

City of Circleville

Employee Job Description



Title:	Police Officer	Department:	Public Safety/Police
Status:	Full Time, Union, Classified	Supervisor:	Sergeant

Under the direct supervision of a Sergeant, a Police Officer patrols designated areas of the City protecting the lives, safety, property and peace of the citizens of Circleville by ensuring compliance with and enforcing all applicable laws and City Ordinances; answers calls when a crime is suspected or an emergency exists; takes such actions as are necessary to prevent crime, to apprehend a criminal, to maintain safety, to assist citizens in a wide range of emergency and non-emergency situations; monitors and controls traffic, enforces traffic laws and investigates traffic crashes; and performs other related duties, tasks, and assignments as required and directed by a Sergeant, the Chief of Police and/or Deputy Chief of Police. The duties and assignments of a Police Officer are quite varied in nature and occur in a variety of settings and places.

Job Objectives (Illustration of nature of work)

1. Patrols designated areas by vehicle, foot or bicycle.
2. Drives a police vehicle under a variety of conditions and circumstances such as weather, time of day, terrain and traffic conditions during regular patrol, emergency response and pursuits.
3. Reports unsafe conditions, such as obstructions in streets.
4. Directs and regulates traffic.
5. Issues citations for violations of traffic laws.
6. Investigates traffic crashes, determining conditions, causes and other pertinent facts regarding the crash.
7. Looks for and investigates conditions or situations which may indicate a crime is about to be, or has been, committed.
8. Conducts investigations of crimes, preserves crime scene, gathers and preserves evidence.
9. Makes arrests, sometimes requiring the use of physical effort.
10. Transports prisoners.
11. Books in and cares for prisoners while incarcerated.
12. Writes reports for input into police Department's records system. Fills out forms, prepares affidavits and statements, draws sketches and diagrams of accident and crime scenes.
13. Takes statements from witnesses and suspects.
14. Assists injured persons, notifies families of injury.
15. Checks doors and windows of homes and businesses for security.
16. Testifies in court.
17. Where juveniles are involved, interviews parents, appears in court, and works with school authorities.
18. May be designated as an Instructor/Training Officer, Field Training Officer, Firearms instructor or other similar duties as required.
19. May be designated as a plainclothes Investigator or other similar duties as required.
20. Acts as an "Officer-In-Charge" during the absence of a Sergeant, as designated by the Chief of Police and/or Deputy Chief of Police.
21. Performs duties of Communication Officer as required.
22. Performs public relation activities. Promotes good public relation.
23. Promotes good working relationships with external agencies.
24. Maintain personal and professional competence and awareness.
25. Appropriately uses Police department facilities and equipment.
26. Performs other related duties as assigned.

Essential Job Functions (Functions essential to attaining job objectives)

1. Regular and predictable job attendance.
2. Excellent eyesight.
3. Good hearing.
4. Ability to communicate well in English.
5. Ability to subordinate personal preference to lawful authority.
6. Ability to get along well with others.
7. Ability to drive an automobile with valid operator license and remain insurable under the City's auto insurance carrier.

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8. Ability to read reports, periodicals, and legal documents and laws in English well.
9. Good skills in basic mathematics.
10. Good grammatical skills in writing.
11. Ability to load, aim, fire, unload and clean handguns, shotguns and rifles.
12. Ability to operate traffic speed detections devices (ie: moving and stationary radar, laser devices, VASCAR, etc.).
13. Ability to operate typewriter or computer keyboard.
14. Ability to use fingerprinting lifting and rolling techniques.
15. Ability to overcome resistance and control arrestees.
16. Ability to work in sometimes noisy, close-quartered areas under great mental, physical, and emotional stress.
17. Ability to exercise judgment in the use of deadly force if appropriate.
18. Ability to sketch crime and accident scenes.
19. Ability to cast foot, shoe, tire, or tool marks.
20. Ability to use drug identification kits.
21. Ability to read a map and give directions.
22. Ability to obtain Basic Ohio Peace Officer Training certificate.
23. Ability to obtain ODH certificate to operate BAC Datamaster.
24. Ability to obtain State certification to operate LEADS terminal.

Job Standards (Minimum qualifications needed to perform essential job functions)

1. Visual acuity must be correctable to 20/20 and no more than 20/125 *binocular* uncorrected each eye. Vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.
2. Hearing correctable to normal range and adequate for use on standard telephone.
3. Capable of speaking to individuals or large groups of English-speaking persons and being understood.
4. Demonstrated ability to safely drive automobiles with automatic transmissions.
5. Ability to pass State-mandated standard firing requirements for handguns and long guns..
6. Ability to exercise sound reasoning and good judgment.
7. Capable of reading, understanding, and remembering information from printed or handwritten materials.
8. Capable of calculating (addition, subtraction, multiplication, division, percentages, fractions, and other algebraic formulae) numbers and properly count U.S. currency and change.
9. Capable of writing, spelling, printing, and typing English to high degree of grammatical correctness to convey the correct idea or intention to the reader.
10. Capable of typing on the typewriter and computer keyboard to adequately convey intended data or information to English-speaking persons.
11. Ability to demonstrate physical fitness. Mobility for climbing, running and lifting.
12. Capable of performing in a brutally graphic, morbid crime or accident scene.

