



## POLICE DEPARTMENT

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### Job Description – Police Officer

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#### **Job Summary**

Police officers provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting positive community relations. Police officers patrol in an automobile, on bicycle, and on foot, within their designated area. Police officers also perform investigative work in preparation for arrests and/or criminal prosecution.

#### **Essential Duties & Responsibilities**

The following statements reflect essential duties & responsibilities, but should not be considered an all-inclusive listing. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Performs patrol assignments and responds to routine calls for service; assists stranded motorists and investigates abandoned vehicles; reports traffic, roadway, utility and engineering problems; directs vehicle and pedestrian traffic; responds to burglar and intrusion alarms; checks buildings for signs of unlawful entry; conducts vehicle lock-outs; performs crowd control; makes emergency notifications.
- Enforces motor vehicle laws, including speed limits, traffic laws, OVI laws and parking laws; administers standardized field sobriety tests and breath tests.
- Investigates vehicle accidents; sketches and photographs accident scenes; secures and processes evidence; interviews participants and witnesses; performs traffic direction and control; determines fault and contributing factors; completes reports and required paperwork.
- Enforces state and local criminal laws and ordinances.
- Conducts investigations for misdemeanors and felonies; interviews witnesses; interrogates suspects; collects information on offenders; conducts surveillance.
- Searches persons and crime scenes; packages, transports and submits evidence; protects integrity of crime scenes.
- Recovers and inventories stolen property.
- Prepares probable cause affidavits, subpoenas and mental health commitment papers.
- Enforces court orders including writs and restraining orders.
- Apprehends and arrests violent and non-violent misdemeanor and felony suspects; advises persons of constitutional rights; conducts field searches of arrested persons; handcuffs, and books prisoners; explains arrest or nature of complaint to offenders; guards prisoners to prevent escape or suicide attempts; transports prisoners.
- Completes arrest report narratives, written narratives on incidents and offenses and citation forms; takes field notes and written statements from witnesses.

- Attempts to resolve domestic disturbances; mediates landlord/tenant disputes; investigates abuse and neglect complaints; recommends social service agencies in non-criminal matters.
- Explains civil process to citizens.
- Discusses cases with prosecutor; testifies and presents physical evidence in court.
- Investigates missing juvenile cases.
- Confronts groups of agitated or hostile persons; calms volatile situations by negotiation or conversation; uses chemical agents including tear gas and mace.
- Responds to animal complaints; deals with vicious animals, locates rehabilitation services for wounded animals and transports stray animals to the animal control facility.
- Evaluates the nature of common medical emergencies; administers first aid and CPR; utilizes the automated external defibrillator.
- Provides security of incident scenes during emergency medical and fire responses.
- Assists in ensuring personal safety and welfare of persons suffering from mental and/or emotional illness or instability; provides access to appropriate care or evaluation.
- Evaluates potentially hazardous weather conditions; conducts inspections of areas for hazards caused by flooding/weather damage; ensures safety of motorists in affected areas.
- Coordinates evacuation from facilities/areas affected by natural disaster, major accidents or other incidents threatening life and property.
- Provides security escorts for movements of funds and other valuables and for at-risk persons.
- Assists citizens in crime prevention programs; conducts home and business security surveys.
- Speaks to children and community groups on safety and law enforcement topics; provides tours of the Police Department.
- Maintains positive public relations, educates the public, and partners with citizens to identify and resolve community issues.
- Maintains condition of vehicle, equipment and Department-issued weapons.
- Attends and successfully completes all required training sessions.
- Maintains proficiency with physical defense techniques to defend self and others.
- Maintains proficiency with department issued equipment, including, but not limited to: radar units, computer equipment, department issued firearms, handcuffs, baton, chemical agents, electronic control devices, flashlights, automated external defibrillators and other modern police and medical equipment.
- Maintains certifications, licenses, qualifications and specific skills and abilities necessary to perform assigned tasks and duties.
- Follows standard operating procedures of the department and has the ability to learn and use new techniques and skills as required to perform the job.

## **Knowledge, Skills & Abilities**

### **Knowledge of:**

- Criminal justice system.
- Pertinent federal, state and local laws, codes and regulations.
- Department's mission, vision and policing philosophy.
- Departmental and Village policies and procedures.
- Various police and medical equipment including, but not limited to, radar units, computer equipment, department issued firearms, handcuffs, baton, chemical agents, electronic control devices, flashlights, automated external defibrillators and other modern police and medical equipment.
- Arrest tactics, baton tactics and self-defense tactics.
- Safe work practices and procedures.
- Geography of the Village and surrounding area.
- English language, including the meaning and spelling of words, rules of composition, grammar and punctuation.
- Procedures for detecting, collecting and preserving evidence and fingerprints.
- Crime prevention techniques.
- Force required to lawfully make arrests.
- Procedure for obtaining a warrant.

