

# ***CITY OF MONTGOMERY***

## **POSITION DESCRIPTION**

**Position Title:** Police Patrol Officer

**FLSA Status:** Non-Exempt

**Reports to:** Police Sergeant

**Civil Service Status:** Classified

### **General Function:**

Is responsible to Police Sergeant for performance of the City's law enforcement function including crime prevention, police patrol, security of property, and public education. Is committed to the mission, vision, and values of the City through ethical conduct, community stewardship, individual initiative and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

### **Competencies:**

#### **Leadership**

Exhibits behavior consistent with the mission, vision and values of the City of Montgomery.

Furtheres the mission, vision and values of the City through excellent customer service, creative problem solving, decision making, and stewardship of City resources.

Engages in and supports the long-term direction of the department through progressive strategic planning and departmental goal setting that is responsive to the needs of the community.

Contributes to a learning/thinking/renewing department through customer feedback and continuous improvement.

Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.

Demonstrates emotional intelligence in day-to-day work, decision making and problem solving.

Initiates and suggests actions to improve departmental and City operations, employee performance, morale and work methods.

Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.

## **Communication**

Provides suggestions, advice and support to supervisor, department head, other City employees, employee teams, and the City's customers.

Communicates the City's mission, vision and values through words and actions.

Communicates effectively, both orally and in writing with the supervisor, department head, City employees, employee teams and the City's customers.

Works cooperatively with all City employees toward the common goal of providing high quality services.

Exhibits excellent interpersonal and human relationship skills.

## **Management**

Participates in development and mentoring of staff to achieve a cohesive work unit consistent with the City's mission, vision, and values.

Is accountable for the delivery of quality services and work product as a part of the overall departmental and City-wide strategic direction, goals and objectives.

Contributes to a superior work culture through participation in training and mentoring to develop leadership, management and technical skills in all employees.

Assists fellow employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.

Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.

Assists in the preparation of, and adherence to, operational and capital budgets and exhibits good stewardship of the organization's resources.

Suggests and carries out procedures to assure the highest standards of risk management, employee safety and risk avoidance.

## **Technical Tasks**

Enforces provisions of the Ohio Revised Code and the City of Montgomery ordinances and laws.

Investigates criminal offenses and internal investigations.

Responds to emergency and non-emergency incidents as directed.

Performs all job duties in compliance with the established rules and regulations of the Police Department and the City of Montgomery.

Demonstrates proficiency with all department issued firearms and less-lethal weapons.

Provides testimony in court and other legal proceedings.

Assists injured persons, notifies families of injury.

Assists stranded motorists.

Performs crime prevention and other public education activities.

Demonstrates accountability and responsibility for completion of work assignments in the absence of a department supervisor; provides responsive and timely feedback to supervisory staff on status and progress of work activities.

Promotes safe work practices and ensures compliance with City safety policies.

Assists in the maintenance of vehicles, building, equipment tools and property.

Assists in the development of operating procedures, policies, rules and regulations.

Evaluates the purchase of City equipment; orders department supplies and equipment.

Prepares letters, reports, purchase requisitions, legal notices, memos, and other written documents.

Trains departmental employees.

Attends meetings, seminars, conferences, and other related events.

Maintains individual knowledge and skills to be able to carry out all duties of position.

Reviews and investigates complaints and requests for service(s).

Maintains professional certifications and training through attendance at related trainings and conferences and membership in professional organizations and other professional affiliations.

Assists other police, fire, EMS departments as well as other City, county, state and federal agencies.

Handles other responsibilities and duties as assigned or needed.

**Equipment Used:**

Uses automobile, two-way radio, copiers, telephones, fax machines, calculator, paging equipment, computers, mobile data terminals/computers, radar/laser units, a variety of firearms (i.e. handgun, shotgun, and patrol rifle), batons, chemical agents, and other less-lethal weapons, handcuffs and traffic light controls. May use personal protective equipment such as helmet, face mask, gas mask, body armor and pads.

**Location of Work and Physical Requirements of Position:**

Must be able to safely and effectively operate a motor vehicle under normal and emergency conditions; must be able to physically subdue and restrain an individual; demonstrate physical strength and dexterity in the use of hands and feet; must be able to sit for extended periods of time; work requires extensive walking, standing, running on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; must be able to perform frequent heavy lifting and pushing; requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; requires working in adverse weather; requires ability to work flexible shift hours (to include nights and weekends); and be able to deal with stressful and sometimes life threatening conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the Montgomery Safety Center, throughout the physical environs of the City and wherever mutual aid necessitates a response.

**Minimum Requirements for the Position:**

High School diploma or GED; Associate's or Bachelor's Degree in Criminal Justice, State of Ohio Peace Officer Training Certificate, and three years prior experience as a police officer preferred. Ability to interact effectively with the public, agencies, and staff at all levels. Thorough knowledge of police methods, criminal law. Must pass a medical exam and be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others; must pass Civil Service exam; must have knowledge of current office equipment and procedures including computer data entry and retrieval; demonstrated leadership skills and abilities; ability to maintain effective working relationships; ability to communicate effectively orally and in writing; must possess a valid driver's license from state of residency.