

Village of Waterville

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Police Officer

Employment Status: Full-time
FLSA Status: Non-Exempt
Supervises: 0

Dept./Div: Police
Reports To: Chief of Police

GENERAL STATEMENT:

Under the direction of a Sergeant, Acting Sergeant, or higher-ranking officer, the Police officer is responsible for maintaining law and order, investigating crimes and accidents, and protecting life and property throughout the village

ESSENTIAL FUNCTIONS OF THE POSITION:

- Enforces laws; patrols area in patrol vehicle and on foot; issues warnings and citations for minor traffic and criminal offenses; apprehends and arrests suspected violators of the law; transports and books prisoners; testifies in court; makes business and residential security checks; directs traffic; watches for stolen property and wanted or missing persons.
- Investigates crimes and accidents; responds to domestic disturbances and reports of criminal activity or accidents; interviews witnesses, victims, and suspects; secures crime and accident scenes; searches scenes for clues and evidence; collects, records, and preserves evidence for laboratory analysis; maintains security of evidence and submits to property room officer; takes photographs; lifts latent fingerprints; prepares investigative reports; prepares affidavits and obtains search warrants; conducts searches; communicates with the public, property owners, and complainants to notify of property recovery, case dispositions, or to notify next-of-kin; prepares and maintains information of a confidential or sensitive nature.
- Responds to calls for assistance and civil complaints; serves local, civil and legal papers (e.g., eviction notices, etc.); assists with crowd control at festivals, etc.; receives and responds to routine inquiries in person or via telephone; provides assistance to general public, motorists, etc.; prepares daily activity logs; demonstrates regular and predictable attendance.
- Maintains required certifications and licenses; attends a minimum of sixteen (16) hours of professional training, education, seminars and workshops annually (e.g., bloodborne pathogens, domestic violence, hazardous materials, etc.).
- Meets all job safety requirements and all applicable IOSHA safety standards that pertain to essential functions.
- Develops information sources throughout the community to further investigative leads.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned. Examples would be foot patrol, bike patrol, motorcycle patrol, K-9, investigations (formerly detective), crime prevention, field training (FTO), firearms, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of departmental policies and procedures; local and state ordinances and laws; traffic laws; arrest procedures; criminal apprehension techniques; self-defense techniques; crime prevention techniques; court procedures; civil disobedience control techniques; and first aid.
- Ability to interpret and apply local and state laws and ordinances.
- Demonstrates physical agility.
- Arrest violent offenders.
- Ability to define problems, collect data, establish facts and reach conclusions, deal with problems involving several variables.
- Ability to communicate effectively in oral and written form
- Demonstrate firearms competency.
- Works in adverse weather conditions
- Develops and maintains effective working relationships with the public, officials, co-workers and supervisor
- Remain calm in emergency situations.
- Meet age limitations established by the village of Waterville.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATON REQUIREMENTS:

High school diploma; Ohio Peace Officer’s Training Certificate; valid driver’s license and be eligible for coverage under the village’s vehicle insurance provider; meet the physical and age limitations established by the Village of Waterville; pass an extensive personal background check; pass a physical fitness exam; pass a physical examination including drug screening. Anyone who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

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 the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date