

**COLERAIN POLICE DEPARTMENT
POSITION DESCRIPTION**

TITLE: Uniform Patrol Officer

DEPARTMENT: Colerain Police Department

SUPERVISOR: Patrol Sergeant

FLSA STATUS: Hourly Non-Exempt

PREPARED DATE: January 2002, Revised January 2012

GENERAL PURPOSE: Under the direct supervision of the Sergeant, the primary responsibility of all Uniform Patrol Officers is to protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIAL FUNCTIONS:

As the essential job functions of their positions, all Uniform Patrol Officers of Colerain Township must perform each of the following tasks:

- Diligently and thoroughly patrol assigned area by:
 - a) Being familiar with his/her area of assignment, giving particular attention to high frequency crime locations and known trouble spots so that he/she may assist in the prevention of crime, not just the making of criminal arrests;
 - b) Taking appropriate action regarding wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, AWOL military personnel, and crimes in progress to ensure suppression of crime and increased overall safety of the community;
 - c) Utilizing highly-visible patrol techniques;
 - d) Conducting daily inspections of open businesses such as convenient stores, banks, retail stores, and service stations to create a visual deterrent to prevent crime.
 - e) Ensuring that businesses are secure at all times, immediately summoning aid to search the premises when evidence of tampering or entry is found, and apprehending any trespassers;
 - f) Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully completing field interrogation cards;
 - g) Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles;

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- h) Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion;
 - i) Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways;
 - j) Noting and recording the license number and description of vehicles under questionable circumstances, querying individuals through RCIC, LEADS, and NCIC for wants and warrants, where appropriate, and taking appropriate action when necessary;
 - k) Providing assistance to citizens in a professional and courteous manner when answering radio calls or when summoned on the street; and
 - l) Observing liquor-permit establishments routinely for violations and criminal activities, taking appropriate legal action when necessary to ensure compliance with state laws.
- Prioritize and promptly respond in a safe manner to all dispatched calls in the Township and requests for assistance from other jurisdictions to ensure that:
 - a) The investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure; and
 - b) Miscellaneous calls for service are handled in a professional and timely manner, e.g., assisting motorists in “lockout” situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.
 - Conduct preliminary investigations at the scene of incidents to which he/she is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
 - Handle missing person and missing child investigations in a complete and timely manner to ensure compliance with Department policy, state and federal law.
 - Thoroughly investigate traffic accidents, complete accurate and neat reports, and provide any services necessary such as minor first aid, tow service, and traffic direction to alleviate hazardous road conditions.
 - Promptly, and with empathy, notify next-of-kin of deceased, seriously ill, or seriously injured persons.
 - Immediately take control of crime scene and preserve evidence, secure witnesses to the crime, interview witnesses, obtaining complete information, including written statements when appropriate, process the scene by developing and lifting latent fingerprints, collect other forensic evidence using the most current techniques, and maintain complete and accurate logs.

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- a) Assume duties such as preliminary investigation of a crime scene when investigative personnel are not needed or immediately available, properly and legally collect evidence to establish probable cause, prepare and serve search warrants.
- Properly collect, prepare and submit all evidence and property to its proper collection point/area to include accurate and complete forms, to ensure the legally-mandated chain of custody, while protecting the integrity of the evidence.
- As soon as practicable, secure the perimeter in fire scenes, assist with hazardous material spills, and otherwise assist fire department personnel at the scene of an emergency to enhance operational efficiency.
- Act within the use of force continuum when defending oneself and others from physical assault.
- Initiate legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, properly and completely filling out the necessary paperwork as required by Department policy or state guidelines.
- Transport all prisoners within established guidelines, being vigilant to prisoner's rights under state, federal and local guidelines.
- Serve outstanding subpoenas or warrants as required.
- Perform crowd control at parades, festivals, labor disputes, riots and other events maintaining a professional image to ensure the safety of persons and property.
- Be sensitive to the conduct of juveniles and the existence of hazards affecting them in order to participate in the delinquency control effort of the Department.
- Immediately brief the Chief of Police or his/her designee on important matters.
- Complete all special projects, assignments and investigations as assigned.
- Assist in the execution of the Department's programs for:
 - a) Improving efficiency and cooperation in areas of common responsibility;
 - b) Advancing the public relations program for promoting public confidence and support; and
 - c) Proper and economical use of Department property and equipment.

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- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities or police hazards on a daily basis to ensure officer safety and enhance job performance.
 - a) Review records and reports daily to obtain information regarding incidents, wanted suspects, stolen vehicles, missing persons, and other items necessary to ensure safety of Township residents and businesses.
 - b) Review offense reports and supplementary report on a daily basis to determine crimes committed, crime patterns, and modus operandi used in these crimes in order to recognize developing crime patterns and take appropriate action to prevent or solve crimes.
 - c) Accurately prepare and file a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and police vehicles per Department standards and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, including determining the access of news media representatives to the scene of major fires, natural disasters, perimeters of crime scenes, or other catastrophic events, reflecting a positive image of the Township when possible.
- Perform all duties in a professional, accurate, and timely manner.
- Conduct him/herself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.

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- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self disciplined, self-motivated and work independently of direct supervision

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING and/or EXPERIENCE: High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY: Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.

SPECIAL REQUIREMENTS: A valid Ohio state driver's license. Must be bondable. Must reside within the residency requirements of the Colerain Township Board of Trustees.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

TOOLS AND EQUIPMENT USED: Officers must qualify with firearms, and other offensive and defensive weapons. Meet O.P.O.T.A. yearly firearm standards, officers are provided the use of handcuffs, IMPACT weapon, mace, less lethal force options, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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ATTENDANCE REQUIREMENTS: In accordance with hours scheduled by the Chief of Police. It is the employees' obligation to have regular and predictable attendance.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.

The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.

Officers must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES: Application, physical readiness testing, rating of education and experience, oral interviews, reference/background check, CVSA/polygraph test, drug testing, and/or job-related testing may be required.

PERFORMANCE REVIEW GUIDELINES: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CAUSE FOR REMOVAL: The incumbent may be removed with or without fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently failing to perform competently on regular tasks are among major reasons for job removal without fault. Failures to support the mission, uphold the oath of office, behave in a manner that supports the Police Departments Code of Ethics, continually comply with preconditions for original employment, or fail to display due regard for the civil liberties of any persons, accruing atypical amounts of dysfunctional work time, or requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.

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