

CITY OF MIDDLETOWN

Position Description

Position Title: **Patrol Officer**
Department/Division: Public Safety/Police
Reports To: Police Supervisors
Classified or Unclassified: Classified
Entry Level or Promotional: Entry Level
Exempt or Non-exempt: Non-exempt
Union or Non-union: Union
Salary Range: PO-1
Civil Service Approval: October 20, 2016

Position Summary

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

Work involves the patrolling of assigned areas; accident and crime scene investigations; follow-up investigations and special assignments for the prevention of crime, apprehension of criminals, and enforcement of laws and ordinances. Employees must be able to act without direction using independent judgement and discretion in meeting emergencies; however, duties are performed in accordance with departmental rules and regulations and sound police techniques. Assignments and general and special instructions are received from superior officers who evaluate performance through observation and review of reports. Work involves extensive public contacts in the response to calls for service.

Position Qualifications

1. Requires consistent attention and commitment to the department's mission.
2. High School Diploma or G.E.D. supplemented by courses in police science; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:
 - a. Modern police practices and methods applicable to federal, state, and local laws and ordinances, pertaining to arrest and evidence, geography of the City, the rules and regulations of the Police Department and first aid principles.
 - b. Ability to deal firmly and courteously with the public.
 - c. Ability to analyze situations quickly and objectively, and to determine the proper course of action to be taken.
 - d. Ability to react quickly and calmly under emergency situations.
 - e. Ability to obtain information through interview and interrogation.
 - f. Ability to communicate effectively, both orally and in writing.
 - g. Ability to develop skill in the use and care of firearms.

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- h. Ability to perform activities requiring agility, strength, and physical conditioning. Ability to use defensive tactics.
- i. Ability to work with minimum supervision using uncommitted patrol time for proactive policing.
- j. Ability to use self directed work time in an efficient manner by doing self initiated work.
- k. Possession of a valid Ohio Driver's License.
- l. Eyesight may be 20/100 if correctable to 20/20.
- m. Must be 21 years of age at time of appointment. Must be no older than 35 if receiving original appointment.
- n. In accordance with state Law, must have no convictions of a felony offense.
- o. Must be of excellent health and character.
- p. Certification as a Peace Officer by Ohio Peace Officers Training Council.

3. Ability to achieve and maintain any required certifications.

Duties and Responsibilities (For Performance Appraisal)

- 1. Patrol a designated area of the City. Enforce vehicle, traffic, and criminal laws.
- 2. Answer calls for service involving crashes, misdemeanors, felonies, nuisances and other incidents; interview persons and determine the offense involved.
- 3. Conduct crash and criminal investigations and preliminary and follow-up investigations; gather evidence; locate and question witnesses; make arrests as necessitated by circumstances; prepare various related reports and testify as a witness in court.
- 4. Give advice on laws and ordinances and general information to the public.
- 5. Process arrested persons; control property such as evidence and police equipment.
- 6. Perform special patrol, investigative, or other police functions as required.
- 7. Engage in problem solving activities.
- 8. Address nuisance issues which may not involve a violation of law.
- 9. Represent the Middletown Division of Police at public functions.
- 10. Perform related work as required by supervision.

Career Path

Patrol Officer

Police Sergeant

Deputy Police Chief

Chief of Police