

**CITY OF WHITEHALL, OHIO  
CLASS SPECIFICATION**

**CLASS TITLE: Police Officer**  
**DEPARTMENT: Division of Police**  
**REPORTS TO: Police Sergeant**

**CLASSIFIED PO1**  
**FLSA STATUS: Non-Exempt**  
**DATE: August 2017**

**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE 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.

**ESSENTIAL JOB FUNCTIONS:**

Importance	Tasks
1	Usually drives a police vehicle, rides a bicycle or walks, patrolling a designated area
2	Regularly reports unsafe conditions such as obstructions in the streets
3	Usually patrols a designated area to enforce State Laws and City Ordinances
4	Answers calls for service as dispatched
5	Investigates complaints as assigned
6	Takes action as necessary to prevent crime and/or to apprehend criminals
7	Continually maintains public safety
8	Consistently assists citizens in a wide range of emergency and non-emergency situations
9	Regularly issues citations for violations of traffic laws
10	Makes arrests as warranted, sometimes requiring the use of force and physical exertion
11	Regularly transports prisoners
12	Regularly investigates vehicle accidents, attempting to determine causes and other pertinent facts
13	Regularly conducts investigations of crimes, preserves crime scenes, gathers and preserves evidence
14	Regularly investigates conditions which may indicate a crime is about to be, or has been committed

Regular, predictable, and punctual attendance is required.

**IMPORTANT JOB FUNCTIONS:**

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

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

May assume 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

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

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. If candidate is over 35 years of age, his or her years of service with Ohio Police and Fire Pension Fund, Ohio Public Employment Retirement System – Law Enforcement, and/or Ohio Highway Patrol Retirement System will be deducted from his or her current age. If the total of these two numbers is less than 35 the candidate will be eligible for employment as a Police Officer with the City of Whitehall. The maximum credit of years of eligible service given to any candidate will be 20 years.

Age	Minimum Years of Eligible Service	Age	Minimum Years of Eligible Service
35	1	45	11
36	2	46	12
37	3	47	13
38	4	48	14
39	5	49	15
40	6	50	16
41	7	51	17
42	8	52	18
43	9	53	19
44	10	54	20

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, prior to probationary appointment, meet or satisfy all stipulations noted in the Whitehall Division of Police Hiring Standards

**Licenses and Certifications:**

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 retrain annually as required by the State of Ohio to maintain certification as a Police Officer)

Must possess and maintain a valid Ohio motor vehicle operators' permit.

Must successfully complete Civil Service testing for the position of Police Officer.

Must retrain annually as required by the State of Ohio to maintain certification as a Police Officer

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Must attend conferences, seminars, schools, and courses to remain up-to-date on policing issues, technologies, methods, policies and procedures

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 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 considerable knowledge of Federal, State, and local laws

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 transcribe records precisely without error

**Skill in:**

Must have or acquire functioning computer literacy required for day-to-day operations

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 the ability to observe and remember names, faces and details of incidents

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 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

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 handle routine and sensitive inquiries from, and in contact with, the public

**Mental and Physical Abilities:**

Must be able to wear latex gloves

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 possess and maintain good physical fitness

Must possess and maintain the ability and willingness to work in inclement weather

Must acquire, develop and maintain the ability to demonstrate and utilize physical strength and dexterity in the use of hands and feet

Must possess and utilize the ability to work in an efficient, timely and effective manner without direct supervision.

While performing the duties of this job, the employee is regularly required to talk and hear and is frequently required to sit, stand, walk, use hands and fingers to handle or feel objects, tools or controls, reach with hands and arms. The employee is occasionally required to run, jump, push, pull, climb, balance, stoop, kneel, crouch, drive safely at high speeds and in adverse conditions, and physically apprehend and subdue suspects. Tasks require visual perception and discrimination.

**Working Conditions:**

The work environment is generally indoors in a temperature-controlled office. While performing the duties of this job, the employee occasionally works outdoors at all times of day and in all weather conditions, and is occasionally exposed to hazardous situations that may result in injury, death, or use of deadly force on others. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting and yelling. In the course of performing duties, the employee may occasionally be exposed to biohazardous materials (i.e. bloodborne pathogens) or hazardous materials released at an emergency scene (i.e. chemical spills, gasoline spills, explosives, smoke, etc.) Continuous attention to safe working and operating procedures is required.

Employee may be called to duty after normally scheduled work hours or on regularly scheduled days off. Attendance at evening meetings and/or other off-duty time events may be required on a periodic basis.

<b>Prepared by:</b> Director of Human Resources	<b>Date:</b>
<b>Approvals:</b>	

<b>Supervisor/Manager:</b> Mike Crispen, Chief of Police	<b>Date:</b>
<b>Appointing Authority:</b> Safety Director	<b>Date:</b>
<b>Human Resources:</b> Director of Human Resources	<b>Date:</b>
<b>I understand the above job description details my current job duties:</b>  <hr/> <b>Employee Signature</b>	<b>Date:</b>

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Received and Reviewed by the City of Whitehall Civil Service Commission

Date: \_\_\_\_\_

Chair: \_\_\_\_\_