



Chief of Police
Michael J. Cannon
Hunting Valley Police Department
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Subject: Patrol Officer Job Description

JOB SUMMARY

Under the direction of the Chief of Police and the Command Staff, performs all law enforcement operations and affiliated tasks for the Village. Serves the public welfare as a community caretaker enforces all applicable laws, protects life and property, and serves as a primary personal service contact with various civilians, residents, businesses, organizations, and other appropriate agencies.

PRIMARY TASKS AND RESPONSIBILITIES

- Enforces all laws under the jurisdiction of the Department; ensures that public peace and safety are maintained.
- Performs routine patrol duties in a vehicle, on foot, or other methods; responds to calls for police assistance.
- Investigates and reports on crimes or complaints; questions victims, witnesses, or suspects; obtains preliminary statements; provides basic first aid and activates EMS as necessary maintains order at the scene of crime or accident; collects evidence, and may photograph scene; escorts prisoners to jail.
- Writes reports and keeps records as necessary and according to current Department policy.
- Enforces traffic laws, writes traffic citations, handles accident reports, and investigates the same.
- Testifies in court cases when required.
- May participate in special projects or programs assigned to Police Officers.
- Assists EMS and Fire Department on emergency runs and at fire scenes.
- Performs related duties as required.
- May be assigned to Various Divisions, duties, or staff functions within the Police Department that are important to its operations.
- Performs any other duties as assigned by the Chief of Police consistent with and regarding the effective provision of law enforcement services within the Department.

SUPERVISION RECEIVED

Receives general supervision from the Chief of Police through the Command staff through designated chains of command. Receives direct from a Police Sergeant in most cases.

SUPERVISION EXERCISED

None. May supervise Officers in training, Junior Officers at specific incidents, or other employees regarding specific work assignments.

LEVEL AND TYPE OF EDUCATION REQUIRED

High School diploma or G.E.D. Equivalent.

RELATED WORK EXPERIENCE REQUIRED

None.

SPECIALIZED REQUIREMENTS (Certifications, licenses, etc.)

- Knowledge of modern law enforcement principles, procedures, techniques, and equipment
- Knowledge of applicable laws, ordinances, and department rules and regulations
- Ability to perform work that requires good physical condition
- Ability to communicate effectively, both verbally and in writing
- Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to understand, carry out and deliver verbal and written directions about a job assignment
- Ability to operate successfully in an environment of uncertainty
- Possesses leadership skills, integrity, a sense of responsibility, and independent judgment
- Ability to fairly and quickly evaluate escalating Tactical Incidents
- Ability to meet the special requirements below
- Knowledge of and ability to use/operate tools and equipment listed

SKILLED REQUIREMENTS (Certifications, licenses, etc.)

- A. Must possess a valid Ohio Driver's License
- B. Ability to meet Department's physical standards
- C. Ohio Peace Officer Certification including annual Continuing Education Unit and Firearms qualification requirements

WORKING ENVIRONMENT

The service provided by law enforcement personnel has the unique environmental aspects of dealing with emergencies, threatening situations, risk of injury or death, exposure to communicable diseases, and dealing with persons who may be volatile or physically or verbally abusive. Duties are not typically performed in a normal office environment; it is occasionally necessary to work outdoors in extreme weather, noise, and/or other hazards.

Police work requires rotating shift work, being on-call, and working weekends, and holidays when required.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to perform the essential

functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing this job's duties, the employee is regularly required to use hands to finger, handle, feel, carry, or operate objects, tools, or controls and reach with hands and arms. The employee frequently must stand, talk, or hear; walk, sit, climb or balance, stoop, kneel, and crouch. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee frequently is required to lift and move tools and equipment. The employee may occasionally be required to use the force necessary to restrain and apprehend civilians. The employee must have an audible voice for communications and must be able to speak the English language fluently. The employee must be able to distinguish between the smells of different materials and chemicals. They must be able to hear sirens, alarms, the human voice, and police radio messages and distinguish between close-distance and long-range inputs.

TOOLS AND EQUIPMENT USED

The employee is expected freely operate the following tools and equipment: police vehicles, police radios, speed measuring devices, handguns, batons, and other weapons as required, handcuffs, first aid equipment, the personal computer including law enforcement and other office software, telephones, video and camera equipment, standard office equipment, other specialized and technical law enforcement equipment, applications, and software.

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EMPLOYEE NAME – PRINTED

EMPLOYEE SIGNATURE

DATE