



POLICE OFFICER JOB DESCRIPTION

Position: Police Officer
Supervised By: Police Lieutenant
Supervises: None
FLSA Status: POAM
Status: FLSA Non-Exempt

General Summary

Under the direction of the Chief of Police and designated supervisory personnel, the Police Officer is responsible for preserving the peace, protecting life and property, preventing and investigating crime, enforcing Michigan law and Village ordinances, and providing professional public safety services to residents and visitors of the Village of Lake Orion.

Police Officers perform a wide range of law enforcement duties, including responding to calls for service, conducting proactive patrol, investigating criminal and traffic incidents, enforcing laws and ordinances, making arrests, preparing reports, collecting and preserving evidence, and testifying in court. Officers are expected to exercise sound judgment, demonstrate professionalism, and support the Department's community policing philosophy.

Police Officers work collaboratively with other public safety agencies, Village departments, and the community to enhance public safety and quality of life. The position requires the ability to work all shifts, including evenings, nights, weekends, holidays, and emergency call-outs, while performing effectively in diverse environments and rapidly evolving situations.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position and is not intended to be all-inclusive.

- Patrol the Village by vehicle, foot, bicycle, or other authorized means to preserve the peace, protect life and property, prevent crime, and enforce the laws of the State of Michigan and Village ordinances.
- Respond promptly to calls for service, emergencies, crimes in progress, traffic crashes, medical emergencies, and other incidents requiring police intervention.
- Conduct criminal and non-criminal investigations, interview victims, witnesses, and suspects, collect and preserve evidence, and prepare complete and accurate reports.
- Enforce criminal laws, traffic laws, and Village ordinances through warnings, citations, arrests, and other appropriate enforcement actions.
- Conduct preliminary and follow-up investigations, prepare search and arrest warrant requests, and assist other law enforcement agencies as appropriate.

- Testify in court, administrative hearings, and other legal proceedings, presenting facts and evidence in a professional and impartial manner.
- Maintain a visible police presence through proactive patrol, traffic enforcement, community engagement, and crime prevention activities.
- Provide assistance to motorists, residents, businesses, visitors, and persons in crisis while exercising sound judgment, professionalism, and compassion.
- Operate department vehicles, communications equipment, firearms, less-lethal weapons, body-worn cameras, and other assigned equipment safely and in accordance with department policy.
- Maintain proficiency and required certifications in the use of department-issued weapons, defensive tactics, emergency vehicle operations, first aid, CPR, and other required law enforcement skills.
- Prepare clear, accurate, and timely reports, citations, criminal complaints, and other records using department records management systems and other technology.
- Cooperate and coordinate with other law enforcement agencies, fire and EMS personnel, prosecutors, Village departments, schools, and community organizations to protect public safety.
- Protect crime scenes, preserve evidence, maintain chain of custody, and assist with the processing of physical and digital evidence.
- Participate in community policing initiatives, public education programs, special events, and other activities that strengthen relationships between the Police Department and the community.
- Perform specialized assignments, collateral duties, training, emergency response functions, and other responsibilities as assigned by the Chief of Police or supervisory personnel.

Tools and Equipment Used:

Department-issued patrol vehicle, police radio and communications equipment, body-worn camera, mobile data computer (MDC) or laptop, department-issued smartphone, records management, CLEMIS Computer-Aided Dispatch (CAD) and RMS systems, firearms, less-lethal weapons, conducted energy weapon (TASER), impact weapons, OC spray, handcuffs, flashlight, emergency medical equipment, radar/LIDAR speed detection devices, preliminary breath testing devices, digital cameras, fingerprint and evidence collection equipment, traffic control devices, personal protective equipment (PPE), Microsoft Office Suite (Word, Excel, Outlook, etc.), printers, copiers, scanners, and other specialized law enforcement equipment and technology as assigned.

