



# CITY OF PICKERINGTON

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Employee Name:</b> _____	<b>Position Title:</b> Police Officer
<b>Dept.:</b> Police	<b>Employment Status:</b> Full-time, Regular
<b>Reports to:</b> Police Sergeant	<b>FLSA Status:</b> Non-exempt
<b>Class #:</b> 6301	<b>Civil Service Status:</b> Classified

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**GENERAL DESCRIPTION:** Under the general supervision of the Police Sergeant, is responsible for patrolling a designated area, enforcing State and City laws, and maintaining order. Answers calls when a crime is suspected or an emergency exists and takes actions as necessary to prevent crime, to apprehend criminals, to maintain safety, and to assist citizens in wide range of emergency and non-emergency situations. Performs general effective police work in the protection of life and property through the effective enforcement of laws and ordinances.

**QUALIFICATIONS:** An example of acceptable qualifications:  
Must be at least 21 years of age. Completion of a high school diploma or equivalent (e.g. G.E.D.).

**LICENSURE OR CERTIFICATION REQUIREMENTS:** (\*indicates may be developed after employment)  
Must possess a valid Ohio driver’s license; must maintain insurability under the City’s vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Academy (OPOTA); \*certified as/in: LEADS, SFST, basic crash investigation, LiDAR & RADAR speed measuring device, BAC operator (and complete and maintain continuing education credits). \*Certified in American Red Cross (or equivalent) CPR/AED; certified in American Red Cross (or equivalent) First Aid. Must complete annual recertification in departmental firearms.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:  
Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; police car, police radio and radio system, radar gun, handgun and other firearms, taser gun, side-handle baton, handcuffs, breathalyzer, pager, first aid equipment, peripheral equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**  
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, gunfire, flash bangs, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to secondhand smoke; may require employee to work flexible schedule including second and/or third shift, evenings, weekends, and holidays.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.



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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**  
JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 55% (1) Enforces the laws and ordinances of the Municipality and all other pertinent laws. Drives police vehicles, patrolling designated areas. Reports unsafe conditions such as obstructions in the streets. Issues citations 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 an accident. Conducts investigation of crimes, preserves crime scene, gathers and preserves evidence. Checks doors and windows of homes and businesses for security. Responds to radio calls. Takes statements from complainants. Testifies in court. Assist injured persons, notifies family of injured. Answers inquiries and assists stranded motorists. Looks for and investigates conditions or situations which may indicate a crime is about to be or has been committed. Takes photographs of accident and crime scenes. Remains alert for stolen cars and wanted or missing persons.
- 30% (2) Maintains records and prepares reports of incidents and activities. Takes statements from witnesses and suspects. Secures warrants; serves warrants and subpoenas. Operates radar equipment. Attends meetings and training sessions. Appears in court. Works with other agencies and school officials. When juveniles are involved, interviews parents, and work with J.E.E.P. and other juvenile programs.
- 5% (3) Maintains order in crowds and attends parades, funerals or other public gatherings. Checks automobile parking in restricted areas and gives violation notices when necessary.
- 5% (4) Responds to public or other inquiries relative to department policies and procedures.
- (5) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

- 5% (6) Performs other job related duties as necessary.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** \*City and departmental goals, objectives, and functions; \*geographic layout of region; public relations; public safety radio dispatching procedures; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; supervisory principles and practices; office management and standard office practices.

**Skill in:** computer operation (including software/applications such as Microsoft Office, and other department specific software, etc.); use of modern office equipment; motor vehicle operation; operation and care of firearms;

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Developed by:

Date Adopted: \_\_\_\_\_

Clemans, Nelson & Associates, Inc.

Date Revised: \_\_\_\_\_

Akron | Cincinnati | Columbus | Lima



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use of restraint devices; interpersonal communication; organization and time management; spelling, grammar, and mathematics.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

**POSITIONS DIRECTLY SUPERVISED:**

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Date Adopted: \_\_\_\_\_  
Date Revised: \_\_\_\_\_

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Akron | Cincinnati | Columbus | Lima