

CITY of UPPER SANDUSKY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Police Officer
Class Number:	0209200_	Class Title:	Police Officer
Dept./Div.:	Safety/Police	Employment Status:	Full-time
Reports to:	Shift Supervisor	Civil Service Status:	Classified
Normal Hours:	84 per biweekly period	DOT (closest applicable number):	375.263-014
EEO Status:	(04) Protective Services		

GENERAL DESCRIPTION:

Under the direction of the shift supervisor, promotes and maintains civil order; enforces laws and ordinances; acts as peace officer in regard to fights and domestic disturbances; conducts investigations; issues citations and makes arrests; patrols assigned areas by bike, on foot, or in police cruiser to provide security; responds to radio and alarm calls and citizen complaints; prepares reports concerning crimes and incidents; interviews victims and witnesses regarding crimes, accidents, and disturbances; checks doors and windows and examines premises of businesses, unoccupied buildings or residences to detect suspicious conditions; provides court testimony; establishes and maintains positive working relationships in the community.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent); must be a certified peace officer in the state of Ohio; must possess a valid Ohio driver's license and must be able to qualify for and remain insurable under the city of Upper Sandusky's vehicle insurance and liability policies; two (2) years of law enforcement experience and an associate degree in criminal justice preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Ohio driver's license; certification as a peace officer in the state of Ohio; must maintain certification in firearms proficiency; other certifications or licensure requirements as determined by the chief of police.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Police vehicle, police radio, baton, OC device, handcuffs and other restraint devices, electronic control device, firearms, camera, video camera, fingerprint kit, drug testing kit, alcohol verification equipment, unlock tool kit, speed measuring devices, crime scene equipment, voice recorder, fire extinguisher, data communication equipment, telephone, cellphone, computer, printer, scanner, copy machine, fax machine, and other office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee may work in vicinity of floor or wall openings or elevated platforms; ascends and/or descends ladders, stairs, or scaffolds; may be exposed to environmental conditions which may result in injury from fumes, odors, dust, mist, gases, and/or poorly ventilated work areas; may be exposed to possible injury from extremely noisy conditions above 85 db.; may be exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; may be exposed to possible injury from unclean or unsanitary conditions; may be exposed to possible injury from electrical shock; may be exposed to possible injury from explosions; may be exposed to possible injury as a result of falling from high places; uses or works in proximity to use of firearms; works in and around crowds; may be required to work different shifts; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; may have exposure

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to second hand smoke; may be required to exert 20 to 50 pounds of force occasionally and/or 10 to 25 pounds of force frequently; may on occasion be required to assist in lifting persons of varying weights; is subject to call-in 24 hours per day seven (7) days per week.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium to heavy work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 50% (1) Patrols assigned area in order to protect citizens and their property; enforces state and local laws; responds to requests for and provides needed assistance, and if necessary, administers first aid; investigates suspicious conditions or individuals; searches individuals, vehicles, and other locations; checks various types of premises; issues warnings, makes arrests, or issues citations; evacuates persons from dangerous situations; arrests and apprehends suspects or offenders.
- 10% (2) Conducts investigations of crime scenes or criminal activity (secures scene, gathers and analyzes evidence, locates and interviews witnesses, develops informants, searches premises, interrogates suspects, makes judgments regarding probable cause for warrantless search, transports property or evidence, diagrams crime scenes, conducts surveillance, documents evidence chain of custody, etc.).
- 20% (3) Enforces traffic and parking laws and ordinances (uses radar to determine speed of vehicles; controls, regulates, and directs traffic; checks vehicles for proper registration; issues citations; administers sobriety tests; etc.); investigates traffic accidents; assists stranded motorists; removes hazards from the highway.
- 5% (4) Participates in crime prevention activities; 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; refers citizens to appropriate social service agencies for non-law enforcement services.
- 5% (5) Prepares and submits reports and other documentation (accidents, arrests, investigations, etc.).
- 5% (6) Prepares for and testifies in courts of law.
- 4% (7) Attends periodic briefings; participates in regular periodic training concerning various aspects of the law enforcement field; qualifies periodically at firing range as prescribed;

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transports prisoners to various locations as required; serves or delivers outstanding warrants, summonses, subpoenas, and other official papers as directed; inspects equipment and performs minor routine maintenance on a regular and periodic basis.

(8) May be required to function as a relief or fill-in dispatcher; may be required to work a specialized position such as school resource officer, K-9 officer, detective, etc.

(9) Maintains required licensures, certifications, and firearms proficiency; complies with all obligations imposed by oath of office.

(10) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1% Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: state and local criminal and traffic laws and ordinances; department policies and procedures;* geographical layout of the jurisdiction;* safety practices and procedures; professional law enforcement principles and procedures; first aid;* investigative principles and procedures; computer software.

Skill in: operating/utilizing law enforcement equipment; operating/utilizing investigative tools and instruments; operating a motor vehicle; use of firearms; computer operation.

Ability to: communicate effectively; work independently or with others; follow detailed instructions; exercise sound judgment during stressful situations; develop and maintain effective working relationships; maintain weapon proficiency; deal with many variables and determine specific action; collect, analyze, and interpret data; prepare accurate documentation.

POSITIONS DIRECTLY SUPERVISED:

May serve as officer in charge on a temporary basis or supervise the activities of an auxiliary/reserve police officer.

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Police Officer

~~This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.~~

~~_____
(Signature of Appointing Authority/Designee)~~

~~_____
(Date)~~

~~_____
(Signature of Employee)~~

~~_____
(Date)~~

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