### **Skills in:**

- First aid procedures.
- Communicating, in person, in writing, and on two-way radio.
- Active listening; giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Monitoring and assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Bringing others together and trying to reconcile differences.
- Actively looking for ways to help people.
- Establishing and maintaining effective working relationships with Village employees, other law enforcement agencies, court personnel, the business community, and the general public.
- Restraint and arrest procedures.
- Care and safe operation of a variety of firearms, impact weapons, electronic control devices, and chemical agents.

### **Ability to:**

- Work irregular hours, including weekends, holidays, extended hours, and scheduled and unscheduled overtime.
- Use a variety of police and medical equipment including, but not limited to, radar units, computer equipment, department issued firearms, handcuffs, baton, chemical agents, electronic control devices, flashlights, automated external defibrillators and other modern police and medical equipment.

## **Knowledge, Skills & Abilities** (cont'd)

### **Ability to:**

- Work under stress and use good judgment in a variety of situations.
- Respond to requests and inquiries from the general public.
- Handle stressful, hostile, or irrational persons, whether due to physical or mental impairments, drugs and/or alcohol, or other factors.
- Communicate clearly and concisely, both orally and in writing.
- Resolve a variety of situations characterized by conflict or danger.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Collect, classify, prioritize, analyze and record data.
- Utilize a variety of reference, descriptive and advisory data and information.
- Coordinate multiple tasks or activities simultaneously.
- Exercise discretion in identifying and selecting from alternative courses of action.
- Exercise discretion in the use of force and law enforcement powers.
- Communicate effectively with persons of various ethnic, educational and socioeconomic backgrounds; includes ability to speak and write clearly.
- Perform tasks in changing and stressful circumstances; includes ability to maintain control of emotions and actions and to make rapid decisions.
- Calm and comfort individuals who are distraught, ill or injured.
- Perform addition, subtraction, multiplication and division, and to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic and geometric principles and formulas.
- Operate a computer, utilizing word processing, spreadsheet, database management, incident reporting, vehicle and criminal records and other software applications as may be necessary to perform essential job functions.
- Operate a police vehicle, police bicycle and specialized equipment, including radio and in-car computer; ability to operate vehicle at high speeds during emergency responses or pursuits.
- Adjust schedules for court, call-outs, training and other required activities.

## **Physical Requirements & Work Environment**

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Reading and writing.
- Operating Assigned equipment.
- Communicating with others.
- Understanding and interpreting radio traffic.

## **Physical Requirements & Work Environment** (cont'd)

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Running, walking, crouching or crawling.
- Moving equipment and injured/deceased persons.
- Walking, standing or sitting for extended periods of time; climbing stairs/ladders.
- Performing life-saving and rescue procedures.
- Operating assigned equipment, including, but not limited to: police vehicles, police bicycles, firearms, handcuffs, batons, electronic control devices, chemical agents, radar units, automated external defibrillators, computers, and other modern police and medical equipment.
- Physically pursue and/or subdue resisting prisoners and suspects.
- See also Appendix "A" - Village of Ottawa Hills Police Officer Vocational Job Analysis, rev. 12/16/03.

Effectively deal with personal danger which may include exposure to:

- Confined or high work places.
- Dangerous people & animals.
- Extremely loud noises.
- Hazards of emergency driving.
- Hazards associated with traffic control and working in and near traffic.
- Adverse weather conditions; natural and man-made disasters.
- Stressful situations.
- Chemical defense agents.

## **Minimum Job Requirements**

The following are mandatory minimum job requirements for the position of Police Officer:

### **General Requirements**

- Possess and maintain qualification with the assigned departmental firearms.
- Possession of a valid operator's license with a driving record acceptable to the Village and the Village's insurance carrier.

### **Education**

- High school diploma or equivalent.
- Commissioned Peace Officer according to the rules of the Ohio Peace Officer Training Council.
- Associate's degree, or the equivalent number of quarter / semester hours, from an accredited college or university.



