CITY OF WILLOUGHBY HILLS, OHIO
POSITION DESCRIPTION

JOB CLASSIFICATION:	**POLICE OFFICER**	
CIVIL SERVICE STATUS:	Classified	
EMPLOYMENT STATUS:	Full Time, Non-Exempt	
IMMEDIATE SUPERVISOR:	Police Sergeant	
ISSUED DATE:	December 20, 2002	Revised: December 2010

Job Responsibilities:
Under general supervision, the police officer alertly patrols an assigned area of the City, prevents the commission of crimes, conducts preliminary investigations, proactively enforces laws and ordinances, maintains law and order, makes arrests, testifies in court, uses electronic equipment, computers and law enforcement software systems, completes assigned training to maintain state certifications, and performs related work and duties as assigned or required.

Qualifications:
High school diploma; current Ohio Peace Officer Training Academy Certification; must be a citizen of the United States of America and at least 21 years of age at time of appointment. Must possess a valid Ohio Driver License with an acceptable driving record.* Must have a credible personal background free of any felony or misdemeanor criminal activity or arrests.* Must meet annual state and department qualification standards for firearm use and possession.* Must be able to work rotating shifts as assigned. Any combination of training and experience that indicates possession of the knowledge, skills, and abilities identified within this position description. (*Refer to special requirements section for additional qualifications information).

Illustrative Job Duties: (The duties listed below are intended to depict essential functions of this job classification)

Alertly patrols an assigned area on foot or in a vehicle; familiarizes self with citizens and residential and business areas; promptly answers radio calls from dispatch and responds quickly and safely; checks stores, businesses, houses, or other premises for fire, burglary, and other disturbances; investigates and reports suspicious or unsafe conditions. Quickly responds to complaints of criminal occurrences, hazardous conditions, or breaches of the peace; submits reports of investigations of criminal or non-criminal matters using department computers and software; conducts continuing or follow-up investigations on reported incidents; conscientiously conducts general patrol for detection and prevention of criminal acts. Uses non-assigned patrol time for proactive traffic enforcement and police-community relations.

Observes traffic hazards and conditions and acts or recommends corrections for their abatement; investigates traffic accidents; administers first aid; actively enforces traffic and parking codes, assists motorists with disabled vehicles; directs traffic; observes and reports unsafe conditions throughout the City.

Makes arrests for violations of laws or ordinances; promptly prepares and submits required reports; prepares and files necessary court forms and papers; testifies in court; transports

Illustrative Duties (continued)
prisoners to the police station, court, or jail; registers and books prisoners; detains and locates treatment for hazardous or self-endangering individuals; locates lost persons.

May be assigned administrative duties such as special record maintenance, procedure or rule development; assists in preparation of administrative reports; may analyze report information to enhance enforcement, investigative, or safety efforts; may assist in the training of new personnel. May perform technical or specialized duties as assigned; operates and maintains departmental equipment and computers; may assist with supervisory tasks during supervisor's absence; attends training and/or instructional meetings; performs other related law enforcement duties as assigned; cooperates with governmental or law enforcement agencies; may be called on at any time for emergency duties.

Essential Job Knowledge, Skills and Abilities:
The functions specified below are the fundamental job duties, which an employee must be able to perform, based on supervisory-incumbent interviews relative to; the purpose of the position; the availability of others to perform the function; and/or the serious nature of the consequences of not requiring the incumbent to perform the function.

Knowledge of:
Federal, state and local laws and ordinances
Department polices and procedures*
Department rules and regulations*
City streets, businesses and public areas*
Arrest, search and seizure procedures
Criminal apprehension techniques
Self defense techniques
Rules of criminal law and evidence
Techniques for collecting and preserving evidence
Investigative techniques
Traffic enforcement and accident investigation techniques
Interview and interrogation techniques
Community policing philosophy and techniques
Crime prevention techniques
Inter-personal Communications
Court procedures
Civil disobedience control techniques
First aid procedures
Documentation requirements and report writing techniques
Police radio communications
Basic typing and computer skills
*May be acquired after hire

Skills and Abilities to:

Interpret and apply laws, regulations and policies to enforce them with firmness, tact, and impartiality
Define problems, collect data, establish facts and draw valid conclusions
Logically order information to report on or react to a given situation, which may include serious consequences
Compute job-related formulas in order to accurately measure distances and to complete investigations
Communicate effectively in written and oral form
Resolve problems involving several variables
Cope with and diffuse situations involving angry or difficult people
Deal effectively and courteously with others
Develop and maintain effective working relationships with the public, officials, co-workers and supervisors
Present a positive image to the public
Demonstrate sound judgment under stress and to react quickly and calmly in emergencies
Meet and maintain performance standards established for the position
Safely and effectively use firearms
Drive a motor vehicle safely and effectively
Use and care for department equipment (computers, radios, Datamaster, radars, lasers, etc.)
Engage in strenuous physical activity
Work rotating shifts, as assigned
Maintain consistent, regular, punctual and predictable attendance
Maintain confidentiality
Inspire the trust and confidence of others
Possess reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature
Prioritize workloads while coordination multiple demands
Visualize scenarios when presented as written plans oral instructions
Compare letters, numbers, or patterns quickly and accurately
Demonstrate mature judgment and reasoning at all times

Physical Requirements:

The majority of work is done while sitting with intermittent periods of standing and walking and includes the potential to engage in strenuous physical activity. Requirements include the ability to:

Have and maintain a high level of physical agility and fitness sufficient to engage and endure strenuous physical activities
Demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 pounds while performing such functions as lifting, carrying, pulling, pushing, walking, jogging, running, jumping, climbing, kneeling, squatting, bending, and maneuvering fixed obstacles
Run, walk, stand, or sit for extended or intermittent periods of time
Listen, comprehend, and respond to discussions involving either one-on-one or group settings
Remain alert and watchful during assigned duty hours

Physical Requirements (continued)

Transport individuals, paperwork, or material evidence for short distances, which may involve climbing stairs

Address groups of assorted sizes in diverse settings

Withstand extremes of climate exposure and potential exposure to health and safety hazards

Communicate information both orally, in writing and by typing

Operate job related equipment, including a motor vehicle, safely and while performing multiple tasks such as radio operations, observation, and note taking

Make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception

Possess sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, cameras, handheld radars, computers, etc

Affect physical restraint of angry or violent people

Pass and maintain the standards of the Department's general fitness examination as it relates to the essential functions of the position

Qualifications: Special Requirements

Must possess and maintain a good driving record. A "good driving record' is defined as having no more than two (2) two-point moving violations or their equivalent within the preceding three (3) years, and no convictions for six-point moving violations and/or felony traffic violations, or their equivalent, within the previous ten (10) years.

Must be legally qualified to own and carry a firearm or sidearm.

Must not have been convicted in a court of law of lesser misdemeanors including assault, attempted assault, stalking, menacing, and all other offenses which have as an element "the use or attempted use of any physical force or threatened use of a deadly weapon towards those persons that are generally covered by those statutes as related to family members."

Must not have been convicted in a court of law of any felony for any offense of violence.

Must not have any undetected criminality for which criminal liability may invoke.

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 and Pension Fund of Ohio.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.