

CITY OF WHITEHALL JOB DESCRIPTION
POLICE PATROLMAN
Classification PO1

Nature of Work

The Police Patrolman is the line Officer within the Division of Police who is usually assigned to the Patrol Bureau or the Detective Bureau but, at the Chief's discretion, may also be assigned to such capacities as Systems Administrator, Vice Officer or OIC, as needed. The position is classified under Civil Service and reports directly to the assigned Sergeant.

Some Illustrative Examples of Work

- Usually drives a police vehicle, rides a bicycle or walks, patrolling a designated area
- Regularly reports unsafe conditions such as obstructions in the streets
- Usually patrols a designated area to enforce State Laws and City Ordinances
- Answers calls for service as dispatched
- Investigates complaints as assigned
- Takes action as necessary to prevent crime and/or to apprehend criminals
- Continually maintains public safety
- Consistently assists citizens in a wide range of emergency and non-emergency situations
- Regularly issues citations for violations of traffic laws
- Makes arrests as warranted, sometimes requiring the use of force and physical exertion
- Regularly transports prisoners
- Regularly investigates vehicle accidents, attempting to determine causes and other pertinent facts
- Regularly conducts investigations of crimes, preserves crime scenes, gathers and preserves evidence
- Regularly checks doors and windows of homes and businesses for security
- Testifies in court as subpoenaed to do so
- Assists injured persons, notifies families of injuries as needed
- Sometimes processes blood, urine and other bodily fluids as evidence
- Assists stranded motorists as dispatched or encountered
- Regularly investigates conditions which may indicate a crime is about to be, or has been committed
- Maintains daily records and prepares reports
- Regularly works with juveniles and school authorities
- Consistently maintains good public relations
- Directs, enforces and regulates traffic as needed
- Responds daily to radio messages or telephone instructions
- Intervenes in private or public disputes to protect citizens and to maintain order as needed
- Regularly prepares for the prosecution of criminal offenses involving individuals who have been arrested
- Sometimes procures medical treatment or social services for individuals and may be required to transport individuals to these facilities
- Regularly investigates delinquency, mental illness cases and cases involving missing persons

- Carries out court orders, delivers subpoenas, and executes warrants as required
- Regularly slates, searches, questions and escorts prisoners
- Prepares written reports of gathered facts when dispatched or as initiated
- Consults with and reports to the assigned Sergeant on daily issues concerning duties and the business of the Division of Police
- Consistently assists in the maintenance of cooperative relations among Division of Police personnel
- Consistently assists in the maintenance of cooperative and efficient relations between the various Bureaus and entities comprising the Division of Police
- Consistently assists in the maintenance of cooperative relations between the Division of Police and outside persons and entities
- Regularly assumes the responsibility and authority as Officer-in-Charge when so designated, or when seniority causes this to happen on-scene; in other words, the senior-most responding Officer is in-charge at the scene and, thereby has the responsibility and the authority as such, unless and until relieved of such by a more-senior Officer
- At the discretion of the Chief of Police, Patrolmen may also be assigned regular, individual, ancillary duties to perform in an effort to efficiently and effectively accomplish the mission of the Division of Police. These duties may include such tasks as instructing, training, representing the Division, attending meetings, record-keeping and reports, Auxiliary Police liaison, negotiations, Datamaster management, local court bailiff, committee assignment, board assignment, and background investigation. Patrolmen may also be appointed by the Chief of Police to sub-entities such as the Tactical Unit, Honor Guard or Bicycle Patrol.
- Performs numerous other daily duties as required, ordered, assigned or discovered

Essential Knowledge, Abilities and Skills

- Must have and maintain excellent organizational skills
- Must have and maintain legible handwriting skills
- Must have proven decision-making skills
- Must possess and maintain good interpersonal and human relation skills
- Must possess and maintain the ability to understand and carry out detailed oral and written instructions
- Must possess and maintain the ability to exercise sound reasoning and good judgment
- Must possess and maintain the ability to recognize unusual or threatening conditions and to take appropriate action
- Must possess and maintain the ability to organize and prioritize daily tasks and activities
- Must possess and maintain basic math skills
- Must possess and maintain the ability to work independently
- Must possess and maintain the ability to cooperate with coworkers on group efforts
- Must possess and maintain the ability to establish and maintain a good rapport with the public
- Must possess the ability to maintain confidentiality in the handling of sensitive events and issues
- Must possess and maintain good physical fitness
- Must possess and maintain the ability and willingness to work in inclement weather
- Must possess and maintain the ability to observe and remember names, faces and details of incidents

