recognize and control sources of personal stress in order to perform class requirements. Endure extended periods of low activity followed by intermittent periods of high stress. React to stressful situations with composure and without becoming overly emotional.</li> <li>6. Apply first aid principles and practices.</li> <li>7. Observe and monitor people's behavior or objects to determine compliance with laws, regulations, and recall details accurately. Ability to perform a broad range of supervisory duties.</li> <li>8. Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.</li> <li>9. Pursues suspects, conducts searches and investigations and performs rescue operations. In the performance of these functions: climbs over obstacles and/or through openings; jumps from elevated surfaces and/or ditches and streams (travel across rough, uneven or rocky surfaces); crawl in confined areas; use body force to gain entrances through barriers; lift, carry or drag people or heavy objects; pursue fleeing suspects on foot; enter and exit vehicles quickly.</li> <li>10. Comprehend and make references from material written in the English language and learn job-related material through observation, structured lecture, and oral instruction. This learning takes place in an on-the-job training or classroom setting. Comprehend and apply changes in laws and procedures as they occur.</li> <li>11. Apply principles of rational systems (e.g., bookkeeping, internal combustion engines, electric wiring systems, house building) to solve practical problems.</li> <li>12. Deal with a variety of concrete variables in situations where only limited standardization exists.</li> <li>13. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Ability to follow written and oral orders.</li> <li>14. Work cooperatively, courteously, but firmly with all segments of the public.</li> <li>15. Remain in a standing or sitting position for extended periods of time.</li> <li>16. Work in a variety of weather conditions with exposure to the elements.</li> <li>17. Maintain a level of physical fitness to meet Department standards.</li> <li>18. Promote public relations in all ways possible and enhances the Department through efficient service.</li> <li>19. Take initiative to correct deficiencies in routine operations and reports deficiencies in all matters beyond their authority to their immediate supervisor.</li> <li>20. Keep self physically fit and takes initiative to regularly inspect their own person, dress and/or uniform, and their equipment in maintaining their best effectiveness as a police officer. Maintain a high level of professionalism through their appearance in compliance with <i>Uniform Dress Code</i>.</li> <li>21. Work safely without presenting a direct threat to self or others.</li> <li>22. Apply proper safety practices and comply with applicable workplace safety laws (MIOSHA / OSHA).</li> <li>23. Obtain and maintain appropriate certifications, such as minimum first aid, PPCT, MCOLES.</li> </ol>



# GARDEN CITY POLICE DEPARTMENT

## ADMINISTRATIVE LEVEL 1000 GENERAL ORDER

<b>Effective Date:</b>	10/5/06	<b>Directive:</b>	<b>GENERAL ORDER</b>
<b>Updated Date:</b>	03/25/2009	<b>Number:</b>	<b>GO# GCPD-1012</b>
<b>Approved By:</b>	Chief Kim Scott	<b>Attachment:</b>	
<b>Subject:</b>	<b>JOB DESCRIPTION: POLICE OFFICER</b>	<b>Page:</b>	<b>Page 5 of 7</b>

	<ol style="list-style-type: none"> <li>24. Qualify and carry Department authorized firearms.</li> <li>25. Manage and handle firearms and weapons; loads, unloads, aims and fires handguns, and other Department approved weapons, from a variety of body positions in situations that justify the use of deadly force; maintains emotional control under extreme stress.</li> <li>26. Read and comprehends rules, regulations, ordinances, state and federal laws, policies and procedures to ensure appropriate officer behavior/response and to perform law enforcement activities.</li> <li>27. Support decisions of the court in word and attitude.</li> <li>28. Discusses with supervisors personal problems, when necessary.</li> <li>29. Work without direct supervision.</li> <li>30. Works overtime as required.</li> <li>31. Effectively carry out work assignments. Follow written and verbal orders and comply with Department work rules.</li> </ol>
--	---

### C. SPECIFIC ABILITIES / MINIMUMS

<b>MATH ABILITY</b>	<ol style="list-style-type: none"> <li>1. Subtract, multiply and divide fractions, whole numbers and percentages, perform arithmetic operations with coins as part of the dollar; to perform operations with units such as cup, pint and quart, inch, foot, yard, ounce, pound as well as metric values for volume, weight and distance.</li> <li>2. Calculate a percentage from a fraction and vice versa. Ability to compute discount, interest, profit and loss, commission, markup and selling price; ratio and proportion and percentage to calculate surfaces, volume, weights and measures.</li> <li>3. Calculate variables and formulas, monomials and polynomials, rations and proportion variables, square roots and radicals using basic algebraic principles.</li> <li>4. Calculate plane and solid figures, circumference, area and volume, understanding kinds of angles and properties of pairs of angles.</li> <li>5. Draw and interpret bar graphs.</li> <li>6. Perform arithmetic operations involving all American monetary units.</li> </ol>
<b>LANGUAGE ABILITY</b>	<ol style="list-style-type: none"> <li>1. <b>Reading:</b> Ability to read a variety of bulletins, magazines, atlases, and encyclopedias; to read safety rules, instructions in the use and maintenance of equipment, and methods and procedures in mechanical drawing and layout work. Ability to read and understand complex legal documents and information. Ability to recognize the meaning of 2,500 (two and three syllable) words; to read at a rate of 95 – 120 words per minute; to compare similarities and differences between words and between a series of numbers.</li> <li>2. <b>Writing:</b> Ability to write reports, memos and letters with proper format, punctuation, spelling, and grammar, using all parts of speech. Ability to complete forms legibly using appropriate grammar and punctuation accurately and distinctly sticking to the important, pertinent facts. Ability to reduce verbal communications to writing. Ability to use correct spelling and construct paragraphs. Ability to print simple sentences containing subject, verb and object, series of numbers, names and addresses.</li> <li>3. <b>Speaking:</b> The ability to speak English clearly, concisely and articulately before audience with poise, voice control, and confidence, using correct English and well-modulated voice. Ability to speak simple sentences using normal word order and present and past tenses in English.</li> </ol>
<b>New</b> <b>TRAINING</b>	<ol style="list-style-type: none"> <li>1. Supports Departmental training programs in word and attitude and improves their own supervisory capacity.</li> <li>2. Understands the importance of improving his/her performance and prepares self by participating in Departmental training programs.</li> </ol>
<b>PHYSICAL STRENGTH</b>	<ol style="list-style-type: none"> <li>1. Medium work--exerting twenty (20) to fifty (50) pounds of force occasionally or ten (10) to twenty-five (25) pounds of force frequently, or greater than negligible up to ten (10) pounds constantly to move objects.</li> <li>2. Physical demand requirements are in excess of those for light work.</li> </ol>
<b>PHYSICAL DEMANDS</b>	<ol style="list-style-type: none"> <li>1. Maintain MCOLES physical skills equal to initial entry level certification requirements.</li> <li>2. <b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs or hands and arms. Body agility is emphasized. Described in terms of height, steepness, duration, and type of structure climbed. Occasionally (Activity exists up to 1/3 of the time).</li> <li>3. <b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats. Described in terms of type or condition of surface and activities during which balance must be maintained. Occasionally (Activity exists up to 1/3 of the time).</li> <li>4. <b>Stooping:</b> Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles. Described in terms of duration. Occasionally (Activity exists up to 1/3 of the time).</li> </ol>



# GARDEN CITY POLICE DEPARTMENT

## ADMINISTRATIVE LEVEL 1000 GENERAL ORDER

<b>Effective Date:</b>	10/5/06	<b>Directive:</b>	<b>GENERAL ORDER</b>
<b>Updated Date:</b>	03/25/2009	<b>Number:</b>	<b>GO# GCPD-1012</b>
<b>Approved By:</b>	Chief Kim Scott	<b>Attachment:</b>	
<b>Subject:</b>	<b>JOB DESCRIPTION: POLICE OFFICER</b>	<b>Page:</b>	<b>Page 6 of 7</b>

	<ol style="list-style-type: none"> <li>5. <b>Kneeling:</b> Bending legs at knee to come to rest on knee or knees. Described in terms of duration. Occasionally (Activity exists up to 1/3 of the time).</li> <li>6. <b>Crouching:</b> Bending the body downward and forward by bending legs and spine. Described in terms of duration. Occasionally (Activity exists up to 1/3 of the time).</li> <li>7. <b>Crawling:</b> Moving about on hands and knees or hands and feet. Described in terms of duration. Occasionally (Activity exists up to 1/3 of the time).</li> <li>8. <b>Reaching:</b> Extending hand(s) and arm(s) in any direction. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> <li>9. <b>Handling:</b> Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears. Occasionally (Activity exists up to 1/3 of the time).</li> <li>10. <b>Fingering:</b> Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> <li>11. <b>Talking:</b> Expressing or exchanging ideas by means of the spoken work to impart oral information to clients or to the public and to convey detailed spoken instruction to other workers accurately, loudly, or quickly. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> <li>12. <b>Hearing:</b> Perceiving the nature of sounds by ear. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> <li>13. <b>Near Acuity:</b> Clarity of vision at twenty (20) inches or less. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> <li>14. <b>Far Acuity:</b> Clarity of vision at twenty (20) feet or more. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> <li>15. <b>Depth Perception:</b> Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> <li>16. <b>Vision Accommodations:</b> Adjustment of lens of eye to bring an object into sharp focus. This factor is important when doing near point work at varying distances from eye. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> <li>17. <b>Color Vision:</b> Ability to identify and distinguish colors. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> <li>18. <b>Field of Vision:</b> Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Frequently (Activity exists up to 1/3 to 2/3 of the time).</li> </ol>
--	---

### D. ENVIRONMENTAL CONDITIONS

<b>PHYSICAL SURROUNDINGS</b>	<ol style="list-style-type: none"> <li>1. <b>Setting:</b> Individual is subjected to both environmental conditions (inside and outside).</li> <li>2. <b>Noise:</b> The noise intensity level to which the worker is exposed in the job environment. Moderate level.</li> <li>3. <b>Other Environmental Conditions:</b> Occasionally (Condition exists up to 1/3 of the time).</li> <li>4. <b>Exposure to Weather:</b> Exposure to outside atmospheric conditions. Occasionally (Condition exists up to 1/3 of the time).</li> </ol>
<b>HAZARDS</b>	<ol style="list-style-type: none"> <li>1. Conditions or situations in which there is danger to life, health or bodily injury.</li> <li>2. Includes a variety of physical hazards, which are all encompassing to a law enforcement officer's work routine. They can be as varied as encountering an armed assailant, exposure to toxic chemicals or biological agents, electrical shock, exposure to burns, or working at elevated heights.</li> </ol>
<b>MACHINES / TOOLS / EQUIPMENT / WORK AIDS</b>	<ol style="list-style-type: none"> <li>1. Variety of motor vehicles, firearms of various kinds, calculators, handcuffs, telephone equipment, personal computers, computer peripherals, protective clothing and gear, gas masks, batons, closed circuit monitors, intercom paging system, ticket book, typewriters, ladders, maps, crowbars, cameras, scanners, two-way radios, televisions, law manuals, cellular phones, wireless transmitters, video recording devices, tracking devices, PDA's, pagers, portable computers, night vision binoculars, binoculars, evidence collection tools and kits.</li> </ol>

### E. JOB QUALIFICATIONS

<b>CIVIL SERVICE</b>	<ol style="list-style-type: none"> <li>1. Police Officer is a Civil Service position covered under Public Act 78 of 1935 of the State of Michigan, as amended and adopted by the people of the City of Garden City on September 1, 1964. Civil Service promotional exam competitions are conducted according to <b>GO# GCPD-1019</b></li> <li>2. Hiring for Police Officer is conducted according to Act 78 and all CSC Rules &amp; Regulations.</li> <li>3. Applicant must be legally eligible and able to carry a firearm (in addition to abilities stated in this GO).</li> <li>4. No part of this GO shall restrict or exclude the eligibility of candidates for employment or advancement as defined by the CSC Rules &amp; Regulations. Contact City Personnel Department for a copy of CSC Rules &amp; Regulations.</li> </ol>
----------------------	---



# GARDEN CITY POLICE DEPARTMENT

## ADMINISTRATIVE LEVEL 1000 GENERAL ORDER

<b>Effective Date:</b>	10/5/06	<b>Directive:</b>	<b>GENERAL ORDER</b>
<b>Updated Date:</b>	03/25/2009	<b>Number:</b>	<b>GO# GCPD-1012</b>
<b>Approved By:</b>	Chief Kim Scott	<b>Attachment:</b>	
<b>Subject:</b>	<b>JOB DESCRIPTION: POLICE OFFICER</b>	<b>Page:</b>	<b>Page 7 of 7</b>

<b>GENERAL REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Attainment of the age 21.</li> <li>2. High School diploma or equivalent.</li> <li>3. 20/20 corrected vision.</li> <li>4. <b>No Criminal Convictions.</b></li> <li>5. Eligibility for this position shall be restricted to those persons who are 21 years of age, who have successfully passed (and hold current and valid proof of passage) the Michigan Commission on Law Enforcement Standards (MCOLES) physical agility and written skill examinations.</li> <li>6. Successful completion of a MCOLES accredited (or MCOLES approved equivalent) Police Academy.</li> <li>7. Must pass (1) written skill examination, (2) character examination, and (3) oral interview administered by the City of Garden City in accordance with Act 78.</li> <li>8. Must pass comprehensive background investigation that includes submission of fingerprints for criminal history check. A candidate may be disqualified for evidence of character clearly unsuited for police services. Background investigations are conducted by Investigations Bureau staff of the Police Department on each candidate prior to recommendation for appointment.</li> <li>9. Must pass post-offer pre-employment medical and psychological evaluations conducted by vendors chosen by the City of Garden City.</li> <li>10. Appointment to Police Officer requires that the applicant be legally eligible to carry a firearm (in addition to required abilities stated in this GO).</li> </ol>
<b>DRIVER'S LICENSE</b>	<ol style="list-style-type: none"> <li>1. Position classification requires the use of personal / City vehicles to carry out official duties therefore:               <ol style="list-style-type: none"> <li>a. Must have a valid Michigan driver's license that meets minimum standards (e.g., points, suspensions) without restrictions that would interfere / impede job performance.</li> <li>b. Must have all necessary endorsements licenses to operate vehicle associated with position (e.g., Cycle or CDL endorsement if applicable to position)</li> <li>c. Must be physically capable of operating the vehicles safely.</li> </ol> </li> <li>2. Entry level disqualification guidelines shall include any of the following:               <ol style="list-style-type: none"> <li>a. Any alcohol related violation.</li> <li>b. Any drivers' license suspension.</li> <li>c. Three (3) or more points currently on driving record.</li> <li>d. Five (5) or more points on driving record within the past four years.</li> <li>e. Reckless driving - first offense</li> </ol> </li> </ol>
<b>RESIDENCY</b>	<ol style="list-style-type: none"> <li>1. Live within jurisdictional radius boundaries as dictated by City of Garden City policy and / or CBA.</li> </ol>
<b>MODIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Duties listed in this GO are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.</li> <li>2. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.</li> </ol>

This General Order is to be used in conjunction with all relevant existing Departmental General Orders, policies, orders, procedures, rules, directives and regulations. Failure to comply with this General Order can result in progressive disciplinary action up to and including termination of employment.

**Kim Scott, Chief of Police:** [Signature on File](#)

I acknowledge through my signature below, that it is my responsibility to thoroughly read and understand the General Orders contained herein. I understand that I am responsible to seek clarification, when needed, through the chain of command. I also understand that from time to time there will be changes made to the General Orders and that it is my responsibility to read and understand the changes.

\_\_\_\_\_