

POSITION: Police Officer
DEPARTMENT: Police

STATUS: Full-Time Hourly
REPORTS TO: Chief of Police

GENERAL

This position is responsible for the enforcement of all laws and ordinances coming within the Village's legal jurisdiction. This position is to take responsibility to take appropriate action at all times to protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and enforce all federal, state and local laws and ordinances coming within departmental jurisdiction. The Police Officer shall maintain necessary confidentiality at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Police Officer patrols the Village from a marked or unmarked vehicle; answers calls and complaints. He/she must be able to verbally or in writing communicate with other police officials via portable radios, or written documents and to communicate effectively and professionally with the public.

The Police Officer is responsible for enforcing procedures, regulations and laws including; traffic, parking, civil, and criminal disputes. He/she participates in investigations and surveillance of persons and establishments, questions suspects involved in both adult and juvenile crime, participates in police raids, participates in writing and preparation of procedural manuals, reports, special studies and related materials.

The Police Officer reports incident and emergency situations as they occur. He/she assists other police officers in assigned duties as necessary. He/she writes summaries of activities for police chief and intermediate supervisors. He/she files and maintains reports in an organized fashion.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

The Police Officer must have thorough knowledge of all Village, State and Federal laws and ordinances. He/she must have knowledge of proper procedure to apprehend an offender, either through individual effort or by full utilization of department resources. He/she must have the ability to operate a police radio either from a mobile, portable or communications center in compliance with all legal requirements. He/she must answer all calls with courteous prompt action. He/she must maintain a good physical condition and personal appearance to a degree that will not detract from performance of his/her duty.

QUALIFICATIONS

- Ohio Peace Officer Certification
- Valid State Driver's License
- One year of police experience preferred

APPOINTMENTS

Appointments made to this position will be by the recommendation of the Police Chief and appointed by the Mayor with the concurrence of Council.