

# ESSENTIAL FUNCTIONS FOR POLICE OFFICER CITY OF ELYRIA

In accordance with the Americans with Disabilities Act (ADA), the following list of essential functions is established as criteria for qualification to receive confirmed offers of employment as a police officer with the Elyria Police Department.

**GENERAL SUMMARY:** Under supervision, promotes and maintains civil order; enforces laws and ordinances; conducts investigations; issues citations and makes arrests; patrols assigned areas to provide security; responds to alarm calls; prepares detailed reports concerning crimes and incidents; interviews victims and witnesses; interrogates suspects; maintains equipment in functional condition; provides court testimony; established and maintains positive working relationships with the community. Performs and additional assigned duties as required.

## I. DUTIES AND RESPONSIBILITIES

1. Patrol assigned zones; responds to requests for law enforcement services; enforces laws and ordinances; makes arrests and uses physical force when necessary to restrain assailants.
2. Interviews victims of crimes and witnesses; gathers and secures evidence at crime scenes; documents crime scenes with photographs and/or diagrams.
3. Conducts investigations of a variety of crimes and criminal activity (burglaries, stolen vehicles, domestic violence, child abuse, missing persons, assaults, murders, alarms, etc.); inspects properties to determine unsafe conditions and/or criminal activity.
4. Conducts criminal investigations; contacts witnesses, victims, suspects by telephone and/or personal interview; gathers physical and documentary evidence and collects and organizes prior to prosecution.
5. Participates in community policing activities by implementing crime prevention and problem solving practices; establishes effective working relationships with citizens and community organizations; provides information to the public concerning law enforcement procedures and activities; resolves conflicts and mediates disputes between citizens; conducts routine inspections of residences, businesses, and other facilities to determine security concerns; provides information to citizens concerning crime prevention procedures and practices; alerts residents to hazardous conditions (fires, chemical spills, gas leaks, explosions, etc.); evacuates citizens in danger in the event of an emergency; may serve as a liaison with social service agencies; refers citizens to appropriate social service agencies for non-law enforcement services.
6. Enforces traffic laws and ordinances; conducts accident investigations; issues citations; regulates and directs traffic as needed; investigates complaints concerning improper operation of vehicles and/or illegally parked vehicles; issues parking citations; recovers stolen vehicles; performs selective traffic enforcement in high accident areas; operates assigned

speed measuring equipment to enforce speeding ordinance; provides assistance to citizens with inoperable vehicles.

7. Prepares a variety of reports associated with the investigation of incidents and crimes within established time frames; appears at court to provide testimony in conjunction with investigations and/or reports; meets with prosecutors and other law enforcement personnel as required.
8. Serves as a liaison with other law enforcement agencies; ensures that information concerning criminal activities is appropriately shared; assists prosecutors with the preparation of cases for trial.
9. Demonstrates physical fitness and agility.
10. Demonstrates regular and predictable attendance.

**A. OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends briefings; participates in training concerning various aspects of the law enforcement field; qualifies at firing range as prescribed.
2. Ensures the continued security of and transports prisoners to various locations as required; provides escort services to business as directed; delivers documents and related materials as instructed; serves outstanding warrants.
3. Inspects all equipment on a regular basis to ensure that it is operating in a safe manner; reports defective and/or unsafe equipment to superiors; ensures that adequate supplies of forms are available.
4. Serves as a relief and/or fill-in radio dispatcher as may be required.

**II. WORK CHARACTERISTICS/CONDITIONS**

**A. Scheduling**

Police officer positions involve regular and irregular shift work and shift rotations necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays included). Work shifts are normally eight (8) hours in duration but may be extended in the event of emergency, disaster, manpower shortage, workload or work-in-progress. High percentage of attendance, on-time arrival to work and ability to work overtime when necessary are required.

**B. Environmental Factors**

Police officer positions involve exposure to and require the officer to function in the presence of the following:

- Inclement weather, to include extreme heat/cold, rain, snow, wind, etc;

- Light conditions associated with day and night;
- Fire, smoke, chemical leaks/spills - as close proximity as necessary to provide emergency services;
- Personal danger, including but not limited to:
  - Armed and/or dangerous persons/animals;
  - Persons and/or articles with contagious/communicable diseases;
  - Hazards associated with emergency driving, traffic control and working in and around traffic;
  - Hazards associated with natural and man-made disasters.

### C. **Infectious Diseases**

Because police officers may be called upon in adverse conditions to come into physical contact with others, the City will not knowingly expose citizens or other employees to an employee infected with a contagious disease that poses a direct threat to others. Decisions regarding infectious diseases will be based on reasonable medical judgments given the state of medical knowledge about:

1. The nature of the risk (how the disease is transmitted);
2. The duration of the risk (how long is the carrier infectious);
3. The severity of the risk (what is the potential harm to third parties);
4. The probability that the disease would be transmitted and will cause varying degrees of harm. (School Board of Nassau County v. Arline, 480 U.S. 273, 107 s. Ct. 1123, 1987).

### III. **MINIMUM ACCEPTABLE CHARACTERISTICS:**

The Elyria Police Department has a strong interest in promoting confidence with the general public by having our employees maintain a uniform, professional appearance and image. Uniforms, equipment items and personal appearance are regulated by the Department's Rules and Regulations, General Orders, and Policies. All police officers must be able to wear and effectively utilize all Department issued items of uniforms and equipment as specified in the department directives, regardless of assignment. This includes, but is not limited to: the field uniform (gun belt and included equipment; soft body armor; and specialized equipment such as riot helmet, riot baton and ballistic shield).

**Knowledge of:** Federal, state, and local statutes and ordinances pertaining to law enforcement; proper police procedures, methods, and materials; probable cause and proper arrest procedures; investigative techniques and procedures; court processes and courtroom testimony procedures; Elyria Municipal Court processes and procedures; departmental policies and procedures; safety practices and procedures; geography of the City as well as specific street locations, routes and topographical features ; community and problem solving policing philosophies and principals.

**Skill in:** Operating a police cruiser; operating mobile and portable two-way radios; firing various firearms; using speed measuring devices; the ASP Tactical Baton; chemical agent delivery

systems; handcuffing techniques; tactical communications; using computer equipment and recording devices.

**Ability to:** Recognize unusual or threatening conditions and take appropriate action; effectively deal with a variety of variables in somewhat unfamiliar context; read, understand, and explain State of Ohio Statutes and City of Elyria ordinances; communicate effectively with a diverse population, in-person, via telephone, and in writing; subdue and restrain individuals by applying the force continuum and by using approved techniques; prepare meaningful, concise, and accurate reports; define a problem, collect evidence and other data, establish facts, and draw reasonable and valid conclusions; maintain self-control and to take direction from supervisors; drive a motor vehicle; perform physical activities necessary to protect oneself and others; work long hours for an extended period of time; handle sensitive inquiries from and contact with officials and the general public; prepare for and present relative testimony.