



## City of Loveland Position Description

### POLICE OFFICER

|                          |                          |                              |            |
|--------------------------|--------------------------|------------------------------|------------|
| <b>Pay Range:</b>        | Based on Labor Agreement | <b>Department:</b>           | Police     |
| <b>Daily Reports To:</b> | Police Lieutenant        | <b>Employment Status:</b>    | Full-time  |
| <b>FLSA Status:</b>      | Non-Exempt               | <b>Civil Service Status:</b> | Classified |

#### GENERAL PURPOSE

Perform police patrol, investigation, traffic regulation and related law enforcement activities.

#### MINIMUM QUALIFICATIONS

##### Job Specific Qualifications

- Must be a US Citizen
- Must be 21 years or older at the time of employment
- Must be free from Felony convictions and disqualifying criminal histories
- Must be able to read and write the English language
- Must be of good moral character, temperate, and have industrious habits

##### Education and Experience

- High school diploma or GED

##### Necessary Knowledge, Skills Abilities

- Ability to learn the applicable laws, ordinances and department rules and regulation
- Ability to perform work requiring good physical condition
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with community, peers and supervisors
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to follow verbal and written instruction
- Ability to learn the City's geography
- Ability to use tact and discretion
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain confidentiality
- Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions
- Ability to arrive at constructive solutions while maintaining positive working relationships
- Ability to identify problems, recognizing symptoms and causes, and identify alternative solutions
- Ability to make timely, sound decisions and exercise independent judgement and discretion
- Ability to interpret complicated policies, procedures, protocols and government regulations
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to deliver effective presentations
- Ability to effectively manage time
- Ability to adapt to changing conditions and priorities

##### Licensure or Certification Requirements

- Ohio Peace Office Training Academy (OPOTA) certification as a peace officer
- Must possess, or be able to obtain by time of hire, a valid Ohio State driver's license
- Must maintain firearms certification

##### Minimum acceptable characteristics (\*indicates developed after employment)

- Knowledge of city, state, and federal laws / ordinances

- Laws of arrest and search and seizure
- Techniques of interview and interrogation
- Criminal case preparation
- Crime scene management
- Work with the public in a courteous respectful manner
- Ability to analyze dangerous situations and effectively identify a safe course of action to resolve the conflict
- Determine appropriate level of response to a given situation
- Principles of supervision and progressive discipline while maintaining a professional working relationship and exercising authority in a positive manner
- Department regulations and policies and procedures\*

### **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate civil service commission testing including written test; oral interview; background investigation, psychological evaluation, truth verification test, drug screening test, final selection.

### **ESSENTIAL FUNCTIONS OF THE POSITION:** (For purposes of 42 USC 12101)

- Perform security patrols, traffic control, investigation and arrest of persons involved in crimes or misconduct; using judgement and handling difficult and emergency situations without assistance
- Maintain normal availability by radio or telephone for consultation on major emergencies
- Carry out duties in conformance with Federal, State, County and City laws and ordinances
- Patrol City street, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect
- Respond to emergency radio calls and investigate accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. and take appropriate law enforcement action
- Interview suspects, witnesses and drivers. Preserve evidence. Arrest violators. Investigate and render assistance at the scene of vehicular accidents. Summon ambulances and other law enforcement vehicles, Takes measurements and draws diagrams of scene
- Conduct follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders
- Prepare cases for giving testimony and testifies in court proceedings
- Prepare a variety of reports and records including officer's daily log, reports of investigation, field interrogation report, alcohol influence reports, vehicle impoundment form, etc.
- Undertake community oriented police work, assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse education, traffic safety, special events, etc.
- Conduct patrol activities including directing traffic, investigation of reported or observes violations of law, and conducting random and targeted patrol.
- Participate in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges testifying in court, and related activities
- Coordinate activities with other officers including performing security patrols, traffic control, investigation and arrest of persons involved in crimes or misconduct.
- Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situation and provides general information about Department activities
- Demonstrate leadership and commitment to the Department Code of Ethics and the highest ethical values in the delivery of public service

### **PERIPHERAL DUTIES**

- Maintain departmental equipment, supplies and facilities
- Maintain contact with general public, court officials, and other City officials in the performance of police operating activities



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- Performs other duties as required

### EQUIPMENT OPERATED

The following are examples only and are not intended to be all inclusive of the equipment required for the position.

Several types of vehicles, radio, radar or laser speed measuring device, handgun, shotgun, rifle and other firearms as required, expandable baton, chemical irritant, handcuff, breathalyzer, first aid equipment, TASER, camera, hand tools (eg. hammer, screwdriver, drill, etc.), and other tools as required.

Computer desktop, laptop, tablet, and smartphone. Software programs to capture, store, and recall data. Other computer technology as required.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS (For purposes of O.R.C. 4167)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, run, manipulate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, smell, talk, and hear; overcome the physical resistance of a person trying to escape or assault you.

While performing the duties of this job, the employee frequently works in outside weather conditions (extreme heat, cold, precipitation, etc.). The employee occasionally works near moving vehicles and mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, body fluids, extreme cold, extreme heat, and vibration.

The employee must occasionally lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

Job requires work on holidays, at night, during the day, and up to 16 hours in a day.

### Physical Requirements Not Obvious from Essential Functions:

May be exposed to situations that present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force; may be required to extend work schedule during emergency situations.

### SIGNATURE

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 (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

(Date)

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(Employee Signature)

(Date)