



# Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: [HATP@hamburg.mi.us](mailto:HATP@hamburg.mi.us)

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



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**TO:** Hamburg Township Board

**FROM:** Chief Richard Duffany

**DATE:** December 10, 2025

**AGENDA ITEM TOPIC: Public Safety SOP**

Number of Supporting Documents: 1

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## **Requested Action**

- Motion to approve new Public Safety SOP# 400-16: *Police Officer Job Description*.

## **Background**

The Michigan Commission on Law Enforcement Standards (MCOLES) is now requiring that agencies hiring new police officers have the job description in effect at the time of their hiring placed in the officer's personnel file. To meet this requirement, I am submitted new Hamburg Township Public Safety SOP# 400-16: *Police Officer Job Description* to the Township Board for review and approval.

## **Fiscal Considerations**

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

If YES, are funds budgeted? Yes ☐ No ☐

Fiscal year affected: 2025/2026

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: \_\_\_\_\_

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Chief Richard Duffany  
Director of Public Safety

<b>HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT</b>			
<b>STANDARD OPERATING PROCEDURE</b>			
<b>Title: Police Officer Job Description</b>			<b>No. 400-16</b>
Distribution: <b>POLICE</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s): N/A
Effective Date: <b>DRAFT</b>			

**JOB TITLE: POLICE OFFICER**

**JOB SUMMARY:**

Hamburg Township Police Officers are sworn members of the department who are licensed as police officers through the Michigan Commission on Law Enforcement Standards (MCOLES). Police officers are responsible for performing law enforcement duties within the 36 square miles of the Township including but not limited to enforcing state and federal laws, enforcing Township ordinances, engaging in crime prevention, conducting criminal and traffic investigations, conducting traffic enforcement, participating in community events and providing additional services as necessary to secure the general welfare and safety of the public. This basic job description applies to all MCOLES-licensed police officers within the department regardless of rank.

**I. ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Patrol Hamburg Township utilizing motor vehicles, ATVs and bicycles as necessary to ensure the general safety of the public and prevent criminal activity.
2. Patrol the waterways located within the jurisdiction of Hamburg Township utilizing various watercraft.
3. Respond to routine calls for service from the public and other Township personnel and render assistance as necessary.
4. Respond to emergency calls for service and secure the scene, address the emergency situation, render aid, and assist Fire/EMS personnel as necessary.
5. Conduct criminal investigations and traffic-related investigations.
6. Affect custodial arrests for violations of the law.
7. Enforce the Michigan Motor Vehicle Code and take enforcement actions as needed including issuing traffic citations.
8. Write initial criminal and traffic incident reports.
9. Conduct interrogations of criminal suspects and interviews of witnesses and victims of crimes.

10. Conduct searches of persons, vehicles, and properties to locate, preserve and/or collect evidence of a crime.
11. Participate in community events including providing proactive security, crowd control and traffic control.
12. Provide testimony in court and other legal proceedings.

## **II. BASIC JOB QUALIFICATIONS**

1. Must be licensed or licensable as a police officer by the Michigan Commission on Law Enforcement Standards (MCOLES).
2. Must be a citizen of the United States.
3. Must have reached 21st birthday at time of appointment.
4. Must possess a valid driver's license at the time of appointment.
5. Must possess a minimum of an Associate's Degree or 60 credit hours from an accredited college. This educational requirement may be waived for veterans who have been honorably discharged from a branch of the United States armed forces.
6. Must be physically capable of performing the essential job functions of a police officer and meet the physical fitness requirements as outlined in Hamburg Township Public Safety SOP# 300-56: *Police Officer Recruitment and Selection*.
7. Must be free from any mental or emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties or which may endanger the lives of others or the law enforcement officer.

## **III. ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES**

1. Knowledge of all job-relevant Township ordinances, state laws and federal statutes and ability to appropriately apply them in the course of carrying out duties.
2. Knowledge of all department policies/procedures and ability to appropriately apply them in the course of carrying out duties.
3. Knowledge of the locations of Township streets, borders, parks, waterways, businesses, subdivisions, and schools.
4. Knowledge of investigative and law enforcement methods and procedures.
5. Knowledge of lifesaving and first aid methods and techniques.
6. Knowledge of self-defense techniques.

7. Knowledge of the rules and regulations of other regulatory agencies whose laws are enforced by the department.
8. Skill and proficiency in the use of all department computer/I.T. apps, programs and equipment.
9. Skill and proficiency in the use of all department firearms and weapon systems including the ability to qualify with these firearms/weapons.
10. Possession of strong decision-making skills and the ability to make appropriate decisions within department guidelines
11. Ability to operate a motor vehicle in a safe and prudent manner including during high stress situations and emergency responses.
12. Ability to operate equipment used in the performance of duties and to perform strenuous tasks requiring muscular strength, coordination and cardiovascular endurance.
13. Ability to prepare clear, concise and accurate reports.
14. Ability to communicate clearly and concisely, both orally and in writing.
15. Ability to function as a productive member of a team and maintain effective working relationships with co-workers and superiors
16. Ability to maintain composure during stressful situations.
17. Ability to comply with laws, rules, regulations, policies, procedures, and orders of superior officers.
18. Ability to make accurate and objective observations and recall these observations as needed.
19. Ability to effectively interrogate suspects.
20. Ability to effectively interview witnesses and victims of crimes.
21. Ability to subdue and restrain individuals.
22. Ability to competently testify in court or other legal proceedings.
23. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and drag up to 150 lbs.
24. Ability to stand for long periods.

**WORKING CONDITIONS:**

1. Job involves traveling to various locations throughout the Township and state with exposure to bodily injury, hazardous materials, adverse weather, fumes, odors and the like at emergency scenes.
2. Job involves working in stressful, adversarial and hostile situations which may result in physical confrontations.
3. Job involves exposure to psychologically traumatic and disturbing scenes.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

Issued by:

A handwritten signature in dark ink, appearing to read "Richard Duffany", with a stylized, flowing script.

Richard Duffany  
Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT.