



## OFFICER

**DEPARTMENT:** POLICE

**DIVISION:** PATROL

**SUPERVISION RECEIVED:** Works under the supervision of the unit Sergeants and Lieutenant.

**SUPERVISION EXERCISED:** This position has no formal supervisory responsibilities.

**POSITION CLASSIFICATIONS:** The position of Officer in the City of Stow is classified by the Stow Municipal Civil Service Commission, is Non-Exempt under the Fair Labor Standards Act and is included in a collective bargaining agreement.

**PURPOSE:** Enforces law and ordinances, maintains order, prevents crime and makes arrests; performs related work as required.

### ESSENTIAL FUNCTIONS:

1. Patrol an assigned area on foot or in a vehicle; check stores, businesses, houses, or other premises for fire, burglary, and other disturbances; investigate and report suspicious or unsafe conditions.
2. Respond to complaints of criminal occurrences, hazardous conditions, or breaches of the peace; submit reports or investigations of criminal or non-criminal matters; conduct continuing or follow-up investigations on report incidents; conduct general patrol for detection and prevention of criminal acts; meet with citizens of the community to facilitate and assist with resolutions to community problems.
3. Observe traffic hazards and conditions and act or recommend with corrections for their abatement; investigate traffic accidents; administer first aid; enforce traffic and parking codes; assist motorists with stalled vehicles; direct traffic; observe and report unsafe conditions throughout the City.
4. Make arrests for violations of laws or ordinances; prepare and files necessary court forms and papers; testifies in court; transport prisoners to police station, court, or jail; register and book prisoners; detain and locate treatment for hazardous or self-endangering individuals; locate lost persons.
5. Attend training and/or instructional meetings; perform other related law enforcement duties as assigned; cooperate with other governmental or law enforcement agencies; may be called on at any time for emergency duties.
6. Assist in the training of new personnel.

7. Perform technical or specialized duties as assigned.
8. Operate and maintain departmental equipment.
9. Perform administrative duties, such as special record maintenance, procedure or rule development, or preparation of administrative reports; analyze report information to enhance enforcement, investigative or safety efforts.
10. Perform other duties related to those of the position and/or resulting from the needs of the organization.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

## **QUALIFICATIONS:**

1. Must possess a high school diploma or GED equivalent.
2. Must have completed or be able to complete OPOTA approved police academy training.
3. Must possess the ability to deal effectively and courteously with others.
4. Must possess the ability to see and hear to accurately observe situations.
5. Must possess the ability to analyze and record scenarios analytically and objectively.
6. Must have the ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies.
7. Must be familiar with use of protective equipment, to include protection from exposure to communicable diseases and gases.
8. Must possess the ability to understand and interpret laws, ordinances and regulations so as to enforce them with firmness, tact and impartiality.
9. Must be able to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment.
10. Must possess the ability to remain alert and watchful during assigned duty hours.
11. Must be able to address groups of assorted sizes in diverse settings.
12. Must be able to pass and maintain the standards of the department's fitness examination as it relates to the functions of the position.
13. Must possess the ability to logically order information to report on or react to a given situation which may involve serious consequences.
14. Must be able to inspire the trust and confidence of others.
15. Must be able to cope with and diffuse situations involving angry or difficult people.
16. Must possess the ability to operate in the absence of clear expectations, precedence or procedures.
17. Must be able to perform basic math functions (e.g. add, subtract, multiply and divide whole numbers, fractions, and decimals and calculate percentages).

18. Must demonstrate the ability to concentrate on a given task for extended periods of time.
19. Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with City employees and officials and the general public.
20. Must possess the ability to compute job-related formulas in order to accurately measure distances and to complete investigations.
21. Must possess reading skills to encompass multiple levels of difficulty from basic instruction to technical/legal material of a time-sensitive nature.
22. Must have the ability to prioritize work loads while coordinating multiple demands.
23. Must demonstrate sound judgment and reasoning at all times.
24. Must be a licensed driver with a good driving record and insurable in accordance with the City's motor vehicle insurance carrier. Must be able to maintain a good driving record.
25. Must have the ability to maintain consistent, regular, punctual and predictable attendance, and to meet and maintain performance standards established for the position.
26. Must be legally qualified to own and carry a firearm or sidearm.
27. Must be able to effectively operate a firearm with both hands (i.e. shoot ambidextrously).
28. Must demonstrate the observance of criminal and civil laws, with the exception of a minor infraction of traffic law.
29. Must have, within one hundred twenty (120) days prior to appointment, and during continued employment, passed a physical examination given by a licensed physician which examiner certifies that the applicant meets the physical requirements necessary to perform the duties of a Police Officer, and meets the qualifying medical requirements established by the Police and Fire Disability Pension Fund of Ohio.
30. Must have the ability to meet and maintain the current Stow Police Department's Uniform Policy Standards, available for review upon request from the Civil Service Commission.

**TOOLS AND EQUIPMENT:** Tools and equipment used in the performance of this position include, but are not limited, to the following: motor vehicle; various restraint mechanisms; firearms; radio; pager; personal computer; and phone.

**PHYSICAL DEMANDS:** 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 stand; sit; walk; use hands to finger, handle, feel or operate objects; and reach with hands and arms. The employee is occasionally required to run; climb or balance; stoop, kneel, crouch or crawl; affect physical restraint of angry or violent people; lift, pull or push; talk or hear; and taste, smell or touch.

The employee must demonstrate strength, endurance and flexibility while wearing job related equipment weighing up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing abilities required by this job include distinguishing frequencies and sound sources.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, individuals with infectious diseases, extreme heat or cold, and vibration.

The noise level in the work environment is usually moderate.