



City of New Albany

Position Description

Position Title

POLICE OFFICER

Pay Grade: Non-Exempt Classification Grade 11
Position is part of a Collective Bargaining Unit

Department: Police

Reports To: Police Sergeant

Purpose of Position

Police Officers take proper enforcement action as necessary to maintain the order, safety and general welfare of the city. Police Officers provide a highly visible, professional presence while conducting patrol activities, maintaining safety and assisting citizens in a wide range of emergency and non-emergency situations.

Supervision Received

Work is performed under the general supervision of a police sergeant and the police chief.

Supervisory Responsibilities

The position does not include supervisory responsibilities.

Essential Functions

Enforces applicable federal, state, and local laws and ordinances.

Patrols the jurisdiction (via vehicle, bicycle, and/or on foot) to observe and identify potential problem areas within the community.

Responds to a wide range of calls for service including calls of both an emergency and non-emergency nature.

Maintains radio contact with dispatch and officers/supervisors.

Provides backup to other law enforcement officers.

Issues traffic citations and warnings to traffic violators.

Initiates arrests of law violators.

Investigates traffic crashes, including taking measurements, photographs, and diagrams, as necessary.

Directs traffic.

Interviews witnesses.

Provides first aid, as necessary.

Assists fire department/emergency medical service personnel, as necessary.

Conducts checks of businesses and residences, including responding to alarms.

Operates specific equipment as required, including alcohol testing instruments, traffic radar, traffic laser, and other police equipment.

Conducts periodic checks of police vehicles and equipment, including routine inspections.

Conducts criminal investigations.

Conducts surveillance and stakeout activities.

Prepares reports and paperwork related to case investigations and prosecutions.

Prepares arrest warrants and search warrants.

Executes arrest warrants and search warrants.

Prepares records/reports documenting daily shift activities.

Testifies in court.

Provides training to other officers.

Receives periodic in-service and specialized training.

Cooperates with other city employees and departments.

Promotes and maintains responsive community relations.

Requires regular and predictable attendance.

Other duties as assigned.

Qualifications

This position has a high degree of accountability. The incumbent must be a United States citizen. The incumbent for this position shall be at least 21 years of age and shall be no more than 35 years of age at time of appointment. A bachelor's degree and/or active duty military service with honorable discharge is preferred. The incumbent must possess a valid Ohio driver's license and the ability to maintain insurability under the city's vehicle insurance policy. The incumbent must be able to successfully pass a background check according to the city's established criteria and any restrictions put in place by state law.

Knowledge, Skills, and Abilities

The incumbent must have the following knowledge, skills, and abilities:

Ability to deal effectively and courteously with others.

Ability to see and hear to accurately observe situations.

Ability to analyze and record scenarios analytically and objectively.

Ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies.

Ability to understand and interpret laws, ordinances, and regulations so as to enforce them with firmness, tact and impartiality.

Ability to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment.

Ability to effectively communicate information both orally and in writing.

Ability to address groups of assorted sizes in diverse settings.

Ability to run, walk, stand, or sit for extended or intermittent periods of time.

Ability to pursue fleeing suspects on foot.

Ability to subdue resisting or attacking persons.

Ability to use hands or feet in weaponless defense.

Ability to maintain balance on uneven or narrow surfaces.

Ability to stand in one position for extended periods of time.

Ability to drag and/or pull hard to move objects or persons.

Ability to crawl in confined spaces or low areas.

Ability to remain alert and watchful during assigned duty hours.

Ability to transport individuals, paperwork, or evidence for short distances, which may involve climbing stairs.

Ability to demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 pounds and performing functions such as lifting, pulling, or pushing.

Ability to operate job-related equipment, including a motor vehicle, while performing multiple tasks such as radio operations, observation, and note taking.

Ability to distinguish frequencies and sound sources.

Ability to make visual observations involving color differential and accurate estimates of distance entailing depth perception.

Ability to operate job-related equipment such as radios, phones, firearms, handcuffs, cameras, etc.

Ability to safely operate a firearm.

Ability to affect physical restraint of angry or violent people.

Ability to pass the standards of the department's general fitness examination as it relates to the essential functions of the position.

Ability to logically order information and to report on or react to situations which may have serious consequences.

Ability to inspire trust and confidence.

Ability to make decisions with limited information under stress.

Ability to cope with and diffuse situations involving angry or difficult people.

Ability to operate in the absence of clear expectations, precedence, or procedures.

Ability to concentrate on a given task for extended period of time.

Ability to compute job-related formulas in order to accurately measure distances and to complete investigations.

Ability to read at multiple levels of difficulty from basic instructions to technical/legal materials of a time-sensitive nature.

Ability to prioritize work loads while coordinating multiple demands.

Ability to visualize scenarios when presented as written plans or oral instructions.

Ability to compare letters, numbers, or patterns quickly and accurately.

Ability to demonstrate mature judgment and reasoning at all times.

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Ability to work effectively and withstand extremes of climate exposure and potential exposure to health and safety hazards as the responsibilities of the position are performed in an office environment, on patrol within the community, in a vehicle, bicycle or on foot.

This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The city retains the right to modify the duties and responsibilities of this position at any time.

The City of New Albany does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.

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