City of Powell
Police Officer

Job Description

Nature of Work

This is responsible law enforcement work in the protection of life and property through the enforcement of laws and ordinances.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of persons alleged to have committed a crime, and the enforcement of laws and ordinances. An employee of the class may be assigned to uniformed patrol, traffic patrol, crime prevention, investigative work, juvenile work, or other specialized department activity. Work involves significant personal danger in the pursuit of duties. Officers must exercise independent judgment in meeting both routine and complex emergency situations and act without immediate direct supervision. A significant portion of time involves public contact where discretion and tact is to be conscientiously exercised. Assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

Example of Essential Job Functions

Patrols within the boundaries of the city, by vehicle or foot and makes physical checks, to observe, prevent, or terminate unlawful acts; maintains communication with dispatch; reports crimes or unusual situations; responds to calls or initiates actions; backs up other units as required.

Responds to call involving traffic accidents and other serious accidents; secures scene to protect victims and property; gives first aid and call for medical assistance; interviews participants and witnesses; collects other related information and completes reports.

Facilitate the movement of people and vehicles, including enforcement of all traffic regulations; controls and redirects traffic in congested areas and scenes of emergency or danger; promotes traffic safety; assists stranded motorists; enforces parking restrictions; prevents the blockage of sidewalks, streets, and other public accesses.

Operate speed-measuring devices and monitors traffic; stops violators and issues warnings or citations; may conduct appropriate tests for determination of intoxication.

Responds to a wide range of citizen needs and requests, at times under emergency conditions, e.g., accidents, rescue efforts, search for missing persons, alarms, and in-progress felonies; responds to requests for assistance for a variety of reasons related to security.

Responds to reports of criminal activity searching buildings, residences, and surrounding areas for criminal subject; secures scene to restore peace and protect evidence; calls for assistance as needed; and provide backup to other officers engaged in confrontation or arrest activities.

Interviews complainants and witnesses; analyzes probable sequence of events; seeks additional data through research, telephone call, interviews, and other methods; identifies, arrests, fingerprints, and takes into custody offender(s) for probable cause; advises such persons of their Constitutional rights; search for weapons or contraband; interrogates regarding act(s) committed; transports for incarceration; testifies in court proceedings to provide known facts and evidence.

Serves as the evidence, property, and identification officers; receives records, and stores evidence and property; disposes of property through various means; maintains a strict chain of custody; clarifies and files fingerprints; classifies and enters photographs, processes and prints photographs.

Prepares case and other incident reports; completes daily reports.

Officer must be able to provide trustworthy and credible testimony.

Periodically practices the use of authorized firearms and maintains a qualification of those firearms.

Attends continuing education seminars and lectures on various law enforcement practices and techniques.

May have to work in inclement weather; may be subject to personal hostility; potential exists for sustaining serious bodily harm or possible death in the performance of duties.

Promotes and maintains responsive community relations in the performance of work.

Follows safe work procedures.

Performs related work as required or as assigned.

Requirement of Work

Graduation from high school or equivalency; some experience in a related field or any equivalent combination of training and experience that provide the following knowledge, abilities, and skills:

Knowledge of national, state, and local civil and criminal statutes on which charges and arrests are executed.

Knowledge of police rules and regulations and standard operating procedures.

Knowledge of the City and location of important buildings.

Ability to maintain a professional demeanor during stressful situations.

Ability to handle sensitive public contacts and to deal tactfully and courteously, but firmly with the public.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to observe accurately and remember faces, numbers, incidents, and places.

Ability to understand and carry out oral and written instructions and prepare clear comprehensive reports.

Ability to meet such physical requirements as may be established by competent authority.

Ability to distinguish confidential material and apply departmental standards for security and privacy.

Ability to exercise sound, independent judgment and to render objective decisions in the application of law and ordinances.

Ability to apply techniques of self-defense and use necessary forces to apprehend and restrain violent or hostile individuals.

Ability to establish and maintain working relations with other officers, City employees, supervisory staff, and citizens.

Skill in the use and care of firearms and other law enforcement equipment, and the operation of a motor vehicle.

Skill in the use of investigation, interrogation, and interviewing techniques.

Skill in the use of radio and communication procedures applicable to the police department.

Necessary Special Requirements

Must successfully complete required police training and be certified as an Ohio peace officer by the Ohio Peace Officers' Training Academy.

Valid driver's license, State of Ohio.

Remain current with all required certifications.