

CITY OF AVON LAKE

Position Description

Police Officer

Police Department

Job Title: Police Officer

Department: Police

Immediate Supervisor: Sergeant

Positions Supervised: N/A

FLSA Status: Non-Exempt

Civil Service Status: Classified

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job.

GENERAL RESPONSIBILITIES

Under the supervision of the Superior Officer, the Police Officer enforces local ordinances and State statutes and makes initial reports of suspected criminal and traffic violations. The Police Officer refines reports and prepares to give testimony in court. The Police Officer patrols designated areas of the City to observe, record, and investigate suspicious conditions and individuals. The Police Officer shall follow written departmental procedures and policies as well as verbal commands in making independent decisions. The Police Officer shall satisfactorily complete ongoing departmental training programs, and perform other police related tasks as directed.

GENERAL QUALIFICATIONS

Possession of a High School Diploma or GED.

Possession or obtaining of certification as a Police Officer by the State of Ohio, and maintenance of such certification throughout employment.

Possession of a valid State of Ohio driver's license.

GENERAL DUTIES

The following duties are typical for this classification. Employees may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Functions:

Effects an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.

Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.

Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

Patrol a designated area of the City to monitor security of businesses and residents to preserve order, prevent and discover the commission of crime, and enforce motor vehicle operation and parking regulations.

Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communication.

Enforce all City, State, and Federal laws pertaining to public safety.

Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.

Pursue fleeing suspects on foot both day and night in unfamiliar terrain and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles, lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Operate an emergency vehicle during both day and night, in emergency and pursuit situations involving speed in excess of posted limits while exercising due care and caution and in exception to traffic control devices, in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.

Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

Conduct preliminary investigations of crime scenes, gather evidence, interview complainants and witnesses, and make arrests as necessary.

Load and unload, aim and fire from a variety of body positions handguns, shotguns and other City firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

Process and transport prisoners using appropriate restraints.

Investigate traffic accidents, including alleviating traffic congestion at the scene, interview those involved and available witnesses, prepare detailed accident reports, and issue citations based upon a determination of the facts surrounding the situation.

Testify in court as a witness regarding arrests made, citations issued, etc.

Interact and deal effectively with people from various social, ethnic and cultural backgrounds in a range of interpersonal situations, demonstrating appropriate courtesy and respect for individual rights.

Provide security and assist with traffic problems for special events.

Detect and collect evidence and substances that provide the basis of criminal offenses and infractions that indicate the presence of dangerous conditions.

Perform CPR and other lifesaving and rescue techniques on individuals in situations requiring immediate action using appropriate procedures and safety precautions.

Demonstrate predictable and regular attendance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the General Offenses Code, State statutes, surveillance.

Knowledge of the City geography.

Knowledge of patrol tactics and officer safety techniques.

Knowledge and skill required to conduct extensive investigations and to effectively present evidence in court.

Knowledge of juvenile laws and due process procedures.

Ability to act independently in situations according to Department policies and procedures.

Ability to communicate effectively through speech and writing.

Ability to deal with the general public.

Ability to enforce City ordinances and State statutes regarding traffic, criminal and juvenile laws.

Ability to act calmly and efficiently during emergencies.

Ability to understand and follow verbal and written instructions.

Ability to perform physically strenuous work in all types of weather conditions, requiring strength and ability in the performance of assigned duties, during emergency and training periods.

Ability to operate police radios, computers, emergency and other police equipment.

Ability to endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by a Police Officer to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance; regularly push, pull, lift and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; vision in the normal range with or without correction; hearing in the normal audio range with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a Police Officer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reactive emergency, natural or man-made disaster and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation and vibration; exposed to potentially hostile environments and extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training etc. On occasion during situations, the officer may be negatively impacted physically, mentally and emotionally due to a variety of stressors faced by law enforcement officers and their families. Employees required to work various shifts, including evenings and weekends and may be required to travel outside the City boundaries to attend meetings.