Police Officer Job Description - Appendix "A"

4501 Hilton Corporate Dr. Columbus, OH 43232

Phone: (800) 742-1354, (614) 575-9400; Fax: (614) 575-9399

VOCATIONAL JOB ANALYSIS

DEMOGRAPHICS			
Employer:	Village of Ottawa Hills	Job Title:	Police Officer
Completed by:	Mike MacGuffie, M.Ed., MRC, CRC	Job Description:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Dot Code(s):	379.263-014	Physical Demand Level:	<input type="checkbox"/> S <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H <input checked="" type="checkbox"/> VH

NARRATIVE SUMMARY OF POSITION

The Police Officer works under the general supervision of the Sergeant of Police. Patrol and observes zone areas. Arrests violators of laws and ordinances. Investigates automobile accidents. Testifies and presents evidence in Court, and performs other duties as assigned.

ESSENTIAL FUNCTIONS OF POSITION (FUNCTIONAL)

1. Patrols and observes assigned zone area on rotating shift basis.
2. Familiarizes self with citizens, commercial establishments and residential areas of the city.
3. Observes persons who are behaving in definable suspicious way and investigates.
4. Stops suspicious persons and interviews them.
5. Maintains contact with police station for backup
6. Makes or requests computer checks of individuals or vehicles.
7. Arrests violators of laws and ordinances and transports them to the station
8. Uses reasonable and justifiable amount of force to apprehend offenders.
9. Arrests intoxicated and drug influenced drivers
10. Searches suspects for weapons or evidence before transporting to the station.
11. Enforce traffic laws, issues moving violation citations, and parking citations.
12. Investigates traffic accidents.
13. Investigates criminal activity and citizen complaint.
14. Responds to messages dispatched from station.
15. Interviews and records all relevant information from those involved.
16. Administers first aid to injured persons.
17. Follows standard operating procedures of the dept. & has the ability to learn & use new techniques/skills as required to perform the job.
18. Removes, carries and transports the injured to the hospital.
19. Serves warrants on suspects.
20. Controls traffic and public gatherings in emergencies.
21. Disperses crowds or quells disturbances at public meetings or special events.
22. Testifies and presents evidence in court.
23. Performs community relations tasks such as talks in school and neighborhood associations as assigned

WORK SCHEDULE

Shift:	<input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Evening <input checked="" type="checkbox"/> Midnight	Overtime:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number Hr/day:	12	Overtime hrs/week:	2 (could possible have over two hrs/wk)
Number breaks/day:	½ hr. Lunch 2-15 min breaks	Total hrs/week:	42 (could possibility be over 42 hrs./wk)
Assignment Paced:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incentive Pay:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Machine Paced:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Quota required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

POSITIONS AND AMBULATIONS

Position	Total at one time	Total in 8 hour day
stand	6	6
stand	3	3
Walk	3	3

<b>JOB TASK:</b>	<p>* Patrols &amp; observes assigned zone area on rotating shift basis. *Arrests violators of laws &amp; ordinances &amp; transports them to the station. *Uses reasonable &amp; justifiable amount of force to apprehend offenders. *Searches suspects for weapons or evidence before transporting to the station. *Arrests intoxicated &amp; drug influenced drivers. *Investigates criminal activity &amp; citizen complaint. *Administers first aid to injured persons *Removes, carries &amp; transports the injured to the hospital. *Serves warrants on suspects. *Disperses crowd/quells disturbances at public mtgs./special events</p>	<p>*Enforces traffic laws, issues moving violation &amp; parking citations. *Investigates traffic accidents. * Responds to messages dispatched from station. Interviews &amp; records all relevant info. from those involved. *Controls traffic &amp; public gatherings in emergency. *Observes persons who are behaving in definable suspicious way &amp; investigates. *Stops suspicious persons &amp; interviews them. *Maintains contact with police station for backup</p>	<p>*Familiarizes self w/ citizens, commercial est. &amp; residential areas of the city. *Makes or requests computer checks of individuals or vehicles. *Testifies &amp; presents evidence in court. *Performs community relations tasks such as talks in school and neighborhood associations as assigned</p>
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**Dynamic Strength Abilities: Measured in pounds of force exerted and includes lifting, carrying, pushing, pulling, forceful gripping & pinching.**

Lifting: Floor-to-Wt (U) (B)	<S to 100+ lbs.-F to C	<S to 50 lbs.-F	<S to 10 lbs.-F
Lifting: Waist to Shoulder (U) (B)	<S to 100+ lbs.-F to C	<S to 50 lbs.-F	<S to 10 lbs.-F
Lifting: Shoulder-to-Overhead (U) (B)	<S to 35 lbs.-F to C	<S to 35 lbs.-F	<S to 10 lbs.-F
2-Handed Carry	<S to 100+ lbs.-F to C	<S to 50 lbs.-F	<S to 10 lbs.-F
One-Hand Carry	<S to 100+ lbs.-F to C	<S to 50 lbs.-F	<S to 10 lbs.-F
Pushing	<S to 100+ lbs.-F to C	<S to 50 lbs.-F	<S to 10 lbs.-F
Pulling	<S to 100+ lbs.-F to C	<S to 50 lbs.-F	<S to 10 lbs.-F
Forceful Gripping	Frequent	Frequent	Occasional
Forceful Pinching	Occasional	Occasional	Occasional
Grasping	Frequent	Frequent	Occasional
Grasping (R) (L) (B)	Frequent	Frequent	Occasional

**Position Abilities: Measured according to percent of day spent performing the activities and includes Sitting, standing, reaching, forward bending from standing, forward bending from sitting, kneeling, squatting, and supine-lying**

Sitting	Occasional to Frequent	Occasional to Frequent	Frequent
Standing	Occasional to Frequent	Occasional to Frequent	Occasional
Reaching above shoulder height	Frequent	Frequent	Occasional
Reaching below shoulder height	Frequent	Frequent	Occasional
Horizontal Reaching	Frequent	Frequent	Occasional
Forward Bending from Standing	Frequent	Frequent	Occasional
Forward Bending from Sitting	Occasional	Occasional	Occasional
Kneeling	Frequent	Frequent	Occasional
Squatting	Frequent	Frequent	Occasional
Supine-Lying	Occasional	Never	Never

**Mobility Abilities: Measured according to percent of day spent performing the activities and includes walking, climbing, crawling, trunk rotation, neck non-neutral, neck neutral, handling, and fingering.**

Walking (>3 steps)	Frequent to Continuous	Frequent to Continuous	Occasional to Frequent
Balancing-Slippery, narrow, moving	Occasional	Occasional	Occasional
Climbing Stairs	Frequent	Frequent	Occasional
Climbing ladder (height 12 ft.)	Occasional	Never	Never
Crawling	Occasional	Occasional	Never
Trunk Rotation: Standing & Twisting	Frequent to Continuous	Frequent to Continuous	Occasional
Trunk Rotation: Sitting & Twisting	Occasional to Frequent	Occasional	Frequent
Neck Non-Neutral	Frequent to Continuous	Frequent to Continuous	Frequent
Neck Neutral	Never	Never	Never
Handling	Continuous	Continuous	Frequent
Fingering	Continuous	Continuous	Frequent

**Psychomotor Abilities: Includes Manual, finger, bilateral upper extremity coordination, eye-hand-foot coordination.**

Manual	Continuous	Continuous	Frequent
Finger	Continuous	Continuous	Frequent
Bilateral Upper Extremity Coordination	Continuous	Continuous	Frequent
Eye-Hand-Foot Coordination	Continuous	Continuous	Frequent



### WORKSTATION VARIABLES

a.	How does the employee arrive at work?	Private Car or Public Transportation
	Distance (feet) from parking lot to work area?	500 ft.
c.	Means to travel from parking lot to work area?	Walk
d.	Number of stairs to access job?	32
e.	Number of Stairs during entire day?	32
f.	Workstation set up requirements? (Y/N Explain)	Yes Sets up materials for assignments
g.	Rotation of tasks involved? (Y/N Explain)	Yes Jobs change from day to day depending on dispatch order.
h.	Repetitive Motion involved? (Y/N Explain)	No
i.	Routine Interaction? (Employees/supervisors) (Y/N Explain)	Fellow employees/Supervisor/ Citizens
j.	Travel required? (Y/N Explain)	Yes to and from various sites
k.	Special Clothing/equipment required? (Y/N Explain)	Yes
<input type="checkbox"/> Hard Hat <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Respirator <input type="checkbox"/> Glasses <input type="checkbox"/> Protective Gloves <input checked="" type="checkbox"/> Other - Uniform		

### ENVIRONMENTAL FACTORS

Exposure to marked changes in temperature & humidity (weather)	Frequent to Continuous
Exposure to high places	Occasional
Odor and Particulate Matter	Occasional
Exposure to Intense noise	Occasional
Exposure to Slippery Surface	Occasional to Frequent (depending on the weather)
Exposure to dust, fumes & gases	Occasional
Cold Exposure (Weather)	Frequent to Continuous
Heat Exposure (Weather)	Frequent to Continuous
Exposure to Narrow Surfaces	Occasional
Exposure to Moving Surfaces Gravel, mud etc.	Occasional
Exposure to caustic agents/chemicals/abrasives:	Occasional
Exposure to electric shock	Occasional
Exposure to radiation	Occasional
Exposure to explosives	Occasional

