

POSITION DESCRIPTION BRIMFIELD POLICE DEPARTMENT

JOB TITLE: Police Officer

SUPERVISION RECEIVED: Sergeants and Captain

SUPERVISION EXERCISED: None

POSITION CLASSIFICATION: Full-Time: Bargaining Unit
Part-Time: Non-Bargaining Unit
Reserve: Non-Bargaining Unit

PURPOSE:

Enforces law and ordinances, maintains order, prevents crime and makes arrests; performs related work as required.

ESSENTIAL FUNCTIONS:

- Actively patrol any assigned areas on foot or in a vehicle; check stores, businesses, houses, or other premises for burglary and other disturbances; investigate and report suspicious or unsafe conditions.
- Respond to complaints of criminal occurrences, hazardous conditions, or breaches of the peace; submit reports or investigations of criminal or non-criminal matters; conduct continuing or follow-up investigations on report incidents; conduct general patrol for detection and prevention of criminal acts; meet with citizens of the community to facilitate and assist with resolutions to community problems.
- Participate in community policing and/or community relations activities.
- Observe traffic hazards and conditions and act or recommend with corrections for their abatement; investigate traffic accidents; administer first aid; enforce traffic and parking codes by actively initiating contacts; assist motorists with stalled vehicles; direct traffic; observe and report unsafe conditions throughout the Township.
- Make arrests for violations of laws or ordinances; prepare and file necessary court forms and papers; testify in court; transport prisoners to police station, court, or jail; register and book prisoners; detain and locate treatment for hazardous or self-endangering individuals; locate lost persons.
- Attend training and/or instructional meetings; perform other related law enforcement duties as assigned; cooperate with other governmental or law enforcement agencies; may be called on at any time for emergency duties.
- Interview complainants, victims, witnesses and suspects, and prepares written reports of same.
- Assist in the training of new personnel.
- Perform technical or specialized duties as assigned.
- Operate and maintain departmental equipment safely.
- Perform administrative duties such as special record or equipment maintenance, or preparation of administrative reports as assigned; analyze report information to enhance enforcement, investigative or safety efforts.
- Perform any other assigned duties/tasks related to the needs of the organization.
- Must have the ability to maintain consistent, regular, punctual and predictable attendance, and to meet and maintain any performance standards established for the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS:

- Must possess a high school diploma or GED equivalent.
- Must have completed the OPOTA approved academy training.
- Must possess the ability to deal effectively and courteously with others.
- Must possess the ability to see and hear to accurately observe situations.
- Must possess the ability to analyze and record scenarios analytically and objectively.
- Must have the ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies.
- Must be familiar with the use of protective equipment, to include protection from exposure to communicable diseases.
- Must possess the ability to understand and interpret laws, ordinances and regulations so as to enforce them with tact and impartiality.
- Must be able to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment.
- Must possess the ability to remain alert and watchful during assigned duty hours.
- Must be able to address groups of assorted citizens in diverse settings.
- Must be able to pass and maintain the standards in use of multiple types of firearms and other less lethal tools.
- Must possess the ability to logically order information to report on or react to a given situation which may involve serious consequences.
- Must be able to inspire the trust and confidence of others.
- Must be able to cope with and diffuse situations involving angry or difficult people.
- Must possess the ability to operate in the absence of clear expectations, precedence or procedures.
- Must be able to perform basic math functions (e.g. add, subtract, multiply and divide whole numbers, fractions, and decimals and calculate percentages).
- Must demonstrate the ability to concentrate on a given task for extended periods of time.
- Must have the ability to establish and maintain professional working relationships and communicate effectively, both orally and in writing, with other Department employees, Township employees and officials, and the general public.
- Must possess reading skills to encompass multiple levels of difficulty from basic instruction to technical/legal material of a time-sensitive nature.
- Must have the ability to prioritize workloads while coordinating multiple demands.
- Must demonstrate sound judgment and reasoning at all times.
- Must be a valid licensed Ohio driver with a good driving record and insurable in accordance with the Township's motor vehicle insurance carrier. Must be able to maintain a good driving record.
- Must have the ability to work all shifts, including days, afternoons, nights, weekends and holidays, and to work overtime, to include overtime on short notice.
- Must be legally qualified to own and carry a firearm.
- Must be able to effectively operate a firearm with both hands (i.e. shoot ambidextrously).

- Must demonstrate the observance of criminal and civil laws, with the exception of a minor infraction of traffic law.
- Full-time Police Officers shall not hold a concurrent peace officer commission with another law enforcement agency while employed with the Brimfield Police Department.

TOOLS AND EQUIPMENT:

Tools and equipment used in the performance of this position include, but are not limited to, the following: Motor vehicle; various restraint mechanisms; handgun, shotgun, rifle, electronic control device; radios; telephone; cellular phone; desktop computer and software; laptop computer; radar and laser speed measuring devices; and breath testing equipment.

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 stand; sit; walk; use hands to finger, handle, feel or operate objects; and reach with hands and arms. The employee is occasionally required to run; climb or balance; stoop, kneel, crouch or crawl; affect physical restraint of angry or violent people; lift, pull or push; talk or hear; and taste, smell or touch.

The employee must demonstrate strength, endurance and flexibility while wearing job related equipment weighing up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing abilities required by this job include distinguishing frequencies and sound sources.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Brimfield Township police facility is a non-smoking environment.

While performing the duties of this job, the employee periodically works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold and heat; and vibration. The employee may be exposed to hazardous situations and environments with potential to cause serious injury, illness, disability or death; such as working with people who are armed, belligerent, unclean, ill, intoxicated or otherwise influenced by mind-altering substances. The employee is also at risk for physical contact and verbal abuse. Finally, the working environment includes exposure to mental demands, which can be heavy and exacting and include complex, changing problems that cannot be anticipated.

The noise level in the work environment is usually quiet in the office setting, and moderately noisy to loud in the field.