

Job Descriptions



POLICE OFFICER

TITLE: Police Officer
DEPARTMENT: Miami Township Police Department
SUPERVISOR: Sergeants, Operations Captain and Chief of Police
FLSA STATUS: Hourly Non-Exempt
REVIEWED DATE: January 31, 2020

GENERAL PURPOSE: The primary responsibility of all police officers is to protect the lives and property of the people of Miami Township, to enforce the laws of the state and the ordinances of the township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIAL FUNCTIONS:

- ◆ Diligently and thoroughly patrols assigned area to ensure the following:
 - Concentration on high frequency crime locations and known trouble spots, keeps alert to ensure appropriate action is taken for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, AWOL military personnel, and crimes in progress to ensure suppression of crime and increased overall safety of the community.
 - Use of highly visible patrol techniques.
 - Performance of daily inspections of open businesses such as convenient stores, banks, retail stores, service stations, and others, acting as a visual deterrent to prevent crime and offer businesses suggestions for crime prevention.
 - Vice and narcotics information is gathered on a daily basis, taking enforcement action when offenses occur in officers' presence to include using appropriate department forms.
 - Information is passed along on organized crime or vice activities to the appropriate enforcement unit, to ensure that the department has proper information and intelligence information to enhance department efforts to suppress illegal activities.
 - Recognition of suspicious behaviors of persons, which may indicate involvement in criminal offenses, stop and interview these suspicious persons, and successfully complete field interrogation cards, in an effort to suppress criminal activity in the Township.
 - Accurate and expeditious use of communications systems to relay description, method, and direction of flight, and relevant information concerning wanted persons or vehicles.
 - Traffic flow is constantly observed for violations and warnings or citations are issued to violators in an effort to avoid auto accidents and traffic congestion.



- Constantly alert for erratic driving, conducts fields sobriety tests and makes OVI arrests when appropriate, to ensure safety for others on Township roadways.
 - Query of individuals through LEADS, and NCIC for wants and warrants, taking appropriate action when necessary.
 - Assistance is provided in a professional and courteous manner to citizens when answering radio calls or when summoned on the street.
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 - Liquor permits are routinely observed for violations and criminal activities, taking appropriate legal action when necessary to ensure compliance with state laws.
- ◆ Prioritizes, and in a safe manner, promptly responds to all dispatched calls in the Township and requests for assistance to other jurisdictions for help from our department to ensure the following:
 - Thorough investigation of any complaint that arises, using approved techniques to expedite adjudication or closure.
 - Miscellaneous calls for service are handled in a professional and timely manner, i.e., assisting motorists in “lockout” situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadway, etc.
 - ◆ Conducts, in a professional manner, preliminary investigations at the scene of incidents to which summoned or observed, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the department.
 - ◆ Handles missing person and missing child investigations in a complete and timely manner to ensure compliance with department policy, state and federal law.
 - ◆ Thoroughly investigates traffic accidents, completes accurate and neat reports, and provides any services necessary such as first aid, tow service, traffic direction to alleviate hazardous road conditions.
 - ◆ Promptly and with empathy, notifies next-of-kin of deceased, seriously ill, or seriously injured persons.
 - ◆ Immediately takes control of a crime scene and preserves evidence, secures witnesses to the crime, interviews the witnesses, obtaining complete information, including written statements when appropriate, processes the scene by developing and lifting latent fingerprints and collecting other forensic evidence using the most current techniques to include maintaining complete and accurate logs.
 - Assumes duties such as preliminary investigation of a crime scene when investigative personnel are not needed or immediately available, properly and legally collects evidence to establish probable cause, writes and serves search



warrants.

- ◆ With a sense of urgency properly collects, prepares and submits all evidence and property to its proper collection point/area to include accurate and complete forms, to ensure the legally mandated chain of custody, while protecting the integrity of the evidence.
- ◆ As soon as practicable, secures the perimeter in fire scenes, assists with hazardous material spills, and otherwise assists fire department personnel at the scene of an emergency to enhance operational efficiency.
- ◆ Acts within the **Condition, Action, Response, Assess (C.A.R.A.)** for response to resistance when defending oneself and others from physical assault.
- ◆ Initiates legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, properly and completely filling out the necessary arrest/booking sheet, fingerprinting and photographing suspects and other paperwork as required by department policy or state guidelines.
- ◆ In a timely and legal manner, processes all prisoners within established guidelines, being vigilant to prisoner's rights under state, federal and local guidelines.
- ◆ Serves outstanding subpoenas or warrants as required.
- ◆ Performs crowd control at parades, festivals, labor disputes, riots and other events maintaining a professional image to ensure the safety of persons and property.
- ◆ Immediately briefs Chief of Police or appropriate supervisor on important matters.
- ◆ Completes all special projects, assignments and investigations as assigned or indirectly assigned by the Chief of Police.
- ◆ Officers will continually establish and maintain constant lines of communication with internal and external elements of department to improve job performance.
 - Maintains liaison with other agencies in Township to ensure inter-agency cooperation.
- ◆ Initiates reports, reads, and evaluates correspondence and memorandums relative to operational activities or police hazards on a daily basis to ensure officer safety and enhance job performance.
 - Reviews records and reports daily, is briefed on incidents, wanted suspects, stolen vehicles, missing persons, and other items, to ensure safety of Township residents and businesses.
 - Reviews offense reports and supplementary reports on a daily basis to determine



- crimes committed, crime patterns, and modus operandi used in these crimes. Is alert to developing crime patterns to ensure appropriate actions are taken to prevent or solve crimes.
- Accurately prepares and files daily activity report(s) at the end of the tour of duty to ensure proper record keeping unless approved otherwise by a supervisor.
 - ◆ Conducts daily routine preventive maintenance and caring for all assigned personal equipment and police vehicles per department standards and promptly reports deficiencies to a supervisor.
 - ◆ When notified to appear in court, officers will arrive on time, dressed in accordance to department policy and be thoroughly prepared to present their case in a professional and courteous manner.
 - ◆ Actively participates in training programs as an instructor and/or student to enhance job performance or that of other employees.
 - ◆ Professionally and courteously deals with the news media, including determining the access of news media representatives to the scene of major fires, natural disasters, perimeters of crime scenes, or other catastrophic events, reflecting a positive image of the Township when possible.
 - ◆ In addition to the responsibilities listed above, maintains an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING and/or EXPERIENCE: High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY: Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.

In all matters, exercises sound practical judgment; that degree of intelligence and reason, as exercised upon the relations of persons and things and the ordinary affairs of life, which is



possessed by the generality of mankind, and which would suffice to direct the conduct and actions of the individual in a manner to agree with the behavior of ordinary persons.

SPECIAL REQUIREMENTS: A valid Ohio driver's license. Must be bondable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

TOOLS AND EQUIPMENT USED: Meet all O.P.O.T.A. required training standards including firearms. As determined by the position and approved by the Chief of Police will complete the required proficiency associated with this position for standards pertaining to: handcuffs, IMPACT weapon, C.E.W. (Taser), chemical mace, batons, police communication equipment, gun belt, flashlight, typical crime scene processing equipment personal computer, and operate police vehicle under routine and emergency conditions within local and state laws.

ATTENDANCE REQUIREMENTS: In accordance with hours scheduled by the Chief of Police.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.

The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.



WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. But may be exposed to loud noises and inclement weather.

SELECTION GUIDELINES: Formal application, rating of education and experience, cognitive test and or assessment, oral interview, reference/background check, polygraph test, psychological evaluation, physical examination, physical fitness evaluation, job related tests may be required.

PERFORMANCE REVIEW GUIDELINES: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.