



POSITION DESCRIPTION

Class Title: Police Officer

Job Code Number:

Department: Police

Grade Number:

Division:

Union:

Date:

Location:

GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED:

Works under the general supervision of a member of the Command Staff or a designated Officer in Charge.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers, Preserves evidence. Arrests violators, Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, offense reports, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

DESIRED MINIMUM QUALIFICATIONS

Entry Level

General:

Must be 21 years or older at the time of employment; must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; felony convictions and disqualifying criminal histories within the past seven years are not allowed; U.S. citizen; must be able to read and write the English language; must be of good moral character and of temperate and industrious habits.

Education and Experience:

- (A) High school diploma or equivalent, State of Ohio Peace Officer Basic Training Certification

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (B) Some skill in operating the tools and equipment listed below; and
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

QUALIFICATIONS:

- Must possess a high school diploma or GED equivalent.
- Must have completed or be able to complete OPOTA approved police academy Training prior to appointment.
- Must possess the ability to deal effectively and courteously with others.
- Must possess the ability to see and hear to accurately observe situations.
- Must possess the ability to analyze and record scenarios analytically and objectively.
- Must have the ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies.
- Must be familiar with use of protective equipment, to include protection from exposure to communicable diseases and gases.

- Must possess the ability to understand and interpret laws, ordinances and regulations so as to enforce them with firmness, tact and impartiality.
- Must be able to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment.
- Must possess the ability to remain alert and watchful during assigned duty hours.
- Must be able to address groups of assorted sizes in diverse settings.
- Must be able to pass and maintain the standards of the department's fitness examination as it relates to the functions of the position.
- Must possess the ability to logically order information to report on or react to a given situation which may involve serious consequences.
- Must be able to inspire the trust and confidence of others.
- Must be able to cope with and diffuse situations involving angry or difficult people.
- Must possess the ability to operate in the absence of clear expectations, precedence or procedures.
- Must be able to perform basic math functions (e.g. add, subtract, multiply and divide whole numbers, fractions, and decimals and calculate percentages).
- Must demonstrate the ability to concentrate on a given task for extended periods of time.
- Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with City employees and officials and the general public.
- Must possess the ability to compute job-related formulas in order to accurately measure distances and to complete investigations.
- Must possess reading skills to encompass multiple levels of difficulty from basic instruction to technical/legal material of a time-sensitive nature.
- Must have the ability to prioritize workloads while coordinating multiple demands.
- Must demonstrate sound judgment and reasoning at all times.
- Must be a licensed driver with a good driving record and insurable in accordance with the City's motor vehicle insurance carrier. Must be able to maintain a good driving record.
- Must have the ability to maintain consistent, regular, punctual and predictable attendance, and to meet and maintain performance standards established for the position.
- Must be legally qualified to own and carry a firearm or sidearm.
- Must be able to effectively operate a firearm with both hands (i.e. shoot ambidextrously).
- Must demonstrate the observance of criminal and civil laws, with the exception of a minor infraction of traffic law.
- Must have, within one hundred twenty (120) days prior to appointment, and during continued employment, passed a physical examination given by a licensed physician which examiner certifies that the applicant meets the physical requirements necessary to perform the duties of a Police Officer, and meets the qualifying medical requirements established by the Police and Fire Disability Pension Fund of Ohio.
- Must have the ability to meet and maintain the current Brookville Police

Department's Uniform Policy Standards, available for review upon request from the City of Brookville.

SPECIAL REQUIREMENTS:

Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state; ability to meet Department's physical standards.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate civil service commission testing including written test; oral interview; medical exam and other job related tests may be required.

SELECTION GUIDELINES:

Formal application; review of education and experience; oral interview; background check; final selection.

TOOLS AND EQUIPMENT USED

Tools and equipment used in the performance of this position include, but are not limited, to the following: Motor vehicle, various restraint mechanism, police radio, radar gun, handgun and other weapons as required, Asp baton, handcuffs, breathalyzer, pager, phone and first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; run, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must demonstrate strength, endurance and flexibility while wearing job related equipment weighing up to thirty (30) pounds. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: