

POSITION DESCRIPTION

PATROL OFFICER

Department: Police

Location: Police Department Building

RESPONSIBILITIES

The Patrol Officer is responsible to the Mayor, Chief of Police and all Command Officers in the performance of his duties. The Patrol Officer is responsible for the preservation of peace, detection of crime, crime prevention, protection of property during his assigned tour of duty.

DUTIES

- A. Detect and prevent crime.
- B. Preserve the peace.
- C. Protect persons and property.
- D. During patrol, check security of businesses, stores, and vacant homes, observe persons in his district.
- E. Investigate all complaints originating in his district and report same in writing.
- F. Enforce all traffic laws, including parking regulations.
- G. Investigate motor vehicle accidents and report same in writing.
- H. Regulate the movement of traffic within the municipality.
- I. Investigate and report all crimes.
- J. Provide community services as assigned.
- K. Handle other assigned duties.

ESSENTIAL KNOWLEDGE, ABILITIES, AND SKILLS

The Patrol Officer shall have the knowledge, ability, and skills required to:

- A. Deal effectively and courteously with merchants and the general public.
- B. Observe situations analytically and objectively and to record them clearly and completely as practical.
- C. React quickly and calmly in emergencies.
- D. Enforce the Ohio Revised Code and Village of Jefferson Ordinances with firmness, tact, and impartiality.
- E. Use firearms and operate motor vehicles in the course of carrying out his duties and responsibilities.
- F. Continue to practice the understanding of people.
- G. Study departmental procedures, rules, regulations, and administrative functions.
- H. Display confidence in fellow officers and himself.
- I. Practice self-discipline and moral courage.

ILLUSTRATIVE EXAMPLES OF WORK (Not exhaustive)

- A. Communications
 - a. Radio use
 - b. Person to person
- B. Operation of a motor vehicle in preventative patrol and at high speeds.
 - a. Expertly carrying out felony vehicle stops.
- C. Operation of radar speed units
- D. Auto accident investigations
- E. Report writing
- F. Use and maintenance of firearms
- G. Expertise in interviewing crime victims and witnesses
- H. Traffic citation writing
- I. Directing traffic
- J. Observer
- K. Develop informers
- L. Gather intelligence
- M. Self defense
- N. Recognition of illicit narcotics
- O. Criminal investigator
- P. Physical testing of intoxicated drivers
- Q. Conducting building searches

Experience and Training:

Specific experience and training for the Patrol Officer shall include, but not limited to:

- A. High School Graduate
- B. Must have an Ohio Peace Officers Certification as of the date of hire.

DISCLAIMER:

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position classification. It is not intended to be constructed as an exhaustive list of responsibilities, duties and/or skills required of personnel so classified. Employees are required to perform duties assigned by their supervisor.

Employee _____
Date _____

Supervisor _____
Date _____