- Must acquire, develop and maintain considerable knowledge of Federal, State, and local laws
- Must acquire, develop and maintain considerable knowledge of law enforcement methods, principles, practices, and procedures
- Must acquire, develop and maintain considerable knowledge of safety practices and procedures
- Must acquire, develop and maintain a basic working knowledge of municipal government structure and process
- Must acquire, develop and maintain skill and proficiency in the use of issued firearms and other weapons in which they have received training
- Must acquire, develop and maintain the ability to interpret and apply principles, concepts, methods, laws, ordinances, and techniques to field operations
- Must acquire, develop and maintain the ability to recognize, analyze and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions
- Must acquire, develop and maintain the ability to use proper research and investigative methods, techniques, and practices in gathering data
- Must acquire, develop and maintain the ability to gather, collate, and classify information
- Must acquire, develop and maintain the ability to prepare clear, concise, complete and accurate reports, and complete and maintain accurate records
- Must acquire, develop and maintain the ability to transcribe records precisely without error
- Must acquire, develop and maintain the ability to handle routine and sensitive inquiries from, and in contact with, the public
- Must acquire, develop and maintain the ability to communicate with the public, peers, superiors, and other city officials and employees in an effective, tactful and courteous manner
- Must acquire, develop and maintain the ability to resolve complaints from angry citizens in an effective, tactful and courteous manner
- Must acquire, develop and maintain the ability to establish and maintain effective working relationships with superiors and peers
- Must acquire, develop and maintain the ability to demonstrate and utilize physical strength and dexterity in the use of hands and feet
- Must acquire, develop and maintain the knowledge of local geography and streets
- Must acquire, develop and maintain the knowledge of radio codes and communications
- Must acquire, develop and maintain the ability to take control of a situation
- Must acquire, develop and maintain the ability to detect violations and apply the law
- Must acquire, develop and maintain the ability to accurately and completely investigate, report facts and conclude objectively
- Must acquire, develop and maintain the ability to carry out assigned duties fairly, reasonably, and without prejudice or malice

Special Requirements

- Must have taken and passed a Civil Service examination for Police Officer
- Must be a commissioned Police Officer for the City of Whitehall
- Must possess and maintain a valid, current State of Ohio certification for the position of Police Officer
- Must possess a High School diploma or General Educational Development certificate
- Must successfully complete or have completed the State of Ohio certified Peace Officer basic training course, as designated by the Division of Police, with a minimum “C” average and/or a 70% average.
- Must be a minimum of 21 years of age and not yet 35 years of age at the time of appointment
- Must possess and maintain a valid Ohio Motor Vehicle Operator’s Permit
- Must be a United States citizen
- Must successfully and satisfactorily complete all phases of the candidate selection process prior to probationary appointment, including application, written examination, record check, background investigation, polygraph/PSE, oral interview, medical examination and psychological evaluation
- Must successfully and satisfactorily complete an on-the-job training/coaching program
- Must successfully and satisfactorily complete a one year probationary period which begins with the date of appointment, or the date of completion of the on-the-job training/coaching program
- Must be able to wear latex gloves
- Required to work unexpected and/or scheduled overtime for such needs as covering manpower deficiencies
- Must be able to tolerate such workplace abnormalities as violence, physical injuries, physical illness, human waste, human stench, and mental illness and its associated irregularities
- Must maintain awareness of the possibility of unknowingly becoming exposed to communicable diseases and illnesses
- Must, prior to probationary appointment, meet or satisfy all stipulations noted in the Whitehall Division of Police Hiring Standards
- Must have or acquire functioning computer literacy required for day-to-day operations
- Must retrain annually as required by the State of Ohio to maintain certification as a Police Officer
- Must attend conferences, seminars, schools, and courses to remain up-to-date on policing issues, technologies, methods, policies and procedures