

CITY OF BELLBROOK

JOB DESCRIPTION

Title: Police Officer
Department: Police
Status: Non-Exempt
Effective Date: August 22, 2023

Job Summary

Provide full-service law enforcement services to the City of Bellbrook through response to calls for service, patrol, and other administrative assignments to enforce laws and protect the general public. Duties may include enforcement of laws, protection of life and property, crime prevention, policing of public areas, and disaster assistance.

Supervision

This position is appointed by the City Manager with supervision by the Police Chief and his/her designee(s).

ESSENTIAL DUTIES:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- It is the responsibility of every employee to represent the City of Bellbrook by responding to the public, citizens, its employees, and others promptly, professionally, equitably and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating all relevant equipment, systems, and motor vehicles safely, ethically, and legally while on City business.
- Interacts with community and business groups to establish partnerships; educate and garner support for projects and initiatives.
- Responds to law enforcement calls for assistance and initiates appropriate action on observed activity.
- Performs traffic enforcement and issues citations for violations of traffic laws. Investigates automobile accidents.
- Performs routine security inspections on city facilities, private businesses, and residential properties.
- Drives department vehicles and operates other law enforcement equipment. Properly utilizes and maintains equipment.
- Conducts or assists with investigations and/or responds to criminal and civil

complaints. Watches for and makes investigations of wanted or missing persons and property.

- Completes and maintains detailed written reports using a computer.
- Makes arrests when necessary. Transports prisoners.
- Uses firearm when necessary.
- Testifies in court.
- Provides first aid, CPR and use of AED and other medical equipment when necessary.
- Drives department vehicles and operates other law enforcement equipment. Properly utilizes and maintains equipment.
- Completes and maintains detailed written reports using a computer.
- Participates in training to include law enforcement, crime prevention, specialized skills, public education, community involvement projects and other law enforcement related subjects.
- Responds to off-duty emergency calls as needed.
- Assists in the coordination of safety educational programs for the Police Department and general public.
- Other duties as assigned.

MINIMUM REQUIREMENTS:

Bachelor's degree in Criminal Justice Administration or related field preferred; or, or any combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position. Must be at least 21 years old and able to present State of Ohio Peace Officer Certification and valid Ohio Driver's License at time of appointment.

Knowledge and Skills Required

- Thorough knowledge of the principles and practices of law enforcement and community policing.
- Knowledge of the methods, techniques, and equipment used in crime investigation and criminal detection.
- Knowledge of applicable Federal, State, City, and other local ordinances and regulations affecting departmental operations.
- Knowledge of general City operations.
- Knowledge of public safety dispatching procedures.
- Knowledge of City Streets and navigation of community.
- Knowledge of hazards and generally accepted safety standards.
- Knowledge of first aid and CPR, and use of other basic medical equipment

Ability to:

- Prepare a variety of investigative and administrative reports
- Maintain firearm certification, safely and effectively discharge a firearm, and maintain Ohio Peace Officer Certification
- Apply training, skills and knowledge of law enforcement services in normal and emergency situations
- Excellent service and communication skills
- Prioritize tasks and manage time
- Interpret and execute regulations, policies, and procedures
- Build strong relationships between the community and police
- Demonstrate independent problem solving and decision making
- Computer software including word processing, spreadsheet, and database applications
- Identify tasks, methods, materials, equipment, and safety procedures utilized in the proper execution of operational activities.
- Perform the duties and responsibilities in a variety of diverse work areas in a safe manner.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees, the public, and consultants.
- Learn new technology and effectively apply the technology to the job situation.
- Work independently.
- Make appropriate decisions about available options.
- Work well in a team environment

PERFORMANCE APTITUDES:

Physical Ability: Tasks require the ability to exert physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of moderate to significant weight (generally 100 pounds and less). Tasks include physically restraining other persons in the course of law enforcement activities; giving chase on foot, maneuvering tight spaces. Tasks may involve withstanding physical and non-physical tasks outdoors including in extreme weather conditions. Tasks will include operating a vehicle both day and night in a variety of conditions. Tasks may include standing, walking and sitting for both long and short periods of time. Must be able to occasionally climb, balance, stoop, kneel, crouch or crawl. Visual ability to make observations in the course of duty both near and far. Hearing and speaking ability sufficient to understand and communicate with other individuals either in person or over the telephone or radio. Potential exposure to hazardous substances and contagious

diseases. Must be in good physical condition to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of Bellbrook.

Vehicle, Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of vehicles, equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Excellent oral communication skills; excellent written communication skills; ability to exercise good judgment, tact, and diplomacy; ability to focus and maintain strong morale in the community; demonstrated ability in respecting and understanding varying cultural and socio-economic backgrounds. Proven ability building, developing, and maintaining constructive and cooperative relationships with key stakeholders; demonstrated experience working with changing levels of expectation and tight deadlines.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Employee: _____ Date _____

Department Director: _____ Date _____

City Manager: _____ Date _____