

BATH TOWNSHIP

<u>JOB TITLE:</u> Police Officer	<u>REPORTS TO:</u> Police Sergeant
<u>DEPARTMENT:</u> Police	<u>EFFECTIVE DATE:</u>

JOB SUMMARY: Under general supervision, patrols Township; protects life and property; maintains law and order; responds to and investigates complaints; enforces laws and initiates enforcement actions.

MAJOR TASKS AND DUTIES:

1. Patrols Township in a police motor vehicle, on bicycle, or on foot in assigned areas.
2. Protects lives and property, prevents crimes, maintains civil order, and enforces laws, responds to complains, emergency calls, and conditions; renders emergency aid.
3. Checks residences, businesses, roads, and other areas for fire, burglary, damage, hazardous conditions; responds to alarms, domestic disputes and initiates appropriate action.
4. Monitors traffic conditions and flow; directs traffic; investigates accidents, enforces traffic and parking laws.
5. Investigates crimes and criminal activities; conducts routine criminal investigation, secures crime scenes, collects and secures evidence and property; assists in the investigation of major criminal cases and juvenile crimes.
6. Apprehends, arrests, and processes criminal violators; serves warrants; prepares documentation, files complaints, appears, and testifies in courts of law.
7. Interacts with people to foster good community relations; performs public relations duties; makes presentations or speeches; interacts with other law enforcement agencies for the furtherance of justice.
8. Monitors and supervises behavior of prisoners, ensures welfare and safety of prisoners; reports prisoner health and safety issues; assists in jail operations, receives, books, fingerprints, searches prisoners, and other related duties; secures and transports prisoners and their possessions.

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

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS:

EDUCATION / TRAINING: An Associates Degree in Criminal Justice, the equivalent of a bachelors degree in an approved major from an accredited college or university. Must complete a basic Ohio Peace Officers Training Academy and be certified by the Ohio Peace Officers Training Council within one year of employment. Must satisfactorily complete the Field Training Course of the Bath Police Department. Must have a valid Ohio driver's license.

MENTAL FUNCTIONS: The position involves investigative skills, which demand predominately accurate and effective mental activity. Requirements include:

1. Ability to evaluate the performance of others and to implement change.
2. Ability to logically order information to report on or react to a given situation, which may include serious consequences.
3. Ability to inspire the trust and confidence of others.
4. Ability to make decisions with limited information under stress.
5. Ability to cope with and diffuse situations involving angry or difficult people.
6. Ability to operate in the absence of clear expectations, precedence, or procedures.
7. Ability to concentrate on a given task for extended periods of time.
8. Ability to perform basic mathematics functions (i.e., add, subtract, multiply, divide whole numbers, fractions, and decimals, and to calculate percentages.
9. Ability to compute job-related formulas in order to accurately measure distances and to complete investigations.
10. Reading skills to encompass multiple levels of difficulty from basic instructions to legal and technical material of a time sensitive nature.
11. Ability to prioritize work loads while coordinating multiple demands.
12. Ability to visualize scenarios when presented as written plans or oral instructions.
13. Ability to compare letters, numbers, or patterns quickly and accurately.
14. Ability to demonstrate mature judgment and reasoning at all times.

15. Assist frightened, troubled, incoherent, and angry people, courteously, calmly, and with authority.

PHYSICAL FUNCTIONS: The majority of work is done while sitting with intermittent periods of standing, walking, and occasional periods of maximum physical exertion.

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1. Ability to communicate information both orally and in writing; ability to run, walk, stand, or sit for extended periods of time.
2. Ability to listen, comprehend, and respond to discussions involving groups and one on one discussions;
3. Ability to remain alert and watchful during duty hours.
4. Ability to transport individuals, paperwork, or material evidence for short distances, which may involve climbing stairs.
5. Ability to address groups of people of varying sizes in diverse settings.
6. Ability to withstand extremes of climate exposure and potential exposure to health and safety hazards.
7. Ability to demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 40 lbs. and performing such functions as lifting, pulling, or pushing.
8. Ability to operate job-related equipment, including motor vehicle, while performing multiple tasks such as radio operation, observation, and not taking.
9. Ability to distinguish frequencies and sound sources.
10. Ability to make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception.
11. Sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, non-lethal weapons, camera, etc.
12. Ability to pass and maintain the standards of the department's general fitness examination as it relates to essential functions of the position.

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WORKING CONDITIONS: The working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date