

CITY OF BAY VILLAGE JOB DESCRIPTION

JOB TITLE: Police Officer
SUPERVISOR: Sergeants and Lieutenants
FLSA STATUS: NE – Bargaining (OPBA)
SCHEDULE: Rotating Shifts (24/7)
DATE: January 1, 2018

JOB SUMMARY: Under the general direction of the Supervisors this position is responsible for patrolling the City of Bay Village, responding to emergency situations, protecting personnel and properties therein, enforcing all applicable laws, maintaining peace and safety, investigating complaints, aiding individuals, identifying criminal offenders, making arrests, identifying law enforcement and community issues, resolving conflicts, engaging with the community in a positive and proactive manner and providing other law enforcement and community policing services to the public as necessary.

ESSENTIAL JOB FUNCTIONS:

Patrols City's streets, parks and commercial areas to preserve peace and safety, enforce the law, control vehicular traffic, prevent, detect and investigate misconduct involving misdemeanors, felonies and other violations of law.

Affects safe and lawful physical arrests as required.

Responds to service and emergency calls, provides assistance and aid and/or secures additional resources and assistance as necessary.

Conducts thorough investigations of assigned incidents.

Prepares required reports and paperwork to accurately document work activity.

Prepares for and renders competent and credible testimony during court proceedings when required to do so.

Fosters communication with residents, business owners/employers, school personnel and other governmental employees.

Operates patrol vehicles during emergency and non-emergency situations.

Performs a variety of unplanned physical tasks including restraining violent individuals and/or animals, running fast, climbing obstacles, etc. during foot pursuits and while responding to other EMS and rescue emergencies.

Conducts security inspections for all properties in the City as required.

Performs additional duties including dispatching, jailer/prisoner processing duties, dispensing emergency medications, operating breathalyzers, administering first aid and CPR, etc.

Attends various trainings, seminars or education classes as needed to enhance and/or maintain job knowledge and skills.

Instructs, assigns and supervises others when so assigned as the OIC or FTO.

Performs other duties as may be assigned and/or required, including special unit assignments.

REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE, SKILLS AND ABILITIES

United States Citizenship; completion of High School or equivalent GED (AB, BA or BS degree from an accredited college or university preferred); meet Civil Service qualification requirements including physical, psychological and drug testing; possess or be able to obtain a State of Ohio OPOTA certification; valid Ohio Driver's license; meet state required age requirements; LEADS Certification, Firearm Proficiency Qualification and any other State of Ohio required licenses and/or certifications.

Required Knowledge, Skills and Abilities:

Local, state (Ohio Revised Codes) and federal laws and regulations related to law enforcement (i.e. criminal justice/investigative procedures, etc.) including a working knowledge of judicial law in areas of search & seizure, self-incrimination, right to counsel, interrogation and confessions, and the collection and preservation of evidence.

Rules, regulations, directives, SOP's and all general work methods, policies and procedures of the Bay Village Police Department; City Ordinances pertaining to the Police Department; Department Mission Statement and Core Values; Employee Handbook; CBA, etc.

City geography, streets, neighborhoods, business/commercial locations, buildings, landmarks, etc.

City operations and organizational structure.

Computer software including Microsoft Office (Word, Excel, Outlook, etc.), Computer Aided Dispatch and Records Management System, modern standard office equipment, patrol car radios, cameras/videos, radar/BAC units and computers, investigative tools and equipment, etc. and the ability to operate same.

Ability to identify, analyze and evaluate issues and circumstances, determine the appropriate course of action and execute responses and actions in a safe, timely and lawful manner and consistent with Departmental rules, regulations, policies and procedures.

Ability to establish and maintain effective working relationships and credibility with all Police Department personnel, City employees, officials, residents, business personnel and other law enforcement agencies and personnel.

Ability to communicate effectively in written and verbal forms and respond to internal and external inquiries, including while under stress and with individuals under stress.

Ability to safely operate Police Department vehicles.

Possess and maintain the necessary physical and mental attributes required to perform the essential duties of the job.

Ability to perform duties in extreme weather and other hazardous and physically demanding conditions.

Ability to understand and follow verbal and written instructions and directives.

Ability to maintain proficiency with all personally assigned equipment, including firearms, conducted electronic weapons, batons, handcuffs, tourniquets and any other equipment issued or otherwise required.

Ability to maintain confidentiality and handle issues with discretion and sound judgment.

Performs other duties as may be required and/or assigned.

PHYSICAL REQUIREMENTS OF THE JOB:

ACTIVITY	FREQUENCY OF ACTIVITY	ITEMS/WEIGHT INVOLVED	MACHINES/TOOLS
Lifting	occasionally	equipment/injured persons (50-250#)	
Carrying	occasionally	(same as above)	
Reaching	occasionally		
Climbing	occasionally		
Bending	occasionally		
Squatting	occasionally		
Pushing/Pulling	occasionally		
Twisting/Turning	occasionally		
Keyboarding	frequently		computer keyboard

Sitting	frequently
Standing	frequently
Walking	frequently
Crawling	occasionally
Running	occasionally

The employee who performs this job needs to possess the following:

(Place an X before each applicable category)

- X Normal hearing with or without corrections.
- X Normal vision with or without corrections.
- X The ability to drive or operate a vehicle with or without corrections.
- X The ability to wear protective equipment including various safety equipment and clothing.

Employee's Signature	Date	Supervisor's Signature	Date
----------------------	------	------------------------	------