

937-599-1010  
EMERGENCY • DIAL 911  
INVESTIGATIONS • 599-3554  
CRIME TIPS • 599-TIPS  
FAX • 937-599-2545



police@ci.bellefontaine.oh.us

CHRISTOPHER S. MARLOW  
Chief of Police

SCOTT R. MARLOW  
Executive Officer

## Position: Police Officer

### Qualifications:

- Completion of secondary education
- Must possess a valid State of Ohio Driver's License and remain insurable.

### Position Description:

The Police Officer should have knowledge of City of Bellefontaine policies/procedures/department policies/procedures, federal/sates/local laws, safety practices/procedures, security practices/procedures, public relations, law enforcement and arrest procedures/methods, investigation techniques, collection/preservation of evidence techniques, and uniform criminal recording codes. She/he should have skills in the operation/care of firearms and the use of restraint devices. She/he should have the ability to exercise independent judgment/discretion, handle sensitive inquiries from the contacts with the public/officials, resolve complaints, recognize unusual/threatening conditions and take appropriate action, demonstrate physical endurance/agility, maintain fitness standards, and subdue/restrain adults.

### Typical Tasks:

The Police Officer patrols the city generally in a marked police cruiser, to prevent and discover the commission of crime and to enforce laws; answer calls and complaints, taking necessary police action; is held strictly accountable for the good order of the beat or post to which she/he is assigned; carefully inspects every part of her/his beat as often as possible; appears in court to present evidence and testify against persons accused of crimes; does work that contains a substantial amount of personal risk; recognizes the social importance of police functions as well as responsibility for the eventual application of a considerable knowledge of human nature to the resolution of day to day law enforcement problems; treat the public tactfully and courteously even while under adverse psychological conditions; responds to emergency calls and complaints; issues citations and makes arrests of suspected criminals; investigates and gathers evidence at crimes scenes; provides security checks and public and private facilities; provides emergency services such as first aid.

The Police Officer inspects establishments providing alcoholic beverages and entertainment; intervenes in private and public disputes to protect the public and maintain order; investigates automobile accidents, including taking information, interviewing witnesses and making detailed reports; sees that objects are removed from streets that might endanger traffic; reports abandoned or damaged vehicles; interrogates persons whose actions are suspicious; observes and reports conditions conducive to crime; watches likely locations for wanted persons; writes case reports and keeps a log of activities.

The Police Officer initiates detailed reports documenting daily activities; maintains appropriately documented records in accordance with department policy; trains new patrol officers in standard operation procedure and completion of all reports and daily activities (stolen property, incidents, complaints, investigations, missing persons, accidents, crime scenes, etc.); transports prisoners; provides escort for security and traffic control (funeral processions); must successfully qualify with the designated service weapon each year.

The Police Officer performs related work as required and/or is ordered by her/his supervisor; maintains required licensure and certification; demonstrates regular and predictable attendance; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the City of Bellefontaine.

### Hazardous Working Conditions:

Uses or works in close proximity with firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons, exposed to potentially vicious animals/inclement weather conditions/hazardous driving conditions; periodically exposed to blood and other bodily fluids.

### Equipment Operations:

Modern office equipment; motor vehicles; firearms; handcuffs and other restraint devices; pepper spray; crime scene equipment; drug testing kits.