

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: POLICE OFFICER
Classification Specification: 70204 Police Patrol Officer

Office/Division:	Police	Employment Status:	Full-Time
Reports To:	Chief of Police/Captain/ Sergeant	Civil Service Status:	Classified
		FLSA Status:	Non-Exempt

QUALIFICATIONS

1. completion of secondary education
2. must possess an associate degree or the equivalent, or working towards, a degree in a related social science field or possess an Ohio Peace Officer's Training Certificate
3. must meet the age limitations established by the Civil Service Commission and the Ohio Revised Code and must receive a passing grade on the entrance examination
4. must successfully complete and pass all required police officer training within twelve (12) months after employment by the City

LICENSURE OR CERTIFICATION REQUIREMENTS

Must be certified as a peace officer by the Ohio Peace Officer Training Commission by date of appointment.

Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy and maintain firearms proficiency.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment)

Knowledge of:

1. department policies and procedures*
2. state and local laws and ordinances*
3. law enforcement procedures and practices*
4. investigative methods and practices*
5. equipment utilized in police operations*

Ability to:

1. communicate effectively
2. exercise sound judgment
3. develop and maintain working relationships with associates
4. collect, analyze and interpret data
5. prepare and maintain accurate documentation
6. work independently

Skill in:

1. safe and effective use of police equipment including firearms, handcuffs, defensive tactics*
2. use of investigative tools and instruments*
3. safe operation of a motor vehicle
4. preparation of written documents
5. listening

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ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101

1. Patrols assigned areas to serve citizens, prevent crimes and enforce laws and ordinances; responds to citizen complaints; interviews witnesses and suspects to crimes, accidents or disturbances; administers basic first aid/CPR; apprehends and/or arrests persons in violation of laws and ordinances; performs traffic control; transports suspects to the police station and prisoners to court.
2. Conducts investigations of crimes and including crime scene activities; interviews or interrogates witnesses, victims, suspects; takes statements, collects and analyzes information; secures evidence seized during investigation; plans continuing actions and activities.
3. Directs and monitors traffic, enforces traffic laws, runs radar, administers tests for blood alcohol content, issues traffic citations; investigates traffic accidents; provides general assistance to motorists.
4. Prepares and maintains records, reports and other related documentation; incidents reports, arrest reports.
5. Prepares for and testifies in courts of law.
6. Demonstrates regular and predictable attendance.
7. Maintains required license and certification.

OTHER DUTIES AND RESPONSIBILITIES

1. Completes special projects as assigned.
2. Attends seminars and conferences, reads related publications to keep abreast of field.
3. Conducts training for other officers in areas of expertise.
4. May be assigned to supervise a subunit of the police department or assigned to a specialized duty.
5. Performs other duties as assigned.

EQUIPMENT OPERATED

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|------------------------------------|-----------------------------------|
| 1. police cruiser | 6. other standard law enforcement |
| 2. firearm | equipment |
| 3. radio | 7. computers |
| 4. radar unit | 8. standard business office |
| 5. blood/alcohol testing equipment | equipment |

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

1. exposure to traffic
2. periodic exposure to blood or other bodily fluids
3. periodic exposure to violent behavior
4. periodic operation of police cruiser at high speeds
5. periodic engagement in intense physical exertion

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.