Required Minimum Qualifications

Education and Experience:

- High school diploma or equivalent required; associate's or bachelor's degree in criminal justice or a related field is desirable.
- Possess or be eligible to obtain licensure through the Michigan Commission on Law Enforcement Standards (MCOLES) at the time of appointment.
- Possession of a valid State of Michigan driver's license with an acceptable driving record.
- Must meet all eligibility requirements for licensure established by the Michigan Commission on Law Enforcement Standards (MCOLES), including being free from disqualifying criminal convictions.

- Ability to successfully pass a comprehensive background investigation.
- Ability to successfully pass a pre-employment psychological evaluation, drug screening, and physical examination, as required by law and Village policy.

Necessary Knowledge, Skills, and Abilities:

Work involves performance requiring some skills or special knowledge acquired through specific training and experience.

- Ability to interpret, apply, and explain applicable laws, regulations, and ordinances.
- Knowledge of modern law enforcement principles, practices, procedures, and techniques.
- Knowledge of criminal investigations, traffic enforcement, evidence collection and preservation, report writing, and courtroom procedures.
- Ability to analyze situations quickly and accurately and exercise sound judgment under routine, emergency, and stressful conditions.
- Ability to effectively enforce laws and ordinances while exercising discretion, fairness, and professionalism.
- Ability to communicate effectively, both orally and in writing, with individuals of diverse backgrounds and circumstances.
- Ability to establish and maintain positive working relationships with coworkers, other public safety agencies, Village officials, and members of the public.
- Ability to de-escalate conflict, resolve disputes, and interact with individuals experiencing emotional, behavioral, or mental health crises.
- Ability to prepare accurate, thorough, and timely reports, citations, affidavits, and other law enforcement documentation.
- Ability to operate department vehicles, communications equipment, computers, records management systems, and other law enforcement technology.
- Ability to maintain proficiency with department-issued firearms, less-lethal weapons, defensive tactics, and other required law enforcement skills.
- Ability to maintain confidentiality and exercise discretion when handling sensitive or confidential information.
- Ability to work independently with minimal supervision while also functioning effectively as a member of a team.
- Ability to maintain physical and mental fitness sufficient to safely perform the essential functions of a sworn law enforcement officer.
- Ability to successfully complete required training and maintain all certifications, licenses, and qualifications required by law and department policy.
- Physical ability to walk, stand, run, climb, lift, drive, and perform law enforcement duties for extended periods in a variety of environmental and emergency conditions.
- Commitment to providing high-quality customer service and maintaining positive community relations.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made for qualified individuals with disabilities in accordance with applicable law.

The employee is regularly required to sit, stand, walk, run, climb, kneel, crouch, bend, lift, push, pull, and operate vehicles, equipment, and other law enforcement tools. Duties may include pursuing and apprehending suspects, physically restraining individuals, administering emergency medical aid, and lifting or moving objects or persons weighing up to 100 pounds with or without assistance. Specific vision abilities include close and distance vision, peripheral vision, depth perception, color vision, night vision, and the ability to adjust focus.

Work is performed in office settings, police vehicles, residences, businesses, roadways, and outdoor environments under varying weather and environmental conditions. Employees may be exposed to hazardous traffic, loud noise, firearms, aggressive individuals, bloodborne pathogens, infectious diseases, hazardous materials, and other potentially dangerous conditions. The position requires shift work, including nights, weekends, holidays, overtime, and emergency call-outs.

Application:

The duties and responsibilities described in this Position Description are intended to identify the general nature and level of work performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications required. Employees may be assigned additional duties or responsibilities as determined by the Chief of Police or the Village to meet operational needs.

This Position Description does not constitute an employment contract or guarantee of employment and is not intended to alter the at-will employment relationship where applicable. The Village reserves the right to revise, modify, or update this Position Description at any time to reflect organizational needs, changes in applicable laws, or changes in the duties and responsibilities of the position.

Adopted: 08/10/2026
Revised: