**JOB DESCRIPTION**

POSITION TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POLICE OFFICER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

CLASSIFICATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FULL TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POLICE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIVISON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PUBLIC SAFETY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POLICE CHIEF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEFINITION/PURPOSE**

This position will perform responsible work in Law Enforcement. The person serving in this position is concerned with the maintenance of law and order, the public safety, detecting and preventing crime, directing and controlling motor and pedestrian traffic, and apprehending of suspects.

**CHARACTERISTIC WORK**

Patrol the community either on foot or by vehicle. Respond to concerns, complaints and disturbances within the community. Prepare and issue citations based on laws and ordinances. Be alert to suspicious persons and assist in their detention or surveillance. Participate in crowd and traffic control work. Participate in the booking process. Attend court sessions and testify as appropriate. Act as court security officer as required. Provide escort for visitors, bank runs, etc. Transport prisoners as required. Assist in the investigation of incidents and crimes as appropriate. Perform related work as required.

**WORKER CHARACTERISTICS**

A person serving in the position must be able to demonstrate ability to deal with the public and various agencies with patience, with tact, but with firmness. Ability to work under adverse conditions and to follow an irregular schedule. Must demonstrate a sensitivity to the needs of the community and its citizens. Demonstrate ability to make decisions encompassing significant consequences.

**QUALIFICATIONS**

High school diploma or equivalent. Certification by the Ohio Peace Officer Training Academy. Some work experience dealing with the public. Ability to understand to mission of the department and to articulate that mission. Required to pass a qualifying physical and psychological examination. Must possess a valid Ohio operator’s license.