Critical Skills/Expertise (Needed for this job specifically)

1. Understanding of Police Department Standard Operating Procedures. **
2. Considerable knowledge of applicable Federal, State, and Local Laws related to law enforcement. **
3. Considerable knowledge of law enforcement methods, principles, practices, and procedures. **
4. Considerable knowledge of safety practices and procedures. **
5. General knowledge of municipal government structure and process and the judicial system. **
6. Good interpersonal and human relations skills.
7. Good written and verbal communication skills.
8. Ability to understand and carry out detailed oral and written instructions.
9. Ability to recognize unusual or threatening conditions and take appropriate action.
10. Ability to interpret and apply principles, concepts, methods, laws, ordinances, and techniques to field conditions.
11. Ability to recognize, analyze, and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.

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12. Ability to organize and prioritize daily tasks and activities.
13. Ability to use proper research and investigative methods, techniques, and practices in gathering data.
14. Ability to gather, collate, and classify information and data regarding people, places, events, and activities.
15. Ability to prepare clear, concise, complete, and accurate reports, and complete and maintain accurate records.
16. Ability to copy records precisely without error and to maintain accurate records.
17. Certifiable in the use of firearms. **
18. Safe operation of automobiles.
19. Ability to work alone on most tasks.
20. Ability to cooperate with co-workers on group efforts.
21. Ability to establish and maintain good rapport with the public.
22. Ability to handle routine and sensitive inquiries from, and contact with, the public.
23. Ability to maintain confidentiality in the handling of sensitive events and issues.
24. Competence to be entrusted with highly sensitive and confidential information.
25. Ability to communicate with the public, peers, superiors, and other City Officials and employees in an effective, tactful, and courteous manner.
26. Ability to resolve complaints from angry citizens in an effective, tactful, and courteous manner.
27. Ability to establish and maintain effective working relationships with superiors and peers.
28. Ability to demonstrate physical strength and dexterity in the use of hands and feet as well as general physical fitness.

***May be developed or acquired after appointment.*

Non-Essential Functions (Marginal tasks performed by incumbents of this position)

1. Operate 35mm camera or video recorder.
2. Stand in and direct motor traffic.
3. Operate standard transmission automobile or small truck.
4. Lifting file cabinet drawers.
5. Lifting file report boxes.
6. Alphabetize and locate files in alphabetic order.
7. Operate BAC Datamaster.
8. Use vehicle-entry lockjock tool.
9. Answering incoming telephone calls and redirect appropriately.
10. Pickup or deliver packages, correspondences and supplies for the Police department.
11. Basic first aid and CPR skills.

Required Education/Experience & Other Requirements

1. Must be a United States citizen.
2. At least 21 years of age and not more than 35 years of age at the time of original appointment.
3. High School Diploma, G.E.D. (GED average 4.8), or equivalent certificate.
4. Background must be free of prior felony convictions and certain misdemeanor convictions as listed in the City of Circleville Background Removal Standards.
5. Possession of valid State of Ohio drivers' license and the ability to meet the City of Circleville's requirements for insurability.
6. Visual acuity must be correctable to 20/20 and no more than 20/125 *binocular* uncorrected each eye. Vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.
7. Must be physically capable of successfully performing the *Job Objectives and Essential Job Functions* of the Police Officer classification and be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others.
8. Successful completion of all phases of the selection process prior to appointment. The selection process includes application phase, written examination, oral examination, record check, background investigation, physical fitness evaluation, polygraph or voice stress examination, psychological evaluation, structured panel interview, medical examinations and drug screening.

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9. Successful completion of a State Certified Peace Officer basic training program prior to hire.
10. State certification to operate LEADS computer system. *(Not required prior to appointment)*
11. Must establish a primary place of residence within a 20-mile radius of the City of Circleville within 180 days after completion of probationary period and maintain such place of residence during employment with the City of Circleville.

The above job description is a representation of the major duties and responsibilities of this position. I have read and understand the expectations of this position and addressed my concerns and/or questions with the HR Department.

Employee Printed Name

Date

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

The summary is not intended to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with the position. It is, instead, a summary of the elements of the position that were observed of for which an incumbent indicated are necessary to perform the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by supervisors. Possible consideration for reasonable accommodations would occur where applicable within the Americans with Disabilities Act.

This job description shall not be considered an employment contract with an employee.