



JOB DESCRIPTION

Division/Department:	Police
Location:	2459 Agler Road
Job Title:	Part-Time Police Officer
Reports to:	Sergeant

Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	Hours: 24/month (minimum required) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
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SUMMARY

Fill in for and support full-time officers in protecting life and property, maintaining order, and fostering positive community relations through street patrol, emergency response, incident investigation, traffic and crowd control, and the apprehension of law violators.

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrol assigned area for traffic violations, suspicious activity, and safety hazards
- Identify, pursue, and arrest suspects and violators of illegal acts
- Respond to calls for assistance
- Provide first aid to accident victims until the arrival of medical professionals
- Investigate traffic accidents and other incidents to determine cause and issue citations when appropriate
- Prepare and submit incident and activity reports
- Attend and testify in court traffic and criminal cases
- Direct/control traffic and crowds during accidents, incidents, scheduled events, etc.
- Operate police cruiser in emergency mode safely
- Act as official escort for funeral processions and other events and situations as needed
- Participate in training, public education, and special duty assignments



- Participate in the cleanliness, care, and maintenance of police headquarters
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and compliance with all Township and department-specific policies and procedures
- Knowledge of federal, state, and local laws and ordinances related to public safety and criminal conduct
- Knowledge of geographical jurisdiction and mutual aid service areas
- Knowledge of traffic and crowd control procedures and protocols
- Knowledge of tools, techniques, and best practices to restore the safety, security, and well-being of life and property effectively and efficiently
- Knowledge of how to conduct accident/incident investigations
- Knowledge of safe and proper procedure to arrest, transport, and process prisoners
- Ability to safely operate and maintain police cruiser
- Ability to safely operate, maintain, and store firearms and non-lethal weapons
- Ability to respond to emergency dispatch calls with a sense of careful urgency, purpose, and intention
- Ability to accept and follow written and spoken directions
- Ability to recall names, faces, and details of incidents
- Ability work effectively and respectfully with mutual aid and other law enforcement/public safety officers and first responders
- Ability to operate and maintain body camera, MDT, handheld communication radio, and other industry-related technology
- Ability to maintain all required licensures and certifications without lapses
- Ability to maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Ability to use basic Microsoft Office 365 and industry-related software and applications
- Ability to use a personal computer and other modern standard office equipment

OTHER TRAITS/COMPETENCIES

- **Commitment to Excellence** – punctual; dependable; adaptable; agile; flexible; accountable; trustworthy; integrous; humble; shows initiative; conscientious; team player; professional; establishes and maintains effective and respectful interpersonal relationships; committed to lifelong professional growth and development



- **Communication** – uses clear, direct, and firm but gentle language and tone when confronting, questioning, apprehending, etc. actual and potential law violators; responds rather than reacts; uses active and attentive listening skills; is patient, compassionate, and respectful with people in physical, psychological, and emotional distress; uses negotiation skills to establish quick and effective connection, de-escalation, and resolution; prepares and submits detailed, clear, accurate, and timely reports; regularly checks email and other forms of communication to stay current on Township and department-specific news, information, events, and requirements
- **Decision Making** – maintains logic, reasoning, and problem-solving ability under pressure; confident; decisive and deliberate; discerning; objective/unbiased; pays attention to details
- **Emotional Intelligence** – is self-aware; empathetic; able to assess and adjust in response to different people, situations, circumstances, and environments; able to maintain perspective and composure when challenged
- **Health and Wellness** – commits to a regular fitness schedule; resilient; has a positive and optimistic attitude

PHYSICAL REQUIREMENTS

- Always maintain optimum physical fitness and a body weight that meets medical standards
- Always wear body armor when on duty
- Often walk, run, jump, climb, crawl, and generally traverse over all types of surfaces and terrains
- Sometimes lift, carry, push, pull, drag the actual or equivalent weight of an average individual (150-200 pounds)
- Always use arms and hands to perform routine and/or repetitive tasks and operate tools and equipment
- Sometimes endure extreme temperatures and weather conditions for prolonged periods of time
- Sometimes exposed to hazardous substances, conditions, situations, and environments
- Always able to distinguish color, depth, and good peripheral vision
- Sometimes sit, stand, bend, reach away from body and overhead
- Always hear, read, write, understand, and clearly articulate the English language

LICENSURE AND CERTIFICATION REQUIREMENTS

- OPOTA
- First Aid
- Taser
- LEADS
- Firearm



OTHER MINIMUM REQUIREMENTS

- High School Diploma or GED
- Valid Ohio Driver's License
- Ability to work at least 24 hours per month
- Ability to work 1st, 2nd, and 3rd shifts, weekends, and holidays
- Ability to complete the Township Field Officer Training within 1 (one) year of employment

This job description is intended to provide some illustrative examples of the duties and essential functions of this position but should not be interpreted to describe all the work or essential duties and responsibilities which may be required of employees holding this position.

PRINT EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE ACKNOWLEDGED: