| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 6/2/2023 | FS9779, FS9780, FS9916, FS9917, FS9918, FS9924, FS9920, FS9922, FS9923, FS9636, FS9592, FS9593  | Police Officer | FA9753 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Administrative Services | Police & Public Safety | Police Officer | 33-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** POAM | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **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. Must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| Type here |

| **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 grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 33 | 1 | 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. |
| 33 | 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. |
| 33 | 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 in route 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. |
| 1 | 4 | Other duties as assigned. |

| **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.  |
| --- |
| * Ability to work effectively with a diverse community.
* Must possess the ability to exhibit acceptance of 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.
* 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.
* 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.
* 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.
* Ability to work effectively with a diverse community
* Effectively present investigations to the prosecuting attorney when requesting warrants, and testify in court or administrative hearings.
* 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.
* 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.
* Evaluating statements of victims, witnesses and suspects for truthfulness.
* Recognizing patterns of criminal events which might require surveillance or other investigative means to resolve.
* Understanding the legal elements of crimes and recognizing evidence (both testimonial and physical) which further the development of probable cause regarding crimes.
* Recognizing needs of internal and external customers and taking appropriate actions to serve those needs.
* Ability to interact with and supervise part-time and student employees.
* Provide crime victims and witnesses with direction to other services available to serve their 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
 |

| **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 21 years of age.
* Must be in good physical health, pass a physical examination, pass a psychological examination, pass a criminal record check, pass a driving record check, pass a drug screen, and have vision correctable to 20/20.
* Individuals that are currently certified as police officers outside of the state of Michigan will be required to attend and successfully complete the “Recognition of Prior Training and Experience” program (accelerated Michigan certification process) prior to issuance of final offer of employment.
* Individuals in state who have worked as a certified police officer less than (1) year, and have been separated from a police department more than (1) year, lapsing their police certification, will be required to attend and successfully complete the “Recognition of Prior Training and Experience” program (accelerated Michigan certification process) prior to issuance of final offer employment.
* Individuals in state who have worked as a certified police officer more than (1) year, and have been separated from a police department more than (2) years, lapsing their police certification, will be required to attend and successfully complete the “Recognition of Prior Training and Experience program (accelerated Michigan certification process) prior to issuance of final offer employment.

**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 characteristic 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 |

# SIGNATURES

**Supervisor’s Name:** Timothy Davis **Supervisor’s Signature:** Timothy Davis **Date:**  06/01/2023

**Dean/ELT’s Name:** Chris MacKersie **Dean/ELT’s Signature:**  **Date:**  06/01/2023

**HR Rep:** Sydney Glasscoe **HR Rep Signature:**  **Date:** 06/02/2023

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FS9661, FS9710, FS9779, FS9780, FS9916, FS9917, FS9918, FS9924, FS9920, FS9922, FS9923, FS9636 **Date:** **3/10/2022 Supervisor’s Position #:** FA9752

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[ ]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[ ]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[x]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[x]  Depth perception (3 dimensional vision, judge distances, space)

[x]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[x]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[x]  Climbing

[x]  Kneeling

[x]  Reaching

[x]  Balancing

[x]  Crouching

[x]  Grasping

[x]  Stooping

[x]  Crawling

[x]  Picking/Typing/Keyboarding

[ ]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[x]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[x]  Weather (rain, snow, wind)

[x]  Extreme cold (inside, outside)

[x]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[x]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[x]  Extreme noises