

JOB DESCRIPTION
CITY OF SYLVANIA
An Equal Opportunity Employer

Job Title:	POLICE OFFICER
Department:	Public Safety
Division:	Police
Section:	Uniform Patrol
Pay Grade:	Hourly, Non-Exempt
Immediate Supervisor:	Police Sergeant
Positions Supervised:	None
Career Ladder Opportunity:	Police Sergeant

JOB DESCRIPTION

The police officer is a public servant position based on public trust, competency, and credibility. It is a critical requirement of this position that the employee has the desire and the ability to perform and behave (on-duty as well as off-duty) in a manner that does not cause damage or endanger the loss of such trust and credibility with the public, the court systems, co-workers, this police department or other law enforcement agencies.

The police officer performs enforcement as well as safety related duties and functions. These include, but are not limited to: promoting and maintaining a good public image; responding to calls for service; preventing, detecting, and investigating crime; enforcing violations of criminal statutes and city ordinances; enforcing traffic laws; and providing protective services.

The police officer must have the competency, self-initiative, and willingness to work a majority of assigned hours without direct supervision. The employee must have the cognitive ability, and desire, to understand and interpret organizational rules, policies, and procedures in a manner that solves problems while at the same time promotes the image and mission of the Sylvania Police Division.

Because the majority of law enforcement work is preventive and peacekeeping in nature, the police officer, when not responding to calls for service or on assigned duties, must be willing to self-initiate public relations and enforcement work in those areas designated by management as priorities. This means, in many instances, the police officer must be able and willing to know what to do before having to be told what to do.

The police officer must be able to interact comfortably, lawfully, effectively, efficiently, and often quickly with a wide variety of citizens and citizens' groups who have a wide variety of problems and need for enforcement and safety services.

Police officer duties are often performed under a wide variety of known and unknown working conditions. Calls for service are often repetitive and sedentary in nature, punctuated with diversity. Sudden changes in service demands tax the extremes of the employee's physical and mental resources. For this reason, it is imperative that the police officer maintain a physically and mentally fit and ready condition.

The police officer must: promote personal and public safety consciousness; possess a good knowledge of and demonstrate strict adherence to the civil liberties and rights of all persons; have the ability and desire to demonstrate competent job performance without direct supervision; and have the desire and ability to promote and project a positive public image. These are all critical requirements of the position of a police officer.

The Sylvania Police Division provides police services every hour of the day and every day of the year. The police officer must be able and willing to work any time of the day and on any day of the year as scheduled or needed.

The police officer reports directly to the police sergeant.

QUALIFICATIONS

Ohio Peace Officer Certification; firearms certification; valid driver's license with an acceptable driving record; acceptable background investigation; successfully pass the psychological test, drug test, and employment physical; and meets all eligibility requirements established by the Sylvania Civil Service Commission. Must project a positive and professional image. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

KNOWLEDGE AND ABILITIES

The police officer must have a good working knowledge of: department policy and procedures; local and state ordinances and laws; arrest procedures; criminal apprehension techniques; self-defense techniques; constitutional rights; rules of evidence; search and seizure laws and court rulings; techniques for collecting and preserving evidence; investigative techniques; crime prevention techniques; court procedures; record keeping; civil disobedience control techniques; and first aid/CPR. Must have the ability to work with little supervision; to interpret and apply local and state laws and ordinances; define problems, collect data, establish facts and reach conclusions; effectively deal with problems involving several variables; communicate effectively in oral and written form; maintain files; prepare reports; properly use computer systems, programs, and other office equipment; effectively use firearms, handcuffs, baton, radar, evidence collection materials, recording equipment both audio and video; and other equipment required to perform police related duties. The police cadet must safely operate police vehicles in normal and emergency situations; work in adverse weather conditions; remain calm in emergency situations; and develop and maintain effective working relationships with the public, officials, co-workers, supervisors, and other criminal justice agencies.

ILLUSTRATIVE DUTIES

% of Time **The duties listed are intended to depict the training tasks performed by this classification.**

75%

PATROL

- *Monitors city streets and buildings in a patrol vehicle or on foot
- *Monitors building security
- *Responds to calls for service
- *Enforces laws and ordinances
- *Arrests offenders
- *Investigates complaints and interviews suspects, witnesses, and victims
- *Mediates disputes
- *Obtains warrants
- *Directs traffic
- *File charges
- *Completes booking process
- *Recover, photograph, mark, and secure evidence
- *Prepares cases for court presentation
- *Present testimony and evidence at the Grand Jury and courts
- *Operates police equipment and vehicles
- *Issues traffic citations, parking tickets, and warnings
- *Investigates traffic crashes
- *Administers first aid/CPR
- *Assists citizens, victims, and witnesses

10%

COURT

- *Attends court proceedings
- *Testifies
- *Presents evidence
- *Acts as an officer of the court
- *Provides court security
- *Maintain chain of evidence
- Serves court papers
- Takes bonds and payouts as a deputy clerk of courts

10%

CLERICAL and OFFICE

- *Answers the telephone, takes messages, and directs calls
- *Operates the computer systems and programs
- *Prepares reports and correspondence
- *Proofreads correspondence and reports to ensure accuracy
- *Maintains office files
- *Maintains case files
- Makes photocopies
- Operates FAX machine

5%

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- Attends meetings and serves on committees as requested
- *Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, and other in-service training
- Performs additional duties and assignments as required

* Denotes essential job function.

I have read and I understand the duties, responsibilities, qualifications, knowledge and abilities detailed in this Job Description for Police cadet and I accept my responsibility to perform the duties required for the position of Police Officer.

Employee Signature

ID#

Date

Original: Employee Personnel File
Copy: Employee

File: Job Description: Police Officer Rev. 2/2023