

## **KETTERING POLICE DEPARTMENT**

### **PATROL OFFICER**

#### **GENERAL STATEMENT OF DUTIES:**

Performs police related tasks in the protection of life and property through the enforcement of statutes and ordinances, or may perform tasks in the staff services or administrative sections of the Police Department. Does related work as assigned.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

Work normally consists of preventive patrol, preliminary investigations and traffic control duties in a designated area, but can also include a variety of staff assignments. Duties may involve an element of personal danger and employees must be able to act without immediate and direct supervision and exercise independent judgment in meeting emergencies. The nature of the work requires that the employee may work irregular hours and in a variety of weather conditions with exposure to the elements. Regular schedules include working on Saturdays, Sundays and holidays. May be called in during emergencies. Specific work assignments are made by a Sergeant or other Police Supervisor and work methods and results are checked through performance inspections, review of reports, and discussions.

#### **EXAMPLES OF WORK: (Illustrative Only)**

Patrols a designated area of the City, generally in a patrol car, to monitor security of businesses and residents, preserve order, prevent and discover the commission of crime, and to enforce motor vehicle operation and parking regulations;

Responds to calls for police service involving such things as automobile accidents, fires, neighborhood or family disturbances and complaints of violation of statutes or ordinances;

Conducts preliminary investigations at crime scenes, gathers evidence, interviews complainants and witnesses, makes arrests as necessary;

Investigates traffic accidents, including alleviating traffic congestion at the scene, interviewing those involved and available witnesses, preparing detailed accident reports, and issuing citations based on a determination of the facts surrounding the situation;

Provides general assistance to citizens in a variety of emergency situations;

Testifies as witness in court regarding arrests made, citations issued, etc.;

Administers first aid in emergency situations to those in need;

Effectively handles violent, mentally ill, or intoxicated individuals,

Effectively deals with distraught and upset victims;

Decides on use of appropriate physical force required, and when possible, implements creative solutions to problems;

Interviews persons with complaints or inquiries, and attempts to make a proper disposition, provide general information or direct them to the proper authorities;

Inspects establishments providing alcoholic beverages and entertainment;

Reports hazards to community safety;

Attends in-service training classes to maintain proficiency in police methods, first aid, weapons, force options, emergency vehicle operations and related subjects;

Writes reports and retrieves data from a personal computer;

Performs physically strenuous duties (i.e., pursuing/apprehending subjects and moving bodies);

Identifies and remains informed about persons of known criminal background and places of questionable legality within the community;

Assists in training of newly hired officers;

Performs in staff services and other administrative areas as Crime Prevention/Public Information Officer, Administrative Officer, or Recruiting/Training Officer;

Operates a variety of law enforcement equipment and maintains it in good working order;

Performs as a detective, making in-depth investigations of offenses and related intelligence work;

Assumes charge of a watch in the absence of a Sergeant or other command officer;

Performs other essential functions and related law enforcement and public service assignments as required;

Regular and predictable required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to develop a working knowledge of criminal, civil and traffic laws, departmental policies and procedures, effective police methods, first-aid techniques and procedures, and geography of the City. Ability to learn to use police computer system. Knowledge of the care and skill in the use of police related equipment, including firearms. Effective oral communication skills and the ability to deal courteously and effectively with the general public. Ability to deal with offenders firmly, courteously and tactfully and with respect for the rights of others. Ability to handle emergencies and tense situations and maintain one's composure. Ability to write accurate, clear, and comprehensive reports. Ability to learn standard broadcasting procedures of a police radio system.

Prior to appointment, candidates for positions in this class must successfully pass a thorough background including pre-offer and post-offer polygraph, medical/physical/drug and alcohol screen and psychological examination. Must be physically capable of performing essential police duties. Must have physical agility sufficient to lift and/or move heavy objects or persons in the course of rescue activities; the ability to physically restrain persons in the course of law enforcement activities; the ability to give chase on foot in the course of law enforcement/criminal apprehension activities; and the ability to withstand working outside in all extreme

weather conditions. Must have visual ability sufficient to operate a police vehicle by both day and night, to observe criminal actions taking place, to observe traffic violations taking place, to read and write reports, correspondence, etc. Must have hearing ability sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone. Must have speaking ability sufficient to communicate effectively with other individuals in person, over a telephone, or over a radio.

Candidates for positions in this class must also be at least 21 years of age and eligible to work in the United States citizen at time of appointment. Must have demonstrated moral integrity and the ability to conduct oneself in a manner above reproach, legally and morally. Must have the ability to evaluate information, analyze situations and exercise sound judgment; must obtain a valid motor vehicle operator's license issued by the State of Ohio within 60 days of appointment; must successfully complete the Police training course chosen by the City which meets or exceeds the standards prescribed by law; and must successfully complete a one-year probation period prior to permanent appointment.

Out-of-state officers, hired through the lateral entry process, may have to successfully complete mandated courses by the Ohio Police Officer Training Council.

**EDUCATIONAL REQUIREMENT:**

Completion of credit hours equivalent to an Associate's Degree (60 semester hours/90 quarter hours) from an accredited college or university at time of appointment required.

Approved:  \_\_\_\_\_

Date: 1-24-2019 \_\_\_\_\_