

JOB DESCRIPTION

City of Hillsboro

An Equal Opportunity Employer

<u>Title</u>	Patrolman
<u>Reports To:</u>	Chief of Police
<u>Employee Status:</u>	Full-time
<u>FLSA Status</u>	Non-exempt

QUALIFICATIONS:

1. High School diploma or general education degree (GED).
2. Must possess a valid Ohio Peace Officer Training certificate.
3. Must have the ability to be bonded.
4. Must pass fitness for duty test.
5. Valid Ohio driver's license.
6. Must be age twenty-one (21) prior to their appointment.

GENERAL DESCRIPTION:

Under general supervision, patrols assigned area to observe and prevent violations of law; receives and responds to complaints and emergency calls; assists in investigating crimes.

ESSENTIAL FUNCTIONS:

1. Drives patrol car and/or walks to patrol City; pursues suspects on foot (e.g., runs short and long distances, requires physical endurance) and observes and prevents violations of law.
2. Physically restrains/subdues suspects as required.
3. Makes security checks on businesses and residential units.
4. Observes and apprehends violators of traffic laws and issues written citations.
5. Conducts or assists with investigations and/or responds to criminal and civil complaints (e.g., interviews witnesses, suspects, complainants, victims, etc.), and makes arrests as required by law.
6. Makes required reports and takes affidavits.
7. Collects, analyzes, and interprets data received at the crime scene, and preserves evidence of crime scene (e.g., photographs, fingerprints, reconstructs crime, etc.).
8. Operates law enforcement equipment and instruments (e.g., patrol car, radio, firearms, radar/laser, breath analysis, related police tools, etc.).
9. Interview and counsels parties in domestic disputes.
10. Serves official documents (e.g., court orders, writs, citations, subpoenas, etc.).
11. Maintains logs and ledgers.
12. Testifies in court through speech and demonstration.

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13. Properly utilizes and maintains equipment (e.g., firearms, gear, police car, etc.).
14. Receives, assists, and transmits emergency calls by radio or telephone.
15. Provides medical first aid when needed.
16. Follows all City and department safety policies and procedures.
17. Maintains all required licenses and/or certifications.
18. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops, seminars and/or training programs related to duties performed.
2. May perform the duties of senior officer during a shift and provide direction for other officers on duty.
3. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: City policies and procedures; department policies and procedures; state and local laws and ordinances; modern law enforcement practices and procedures; criminal investigation techniques and procedures; law enforcement administration procedures and practices; public relations; occupational hazards and corresponding safety precautions; City geography and population patterns; required reports; operations of related departmental equipment.

Skill in: Use of firearms; patrol car; use of radar/laser; computers; dealing with public.

Ability to: Interpret policies, procedures, and regulations; communicate effectively; follow instructions; establish and maintain effective working relationships with City officials, supervisors, fellow workers, other City employees and the general public; follows laws with regards to arrest and evidence; follow safety rules; maintains records; demonstrate physical fitness; maintain composure in dangerous or stressful situations; maintains confidentiality; work safely; exhibit and maintain satisfactory work ethics and public relations.

EQUIPMENT OPERATED:

Patrol car, firearms, radar/laser, police radio, computer, fax machine.

PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need frequently to enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of danger, etc. Mental alertness is very important because of the need to make fine discriminations and

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decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contact s and involvements with dangerous and potentially dangerous people, animals, and equipment. The employee may be potentially exposed to human blood or other bodily substances.

PERFORMANCE EVALUATION:

Per the City of Hillsboro's contract and/or policy manual.

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instruction and perform any duties required by the position's supervisor, Safety Service Director, or Mayor.

Approved by Mayor of Safety Service Director

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

Employee's Signature

Date