

POSITION DESCRIPTION
CITY OF PAINESVILLE
An Equal Opportunity Employer

Position Title: Police Officer	1008
Department: Police	Date: 4/11/2012

Pay Class: 17	Exempt / Non-exempt: Non-exempt
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General Purpose for Job: This is responsible municipal law enforcement work in the protection of life and property through the enforcement of laws and ordinances. Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the enforcement of laws and ordinances in a designated area on an assigned shift. An employee of this class may be assigned to uniformed patrol, criminal investigation, juvenile work, K-9 work, or other specialized activity. Work involves an element of personal danger, and officers must be able to act without direct supervision and to exercise independent judgment in meeting both routine and complex emergency situations. Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Patrols a designated area of the City in a patrol car; prevents and discovers commission of crime.
- Apprehends criminals and offenders; enforces vehicle and traffic laws.
- Makes police presence known in a manner that contributes to deterrence of law violations.
- Answers calls and radio complaints involving automobile accidents, misdemeanors, and/or felonies; conducts accident investigations and criminal investigations at the scenes of crimes.
- Administers first-aid to persons.
- Gathers evidence, locates and questions witnesses; interrogates suspects.
- Writes citations and makes arrests as required by circumstances; testifies as a witness in court.
- Establishes traffic control and police protection at incidents which may attract crowds; performs police duties at parades, processions, and demonstrations in assigned area.
- Checks and reports on deficient street lights, signs, road surfaces, or other facilities which serve the public.
- Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions
- Gives information and provides assistance to motorists and the public.
- On an assigned basis, serves as a member of the Detective Bureau; conducts follow-up investigations; interviews witnesses, victims, and others and takes statements; interrogates suspects; examines records and collects evidence to be used for criminal prosecutions; testifies in court; prepares detailed investigative reports; serves warrants, obtains subpoenas, and makes arrests; conducts surveillances.

- On an assigned basis, serves as a K-9 officer; ensures the proper use and care of the K-9 through participation in training of and caring for the animal; gives demonstrations to civic groups in order to familiarize the public with K-9 operations; patrols the City with the K-9 as a partner.
- On an assigned basis, serves as a juvenile and crime prevention officer; investigates offenses involving juveniles; works with runaway and abused children, parents, school, the County Welfare Department, the County Juvenile Court, and other agencies.
- Completes initial and follow-up reports; initiates neighborhood meetings; prepares and delivers talks to organized groups.
- On an assigned basis, serves as a training officer; patrols with recruit and instructs officers on local police procedures; evaluates officers during probationary period.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE <i>(Required to qualify for position)</i>

Education: High school diploma; successful completion of basic law enforcement officers training program prescribed by the State of Ohio.

Experience: Any equivalent combination of and experience which provides the following knowledge, skills, and abilities:

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES <i>(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)</i>

Knowledge of:

- Modern police practices and methods.
- Division procedures, rules, and regulations.
- Applicable federal, state, and local laws and ordinances including laws of arrest.
- The street layout and geography of the City.

Skill and Ability to:

- Deal firmly and courteously with the public.
- Communicate effectively, orally and in writing.
- Maintain required records and prepare reports.
- Analyze situations quickly and objectively, and to take proper courses of action.
- Establish and maintain effective working relationships with others.
- Meet such physical requirements as may be established by competent authority.
- The use of firearms and such other regular and special equipment as may be assigned.

<p><u>License or Certification Required:</u> Ohio Driver's License; successful completion of basic law enforcement officers training program prescribed by the State of Ohio.</p>
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<p><u>Physical Demands:</u> Frequent bending, standing, walking and climbing stairs. Occasional lifting and pushing of light to moderate weight (2-19 pounds).</p>

<p><u>Scheduling Demands and Constraints:</u></p>
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