### COORDINATION

Use of hands in repetitive action:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Pushing & Pulling Arm:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Gross Motor simple grasping:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fine Motor skills manipulations:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Use of Feet in repetitive movements:	<input type="checkbox"/> Right <input type="checkbox"/> Left <input checked="" type="checkbox"/> Both		

### SENSORY REQUIREMENTS

Near Vision:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Peripheral Vision:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Gross Hearing:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Far Vision:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Depth Perception:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fine Hearing:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Color Vision:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Use of Smell:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Use of taste:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



## DEFINITIONS:

<b>Dynamic Strength Abilities:</b>	Measured in pounds of force exerted and includes lifting, carrying, pushing, pulling, forceful gripping, forceful pinching
<b>Lifting:</b>	Raising or lowering an object from one level to another unilateral or bilateral
<b>Carrying:</b>	Transporting an object while walking or climbing usually holding it in hands, arms or on the shoulder unilateral or bilateral
<b>Pushing:</b>	Exerting force upon an object so that the object moves away from the force unilateral or bilateral
<b>Pulling:</b>	Exerting force upon an object so that the object moves toward the force
<b>Forceful Gripping:</b>	Squeezing firmly using the entire hand unilateral or bilateral
<b>Forceful Pinching:</b>	Squeezing firmly between the thumb and one or more opposing fingers unilateral or bilateral
<b>Grasping:</b>	To take hold of or seize firmly with or as if with the hand
<b>Position Abilities:</b>	Measured according to percent of day spent performing the activities and includes Sitting, standing, reaching, forward bending from standing, forward bending from sitting, kneeling, squatting, and supine-lying
<b>Sitting:</b>	Remaining in a seated position
<b>Standing:</b>	Remaining on one's feet in an upright position at a work station without moving about
<b>Reaching:</b>	Extending arms & hands in any direction away from the body either above shoulder or below shoulder height
<b>Forward Bending:</b>	Move trunk forward by bending at the waist or hips, requiring full use of the lower extremities and back muscles can be from standing or sitting.
<b>Kneeling:</b>	Bending legs at knees to come to rest on knee or knees
<b>Squatting:</b>	Bending body down and forward by bending both legs and spine
<b>Supine-Lying:</b>	Lying on one's back to perform work activity. Legs can be bent or straight.
<b>Mobility Abilities:</b>	Measured according to percent of day spent performing the activities and includes walking, climbing, crawling, trunk rotation, neck non-neutral, neck neutral, handling, and fingering.
<b>Walking:</b>	Moving about on foot
<b>Balancing:</b>	Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces
<b>Climbing:</b>	Ascending or descending ladders or stairs using feet and legs with or without use of hands and arms
<b>Crawling:</b>	Moving about on hands and knees
<b>Trunk Rotation:</b>	Twisting the trunk from side to side (right to left)
<b>Neck Non-Neutral:</b>	Neck is turned looking right or left, tipped forward, backward or to the side
<b>Neck Neutral:</b>	Neck is neither turned, tipped forward flexed, extended, nor side bent Head is vertical
<b>Handling:</b>	Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift an automobile
<b>Fingering:</b>	Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as when handling
<b>Psychomotor Abilities:</b>	Includes Manual, finger, bilateral upper extremity coordination, eye-hand-foot coordination.
<b>Manual:</b>	Ability to move hands easily and skillfully. To work with hands in placing and turning
<b>Finger:</b>	Ability to move fingers and manipulate small objects with fingers, rapidly or accurately.
<b>Bilateral Upper Extremity Coordination:</b>	The ability to move both hands rapidly and accurately, making precise movements with speed
<b>Eye-Hand-Foot Coordination:</b>	Ability to move the hands and feet in coordination with each other, while responding to visual stimuli.

## KEY:

<b>R: Rarely</b>	<b>I: Infrequently</b>	<b>O: Occasionally</b>	<b>F: Frequently</b>	<b>C: Constantly</b>
1% or less of task	2-5 % of task	6-33% of task	34-66% of task	67-100% of task
1 or less reps/hour	1-2 reps/ hour	3-12 reps/hour	13-30 reps/hour	31-60 reps/hour
1 or less reps/day	2-20 reps/day	21-100 reps/day	101-245 reps/day	246-490 reps/day

U-Unilateral	B-Bilateral	L-Left	R-Right
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