

CITY OF OBERLIN JOB DESCRIPTION
Patrol Officer – Part-Time

Title:	Patrol Officer – Part Time	Department:	Police
Supervisor:	Sergeants	Positions Supervised:	Auxiliary Police Members
Status:	Part-time	Civil Service Status:	Classified/Competitive
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	Not categorized
		Schedule:	As directed by Police Chief

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Patrol the City of Oberlin and protect all properties therein. Enforce all applicable laws, arrest when necessary; respond to emergency situations and offer aid as necessary.

The Part-Time Patrol Officer shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Part-Time Patrol Officer shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

High school diploma or equivalent. Must be U. S. citizen or applying to be U. S. citizen or applying to be a U.S. citizen. Must pass civil service test, physical examination, drug screen, background investigation and psychological examination. Must be 21 years of age or older and meet the Ohio Peace Officer Basic Training Program, Physical Fitness Standards prior to appointment.

Ability to read, write and speak clearly. Must be able to respond to an emergency without panic. Must complete the required basic police training for certification within one year of hire date. Must have good driving skills and be able to obtain Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the supervision of the Police Chief, Lieutenants, Sergeants and all senior officers. May supervise auxiliary police members.

Primary Job Duties: *(Essential functions are identified by an “*”)*

- Instruct, assign and supervise subordinates.*
- Patrol the City of Oberlin. Enforce all laws and make arrests as needed.*
- Answer emergency calls and provide assistance and aid as needed.*
- Maintain all equipment used in the performance of law enforcement.
- Maintain records and give accounts of observed criminal activity during the performance of one's duty.*
- Inspect all properties of the City for security, including residential vacation homes.*
- Perform additional duties as required including accident investigation, bicycle registrations, stolen bicycle reports, fingerprinting civilians and criminals, dispatching, and breathalyzer, serving subpoenas and warrants, corrections.*
- Attend various police related schools and seminars, i.e., auto theft, radar, breathalyzer, arson, first aid, CPR, corrections, crime prevention, felony stops, accident investigations, and drug identification. Maintain all current certifications.*
- Conducts investigations of incidents occurring on the shift.*
- Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary.*
- Perform a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies.*
- Must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients and stretchers.*
- Perform other related duties as assigned.*

Required Knowledge, Skills and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including coworkers, other professionals, appointed and elected officials and the general public.

Licenses and/or Certifications:

- Current Peace Officer's Certification
- LEADS certification; any and all State of Ohio required licenses and certifications
- Valid Ohio driver's license

Work Environment:

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at an incident scene
- Communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Running, walking, crouching or crawling during emergency operations
- Moving equipment and injured/deceased persons
- Climbing stairs/ladders
- Performing life-saving and rescue procedures

Effectively deal with personal danger which may include exposure to:

- Confined or high work places
- Violent or hostile subjects
- Dangerous animals
- Extremely loud noises
- Hazards of emergency driving
- Hazards associated with traffic control and working in and near traffic
- Natural and man-made disasters

Material and Equipment Used:

Motor Vehicle	Computer	Protective and Safety Equipment
Communications Equipment	Firearms	Office and Technology Equipment

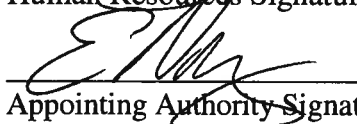
Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours and potential exposure to hazardous or physically demanding working conditions experienced by law enforcement personnel. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

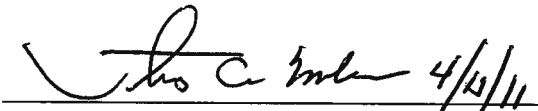
Employee Signature/Date

 04.07.11

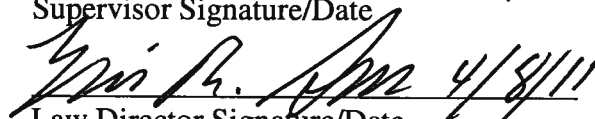
Human Resources Signature/Date

 4/7/11

Appointing Authority Signature/Date

 4/14/11

Supervisor Signature/Date

 4/8/11

Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A