

JOB TITLE: POLICE OFFICER

REPORTS TO: CHIEF OF POLICE

This is a Classified, full-time, non-exempt position. This job description was issued on December 20, 2002. It was most recently reviewed on January 21, 2013.

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, writes citations, 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 follow-up investigations; proactively conducts general patrol for detection and prevention of criminal acts; participates in the investigation of crimes; responds to the scene of major crimes or emergencies; interviews witnesses, victims and interrogates suspects; runs field test of suspected narcotic substances; participates in collecting evidence at the scene of crimes, including: taking photographs, obtaining fingerprints, preparing crime scene sketches, conducting line-ups; cooperates with the prosecutor and court personnel in processing arrested persons; prepares criminal reports, testifies and presents evidence in court; uses non-assigned patrol time for proactive traffic enforcement and police-community relations activities.

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 through written citations or warnings, 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 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 policies 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
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.

This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.

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.

Direct reports:

None

Approved by:

Date Approved: