

## CITY OF NAPOLEON

### **POLICE OFFICER**

<b>DEPARTMENT:</b>	Police
<b>REPORTS TO:</b>	Chief of Police or Police Lieutenant
<b>FLSA STATUS:</b>	Hourly (Non-Exempt)
<b>CIVIL SERVICE:</b>	Classified (Competitive)
<b>UNION:</b>	NPOA
<b>APPROVED BY:</b>	Monica Irelan, City Manager
<b>APPROVED DATE:</b>	October 26, 2016

#### **SUMMARY**

A Police Officer performs general and advanced patrol, investigation and reporting functions. A Police Officer preserves and protects life and at times must place themselves in perilous or dangerous situations to achieve that goal. A Police Officer, through enforcement of laws and ordinances, preserves the peace and protects the rights of individuals and rights. Acts for Police Lieutenants in their absence, as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING.** As required, other duties may be assigned.

- Must be able to operate a motor vehicle and at times to operate at increased speeds in a safe manner.
- Perform tactfully and judiciously under pressure and in hazardous working environments.
- Must be able to take charge of situations in a professional manner.
- Must be able to give credible and accurate testimony under oath in court.
- Be able to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- Must have the ability to comprehend, analyze, interpret and apply to specific situations the laws, local ordinances and police rules and regulations.
- Must follow rules and procedures.
- Ability to apply a broad, general idea or principle effectively to a particular problem or case.
- Ability to gather, organize and utilize information.
- Ability to find practical ways of dealing with problems.
- Ability to work fast and accurately in situations where there is pressure or emotional strain.
- Must be able to put up with and handle verbal abuse from a person or group and maintain professional composure.
- Must be able to work as a member of a group.

#### **QUALIFICATIONS**

- Skilled in the use of firearms.
- Have no violations of Law that would disqualify a person as an Officer.
- Must be a United States citizen at time of appointment.

#### **EDUCATION AND/OR EXPERIENCE**

- Good knowledge of approved principles and practices of police work.
- Good knowledge of laws and ordinances governing local police work.
- Good knowledge of first-aid methods.
- High school diploma or equivalent.
- Any other educational requirements established by the Civil Service Commission.

#### **LANGUAGE SKILLS**

- Ability to read with reasonable speed and understanding so as to absorb written information.
- Ability to read, write, speak, understand or communicate in English sufficiently to

perform the duties of this position.

- Ability to communicate ideas with spoken words.
- Ability to accurately read and write, clear and concise letters, reports, descriptions or instructions.

### **REASONING ABILITY**

- Able to understand and carry out oral and written instructions.
- Ability to be courteous and firm with the public.
- Able to make good judgments.
- Required to demonstrate initiative and exercise discretion.
- Good social and general intelligence.
- Ability to understand, remember and carry out oral and written directions.
- Ability to learn quickly from oral and written explanations and from demonstrations.
- Good powers of observation and memory.
- Ability to deal with people politely and helpfully beyond the giving and receiving of instructions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess and maintain a valid Ohio Driver's License.
- Must be certified to carry a firearm and maintain ability to carry a firearm on duty.
- Must be certified as an Ohio Peace Officer by the State of Ohio at time of appointment and maintain the same once achieved.
- Ability to obtain and maintain the necessary state certifications for Police Officer.

### **PHYSICAL DEMANDS**

- Able to operate a motor vehicle.
- Able to make effective arrests of suspects.
- Able to physically restrain disorderly individuals.
- Accurately report what is observed utilizing one's basic senses.
- Ability to see sufficiently to observe and react to what is observed in both lighted and dimly lighted surroundings.
- Have good hearing and eyesight with or without corrective measures.
- Ability to maintain a high level of muscular exertion for some minimum period of time. This involves the degree of muscular force exerted against a fairly immovable or heavy object in order to lift, push or pull that object.
- Ability to hold up or move body's own weight repeatedly or at one time without stopping, using the force of arm and trunk muscles.
- Ability to use the trunk, arms and legs together in movement.
- Ability to make repeated trunk and/or arm leg bending or stretching movements where speed, as well as degree, counts; it includes the ability of these muscles to recover from the strain and distortion of repeated flexing.

### **WORK ENVIRONMENT**

- Field work as well as office work.
- Work involves an element of personal danger.
- Possibility of working any shift and possible long hours with little notice.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.