

VILLAGE OF WAITE HILL POLICE DEPARTMENT

POLICE OFFICER

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REVIEWED

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NATURE OF WORK

A Police Officer for the Village of Waite Hill is a sworn police officer, certified by the State of Ohio, responsible for the detection, investigation, arrest, and prosecution of person/s suspected of violating the laws of the State of Ohio and ordinances of the Village of Waite Hill. The police officer works under the general supervision of the Lieutenant or Sergeant.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Prepares for and conducts briefings at beginning and end of a shift; relays and explains special orders and information;

Patrols the Village and provides backup to officers as necessary; assists in the apprehension and arrest of law violators; prepares materials for court; secures warrants; issue citations and makes court appearances.

Reviews reports and prepare reports for review; responds to and takes command of major incidents or emergencies until relieved by the Chief of Police, Lieutenant or Sergeant.

On an assigned basis, serves as a training officer patrolling with recruits and instructing officers on local police procedures; reviews and assists in developing police department policy and procedures; serves as investigator to major crime scenes and/or serious personal injury accidents.

Provides effective and efficient customer services; promotes and maintains responsive community relations.

Works under the general supervision of the Lieutenant/Sergeant.

OTHER JOB FUNCTIONS

Perform other related duties as assigned. No dereliction of duty will be condoned solely because the function has been described in general rather than specific terms.

REQUIRMENTS OF WORK

Graduation from high school or G.E.D., and Ohio Peace Officer certificate as required by appropriate Ohio revised Code statutes:

knowledge of modern police practices and methods;

knowledge of department procedures, rules, and regulations;

knowledge of applicable federal and state laws; and local ordinances, including laws of arrest;

knowledge of the street layout and geography of the Village;

knowledge of the principles and methods of organization, management, and supervision;

ability to communicate effectively, both orally and in writing;

ability mentally and physically prepared to respond quickly and calmly by motor vehicle or by foot to situations that physically threaten the safety and welfare of departmental personnel, civilians, and/or oneself;

ability to maintain records and prepare reports;

ability to establish and maintain effective working relationships with others;

ability to have flexibility in work hours including rotating shifts; weekends; evenings; holidays; 24-hour emergency call for response and consultation purposes via radio, pager, cell phone, or electronically;

ability to meet such physical requirements as may be established by competent authority;

skill in the use of departmental weapons and the ability to maintain proficiency and qualification, and when required, special police equipment as may be assigned;

skill in the responsible and effective operation of motor vehicles in arduous or dangerous circumstances;

successful completion of a one year probationary period and

no record of suspension without pay for one year immediately proceeding the date of appointment as Police Officer.

NECESSARY SPECIAL REQUIREMENTS

Have a valid Ohio Driver's License with a good driving record. A "good driving record" is defined as having no more than two (2), two (2)—point moving violations, or their equivalent, within a three (3) year period. Conviction of one or more six (6)—point violations, or their equivalent, in a five (5) year period shall be grounds for disqualification from eligibility or dismissal.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hands to finger; handle; or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; jog; push; pull; squat; carry; run; maneuver fixed obstacles and taste or smell.

Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is frequently exposed to life threatening situations.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.