

CITY OF BELLBROOK

JOB DESCRIPTION

Title: Patrol Officer
Department: Police
Status: Non-Exempt
Effective Date: December 11, 2018

Job Summary

Patrol the community and enforce laws to protect the general public. Duties may include enforcement of laws, protection of life and property, crime prevention, policing of public areas, and disaster assistance.

Supervision

This position is appointed by the City Manager with supervision by the Police Chief and his/her designee(s).

Major Duties

- Responds to law enforcement calls for assistance and initiates appropriate action on observed activity.
- Performs traffic enforcement and issues citations for violations of traffic laws. Investigates automobile accidents.
- Performs routine security inspections on city facilities, private businesses, and residential properties.
- Drives department vehicles and operates other law enforcement equipment. Properly utilizes and maintains equipment.
- Conducts or assists with investigations and/or responds to criminal and civil complaints. Watches for and makes investigations of wanted or missing persons and property.
- Completes and maintains detailed written reports using a computer.
- Makes arrests when necessary. Transports prisoners.
- Uses firearm when necessary.
- Testifies in court.
- Provides first aid and CPR.
- Participates in training including: law enforcement, crime prevention, specialized skills, public education, and other law enforcement related subjects.
- Performs general maintenance of Police Department property including: cleaning equipment, cleaning vehicles, and minor repairs to equipment.
- Responds to off-duty emergency calls as needed.

- Assists in the coordination of safety educational programs for the Police Department and general public.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of law enforcement.
- Knowledge of the methods, techniques, and equipment used in crime investigation and criminal detection.
- Knowledge of applicable Federal, State, City, and other local ordinances and regulations affecting departmental operations.
- Knowledge of general City operations.
- Knowledge of hazards and generally accepted safety standards.
- Knowledge of dispatch procedures.
- Knowledge of the location of City streets and hazards.
- Knowledge of first aid and CPR.
- Proficiency with computers, as well as the ability to learn computer software.
- Ability to apply training and knowledge of law enforcement in emergency situations.
- Clear written and verbal communication skills.
- Ability to prioritize tasks and manage time.
- Excellent customer service and organizational skills.
- Work well in a team environment.
- Ability to work with confidential information.
- Ability to maintain firearm certification and to safely and effectively discharge a firearm.

Work Environment

- Must have the physical ability to lift and/or move heavy objects up to 100 pounds or persons in the course of rescue activities; to physically restrain persons in the course of law enforcement activities; to give chase on foot in the course of law enforcement/criminal apprehension activities; to withstand working outside in all extreme weather conditions; and to operate a police vehicle both day and night.
- Must be able to stand, walk and sit for both long and short periods of time. Must be able to occasionally climb, balance, stoop, kneel, crouch or crawl.
- Visual ability to make observations in the course of duty both near and far.
- Hearing and speaking ability sufficient to understand and communicate with other individuals either in person or over the telephone or radio.
- Potential exposure to hazardous substances and contagious diseases.
- Must be in good physical condition to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of Bellbrook.
- Ability to operate telephone, photocopier, fax machine, computers and other standard office equipment.

Minimum Qualifications

- High school diploma or equivalent.
- Valid State of Ohio Driver’s License.
- State of Ohio Peace Officer Certification.
- Must be at least 21 years of age at the time of appointment.

This job description is intended to be sufficient merely to identify the minimum position requirements and to be illustrative of the kind of duties, which may be assigned to this position and should not be interpreted as a complete list of requirements for the position.

Employee _____ Date_____

Immediate Supervisor _____ Date_____

Department Director _____ Date_____

City Manager _____ Date_____