

CITY OF CLYDE
An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Police Patrol Officer/School Resource Officer	Position Title: Police Patrol Officer/School Resource Officer
Class Number: 300-300-2	Employee Name:
Dept./Division: Police Department	Civil Service Status: Classified
Reports To: Sergeant	Employment Status: Full-time
Pay: Collective Bargaining Unit — Hourly	FLSA Status: Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education (high school), certification from basic police officer training school, prefer Associate's degree in law enforcement, criminal justice, or related field and a minimum two (2) years service as a police officer.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's License and Ohio Law Enforcement Officer Certification.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Police cruiser, calculator, typewriter, copier, computer and related programs, radio communication equipment, BAC verifier, facsimile, department firearms and weapons, radio, cameras, audio/visual recording equipment, evidence collection equipment, radar equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
For purposes of O.R.C. 4167.

Occasional exposure to extreme heat or fire; may be assigned to work any shift; periodic exposure to severe weather, hazardous driving conditions, loud noise, life threatening situations, blood, bodily fluids and tissue, vicious dogs; periodically attends functions or performs duties outside normal working hours; constantly required to be on call.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

CITY OF CLYDE
An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Police Patrol Officer/School Resource Officer	Position Title: Police Patrol Officer/School Resource Officer
Class Number: 300-300-2	Employee Name:

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Coordinates school and police department programs for students (e.g., D.A.R.E. program, national child safety program, seatbelt program, and other similar prevention programs); assists with outreach programs that help students and their families; implements community policing and problem-solving strategies and initiatives of the department.
2. Serves as a liaison to students and school administration from the police department.
3. Conducts crime and juvenile prevention activities and investigates violations of laws and ordinances at assigned school (e.g., truancy, crimes committed by and against juveniles).
4. Performs public relations activities and presents programs and/or information to schools, businesses, and community groups.
5. Performs school resource officer duties at any school grade level (e.g., elementary, junior high school, and high school).
6. Performs duties of a police officer/patrol officer as needed at assigned school(s) and for patrol during summer months and other times when school is not in session.
7. Renders first aid and/or CPR at scenes of medical emergencies.
8. Maintains personal and professional competence and awareness; maintains required licenses and certifications.
9. Meets and complies with all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; demonstrates regular and predictable attendance; Subject to call-out 24 hours seven (7) days a week and is responsible for fulfilling the above mentioned essential functions during such circumstances.
10. Acts as and works with Sandusky County Juvenile Court probation department.

CITY OF CLYDE
An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Police Patrol Officer/School Resource Officer	Position Title: Police Patrol Officer/School Resource Officer
Class Number: 300-300-2	Employee Name:

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned; attends training sessions, seminars, workshops, etc., to remain knowledgeable of current law enforcement practices and administration; performs public presentations as requested by the chief; may be required to perform essential functions of all patrol officer position descriptions in the patrol officer classification as needed; works special details (e.g., local school events, parades, festivals, etc.).
2. Performs all other directives assigned by a supervisor or the City Administration.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: department policies and procedures*; Clyde-Green Springs School District Policy and Procedures; federal, state, and local laws; law enforcement procedures, methods and terminology; traffic control; investigation techniques; public safety radio dispatching procedures; arrest procedures; techniques of collection and preservation of evidence; first aid and CPR practices; certification and licensure requirements; safety practices and procedures.

Skill in: motor vehicle operation; use of modern office equipment; computer operation; use of department equipment and tools including police vehicles, firearms and weapons; radios; rescue equipment; cameras; video/audio cassette recorder; projectors; public speaking and radio communication.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; develop and maintain effective working relationships; maintain fitness standards; resolve complaints; travels to and gains access to worksite.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

CITY OF CLYDE

An Equal Opportunity Employer

CLASSIFICATION SPECIFICATION

Class Title: Police Patrol Officer/School
Resource Officer

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under general supervision, coordinates school and police programs for students; conducts juvenile investigations and prevention activities; performs public relations activities and also serves in capacity of patrol officer.

QUALIFICATIONS:

Completion of secondary education (high school), certification from basic police officer training school, prefer Associate's degree in law enforcement, criminal justice, or related field and a minimum six (6) years service as a police officer with the Clyde Police Department or equivalent combination of education, training, and experience; Instructor's Certificate from OPOTA and/or DARE.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's License; Ohio Law Enforcement Officer Certification; LEADS/NCIC/Olleisn CCH Certification; Ohio BAC Testing Device Certification; cardiac pulmonary resuscitation certification; radar operator certification; Instructor's Certificate from OPOTA and/or DARE.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION: The following are examples only and are not intended to be all inclusive.

1. Coordinates school and police department programs for students (e.g., D.A.R.E. program, national child safety program, seatbelt program, and other similar prevention programs); assists with outreach programs that help students and their families; implements community policing and problem-solving strategies and initiatives of the department.
2. Serves as a liaison to students and school administration from the police department.
3. Conducts crime and juvenile prevention activities and investigates violations of laws and ordinances at assigned school (e.g., truancy, crimes committed by and against juveniles).
4. Performs public relations activities and presents programs and/or information to schools, businesses, and community groups.
5. Performs school resource officer duties at any school grade level (e.g., elementary, junior high school, and high school).

CITY OF CLYDE

An Equal Opportunity Employer

Class Title: Police Patrol Officer/School
Resource Officer

CLASSIFICATION SPECIFICATION

6. Performs duties of a police officer/patrol officer as needed at assigned school(s) and for patrol during summer months and other times when school is not in session.
7. Performs all other directives assigned by a supervisor or the City Administration.

KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (*indicates developed after employment).

Knowledge of: department policies and procedures*; Clyde-Green Springs School District Policy and Procedures; federal, state, and local laws; law enforcement procedures, methods and terminology; traffic control; investigation techniques; public safety radio dispatching procedures; arrest procedures; techniques of collection and preservation of evidence; first aid and CPR practices; certification and licensure requirements; safety practices and procedures.

Skill in: motor vehicle operation; use of modern office equipment; computer operation; use of department equipment and tools including police vehicles, firearms and weapons; radios; rescue equipment; cameras; video/audio cassette recorder; projectors; public speaking and radio communication.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; develop and maintain effective working relationships; maintain fitness standards; resolve complaints; travels to and gains access to worksite.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Police cruiser, calculator, typewriter, copier, computer and related programs, radio communication equipment, BAC verifier, facsimile, department firearms and weapons, radio, cameras, audio/visual recording equipment, evidence collection equipment, radar equipment.

CITY OF CLYDE

An Equal Opportunity Employer

CLASSIFICATION SPECIFICATION

Class Title: Police Patrol Officer/School
Resource Officer

ADOPTED: __/__/__	REVISION #__: __/__/__	APPROVED BY: _____
-------------------	------------------------	--------------------