

# **CITY OF LOVELAND POLICE OFFICER POSITION DESCRIPTION**

## **GENERAL PURPOSE**

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

## **SUPERVISION RECEIVED:**

Works under the general supervision of a Police Sergeant

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Work on rotating shifts performing security patrols, traffic control, investigation and arrest of persons involved in crimes or misconduct. Work on holidays, at night, during the day, and up to 16 hours in a day.

Work an assigned shift using own judgment in deciding course of action. Expected to handle difficult and emergency situations without assistance.

Maintain normal availability by radio or telephone for consultation on major emergencies or precedent

Carry out duties in conformance with Federal, State, Count 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. 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 officers 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 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 or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned

Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situation and provides general information about Department activities

### **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

### **DESIRED MINIMUM QUALIFICATIONS**

General;

(A) Must be 21 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid Ohio State driver's license; (C) Free from Felony convictions and disqualifying criminal histories; (D) U.S. citizen; (E) must be able to read and write the English language; (F) Must be of good moral character, temperate, and have industrious habits

Education and Experience:

(A) High school diploma or GED; (B) College and/or military experience preferred.

Necessary Knowledge, Skills Abilities:

- (A) Ohio Peace Officer Training Academy (OPOTA) certification as a peace officer;
- (B) 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 subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instruction; ability to meet the special requirements listed below; ability to learn the City's geography.

### **SPECIAL REQUIREMENTS**

Must maintain a valid Ohio State Driver's license and OPOTA certification

### **SELECTION GUIDELINES**

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

### **TOOLS AND EQUIPMENT:**

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.

## **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 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.

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.

## **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 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 noise level in the work environment is usually moderate.

While performing the duties of this job the employee will occasionally encounter people intent on escaping or harming the employee.

## **OTHER REQUIREMENTS**

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

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

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 demonstrate attention to and convey understanding of the comments or questions of others

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

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.