

CLASSIFICATION SPECIFICATION

SHAWNEE TOWNSHIP

CLASS TITLE: Police Officer

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under general supervision, enforces laws; assists in investigations; prepares and maintains police records; maintains personal and professional competence and awareness; performs clerical functions; and performs related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed below. An example of an acceptable qualification for this position is:

- Completion of secondary education, training and experience involving considerable contact with the public.
- Must possess an Ohio Peace Officer Certification and a valid Ohio driver's license.
- Must be between the ages of 21 years and 36 years. (initial hire)

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION: The following duties are intended to depict tasks performed by this classification.

1. Enforces laws; patrols an assigned area, generally in patrol vehicle; testifies in court; makes security checks; issues warnings and citations; apprehends and arrests suspected law violators; transports and books prisoners; operates and utilizes law enforcement equipment and weapons; prepares reports relating to law enforcement duties; responds to domestic disturbances and reports of criminal activity; interviews witnesses, victims and suspects; directs traffic.
2. Assists in investigations; watches for stolen property and wanted or missing persons; communicates with witnesses, victims, suspects, prisoners, informants and criminals; assists in conducting investigations of crime, complaints and incidents to gather information and evidence; prepares investigative reports.
3. Prepares and maintains police records; prepares activity reports; retrieves documents and files; enters and retrieves information into and from computers.
4. Maintains personal and professional competence and awareness; maintains required certifications; attends professional education and training sessions, seminars and workshops; maintains required licenses.
5. Performs clerical functions; receives and responds to routine inquiries in person or via telephone; provides assistance to general public; greets and directs visitors.

KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: office practices and procedures; public relations; certification/licensure requirements; federal, state, and local laws; department policies and procedures; records preparation and management; courtroom procedures; law enforcement procedures and methods; arrest procedures; law enforcement equipment and weapons; interviewing; security practices and procedures; investigation techniques; data processing techniques and procedures; techniques of collection and preservation of evidence; surveillance techniques.

Skill in: motor vehicle operation; operation and care of firearms; computer operation.

Ability to: answer routine telephone inquiries; develop and maintain effective working relationships; deal with many variables and determine specific action; interpret extensive variety of technical material in books, journals and manuals; prepare accurate documentation; communicate effectively; recognize unusual or threatening conditions and take appropriate action; complete routine forms; carry out detailed but basic written or oral instructions; demonstrate physical agility; compile and prepare reports; apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; demonstrate physical endurance; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public; maintain records according to established procedures; demonstrate manual dexterity; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations.

EQUIPMENT OPERATED:

Police vehicle, radio, firearms, radar, camera, computer terminal, impact weapon, taser and mace (pepper spray).

LICENSURE OR CERTIFICATION REQUIREMENTS:

Ohio Peace Officer Certification, valid Ohio driver's license, and remain insurable on the Township's insurance policy.

POLICE OFFICER ESSENTIAL FUNCTIONS

1. Ascend or descend stairs.
2. Climb or crawl through openings.
3. Use body force to gain entrance or break through barriers.
4. Push and or pull objects, vehicles or persons.
5. Operate a motor vehicle, during all hours of the day or night, in emergency situations, at high rate of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice, or snow.
6. Stop individuals or vehicles and detain and arrest individuals.
7. Pursue fleeing suspects, in a vehicle or on foot.
8. Disarm persons.
9. Restrain or subdue resisting suspects.
10. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
11. Conduct visual and audio surveillance.
12. Perform law enforcement patrol functions, on foot or in a vehicle.
13. Issue summonses.
14. Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
15. Observe, record, recall, and report incidents and information.
16. Operate traffic speed and safety equipment (radar, fire extinguisher, and pry bar).
17. Administer field sobriety tests.
18. Transport citizens, prisoners, and committed mental patients, using handcuffs and other restraints, when appropriate.
19. Work rotating shifts and adapt to irregular working conditions.
20. Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
21. Identify, collect, label and preserve evidence.
22. Secure the scene of a crime, emergency, or disaster to prevent damage, loss, or injury.
23. Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss or injury.
24. Control crowds.
25. Secure and evacuate persons, using either verbal commands or the appropriate physical force.
26. Perform rescue and support functions at the scenes of accidents, emergencies, and disasters.
27. Administer emergency first aid.
28. Physically check buildings, including doors and windows, to insure they are secure.
29. Remedy hazardous conditions by direct action or notification of appropriate authority or agency.
30. Perform searches of people, vehicles, buildings, and large outdoor areas, which may involve seeing, feeling, and detecting objects and walking for long periods of time.
31. Search for missing, wanted, or lost persons and evidence.

32. Load, unload, aim, and fire a handgun, shotgun and or rifle in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
33. Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.
34. Understand and follow orders, policies, and procedures.
35. Accept direction and function cooperatively as a member of a unit.
36. Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
37. Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
38. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits, and warrants.
39. Communicate effectively in court and in other formal settings.
40. Communicate effectively and coherently over telephone, radio, initiating or responding to verbal communications.
41. Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes, and procedures.
42. Mediate disputes and confrontations with hostile and potentially violent individuals.
43. Gather information by observation of behavior, visual inspection and oral communication, determine what information is significant, assess a situation based on that information, and exercise independent judgment to make decisions concerning choice of action and equipment.
44. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and or arrest, and when force may be used and to what degree.
45. Endure verbal, mental, and physical abuse, including threats, taunts, and insults to self, family and fellow officers.
46. All positions require regular attendance, shift work, and the possibility of mandated/voluntary overtime.