

2.06 JOB DESCRIPTION – POLICE OFFICER

A. PURPOSE

The purpose of this policy is to provide a summary of the nature of work, essential functions, qualifications, physical requirements, and other requirements of a Huron police officer.

B. APPLICABILITY

This policy applies to all full-time and part time police officers.

C. NATURE OF WORK

Under the direct supervision of an Officer In Charge (hereinafter referred to as OIC), Sergeant or the Chief of Police, a Police Officer patrols a designated area ensuring compliance with all applicable State Laws and city of Huron Ordinances; answers calls when a crime is suspected or emergency exists; takes such actions as are necessary to prevent crime, to apprehend a criminal, to maintain safety, to assist citizens in a wide range of emergency and non-emergency situations; and performs other related duties, tasks, and assignments as required and directed by an OIC, Sergeant or the Chief of Police.

The Huron Police Department subscribes to the Community Oriented Policing philosophy and, therefore, the primary emphasis of the position involves community service. Officers are required to take a “problem-solving approach” to the situations they encounter on a day-to-day basis and to interact with the residents on a regular basis to address relevant concerns facing their neighborhoods. Work is reviewed through meetings, reports, conferences, and performance appraisals.

D. ESSENTIAL FUNCTIONS OF WORK

Drives a police vehicle, patrolling a designated area.

Reports unsafe conditions, such as obstructions in streets.

Issues citations or written warnings for violations of traffic laws. Makes arrests, sometimes requiring the use of physical effort.

Transports prisoners.

Investigates accidents, determining conditions, causes and other pertinent facts regarding the accident.

Conducts investigations of crimes, preserves crime scenes, gathers, and preserves evidence.

Checks doors and windows of homes and businesses for security.

Testifies in court.

Assists injured persons, notifies families of injury or death.

Answers inquiries; assists stranded motorists.

Looks for and investigates conditions or situations which may indicate a crime is about to be or has been committed.

Maintains records and prepares reports of incidents and activities. Takes statements from witnesses and suspects.

Secures warrants.

Where juveniles are involved, interview parents, appears in court, and works with school authorities.

Directs and regulates traffic.

Attends neighborhood meetings to address and evaluate the concerns of the citizens.

Performs other related duties as assigned.

E. QUALIFICATIONS

High School Diploma, G.E.D., or equivalent certificate, with a strong preference for an associate's or bachelor's degree in criminal justice, police science, criminology, government, political science, public administration or other relevant field, or equivalent combination of education, training, and experience that would allow the incumbent to demonstrate the following knowledge, skills, and abilities:

1. Thorough knowledge of applicable Federal, State, and Local Laws related to Law Enforcement.
2. Thorough knowledge of Law Enforcement methods, principles, practices, and procedures.
3. Extensive knowledge of safety practices and procedures.
4. General knowledge of municipal government structure and process.
5. Skill in the use of authorized firearms.

Good interpersonal and human relations skills. Good written and verbal communication skills.

Ability to understand and carry out detailed oral and written instructions. Ability to exercise sound reasoning and good judgment. Ability to get along with others.

General knowledge of principles, processes, practices, and methods related to Community Oriented Policing.

Ability to recognize unusual or threatening conditions and take appropriate action.

Ability to interpret and apply principles, concepts, methods, laws, ordinances, and techniques to field conditions.

Ability to recognize, analyze, and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.

Ability to organize and prioritize daily tasks and activities.

Ability to use proper research and investigative methods, techniques, and practices in gathering data.

Ability to calculate fractions, decimals, and percentages.

Ability to gather, collate, and classify information and data regarding people, places, events, and activities.

Ability to prepare clear, concise, complete, and accurate reports, and complete and maintain accurate records.

Ability to copy records precisely without error and to maintain accurate records.

Ability to use personal computer to enter data and produce reports.

Ability to work alone on most tasks. Ability to cooperate with co-workers on group efforts.

Ability to establish and maintain a good rapport with the public.

Ability to handle routine and sensitive inquiries from, and contact with the public.

Ability to maintain confidentiality in the handling of sensitive events and issues.

Ability to communicate with the public, peers, superiors, and other City Officials and employees in an effective, tactful, and courteous manner.

Ability to resolve complaints from angry citizens in an effective, tactful, and courteous manner.

Ability to establish and maintain effective working relationships with superiors and peers.

**May be developed or acquired after appointment.

F. PHYSICAL REQUIREMENTS

Ability to demonstrate physical strength and dexterity in the use of hands and feet.

Ability to sit for long periods of time.

Ability to walk and stand on a regular basis, sometimes for long periods at a time.

Ability to operate a motor vehicle safely and effectively.

Ability to discharge authorized firearms safely, accurately, and effectively in the line of duty.

Must be physically capable of successfully performing the essential job functions of the Police Officer position and be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others.

Visual acuity must be correctable to 20/20 and vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.

Ability to use appropriate degree and type of restraint and force to enforce laws and apprehend suspects.

Ability to operate various motor vehicles and equipment in a safe, effective, and responsible manner at high rates of speed and in adverse weather conditions.

Ability to meet such physical requirements as may be established by competent authority, including mobility, dexterity, agility, and strength requirements.

Ability to work safely and effectively in all types of weather conditions and under all types of adverse, life-threatening situations.

Ability to use authorized firearms, handcuffs, baton, taser, flashlight, spotlights, police radio, radar units, and other regular and special police equipment in an appropriate, safe, and effective manner.

G. OTHER REQUIREMENTS

Possession of a valid Ohio Peace Officer Certification as issued by the Ohio Peace Officer Training Commission.

Ability to acquire and maintain certification (pursuant to state standards) for the operation of authorized on-duty and off-duty firearms.

Minimum of twenty-one (21) years of age at the time of appointment.

Possession of a valid Ohio Driver's License at the time of appointment and throughout employment with the city of Huron Police Department.

Ability to be insured by the city of Huron insurance carrier at the time of appointment and throughout employment with the city of Huron Police Department.

Must be a United States Citizen.

Background must be free of prior Felony convictions.

Successful completion of all phases of the Selection Process prior to appointment.

Regular and punctual attendance is regarded as an essential requirement of this position.

Compliance with training directives established by supervisory/managerial personnel.

Adherence to all applicable federal and state safety laws, rules, and regulations and City of Huron safety policies and procedures.