

CITY OF PARMA HEIGHTS POLICE OFFICER JOB DESCRIPTION

Responsibilities:

Under general supervision, enforces laws and ordinances, maintain order, prevents crime, makes arrest; performs related work as required.

Typical Tasks (Illustrative Only):

Patrols an assigned area on foot or in a vehicle; checks stores, businesses, houses, or other premises for fire, burglary, and other disturbances; investigates and reports suspicious or unsafe conditions. Responds to complaints of criminal occurrences, hazardous conditions, or breaches of the peace, submits reports or investigations of criminal or non-criminal matter; conducts continuing or follow-up investigations on reported incidents; conducts general patrol for detection and prevention of criminal acts.

Observes traffic hazards and conditions and acts or recommends corrections for their abatement; investigates traffic accidents; administers first aid; enforces traffic and parking codes; assists motorists with stalled vehicles; directs traffic; observes and reports unsafe conditions throughout the City.

Makes arrests for violations of laws or ordinances; prepares and files necessary court forms and papers; testifies in court; transports prisoners; detains and locates treatment for hazardous or self-endangering individuals; locates lost persons.

May be assigned administrative duties such as special record maintenance, procedure or rule development; assists in preparation of administrative reports; may analyze report information to enhance enforcement, investigative, or safety efforts; may assist in the training of new personnel; may perform technical or specialized duties as assigned; operates and maintains departmental equipment; may assist with supervisory tasks during supervisor's absence; attends training and/or instructional meetings; performs other related law enforcement duties as assigned; cooperates with governmental or law enforcement agencies; may be called upon to do public speaking or make public presentations; may be called on to perform traditional and non-traditional community oriented police tasks for the public: may be called on at any time for emergency duties.

Essential Knowledge, Skill, and Abilities:

Ability to deal effectively and courteously with others; ability to see and hear to accurately observe situations; ability to analyze and record scenarios analytically and objectively; ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies; ability to control situations and persons when necessary, using good judgment; ability to prioritize skills and handle multi-task situations; ability to express oneself clearly and concisely, orally, and in writing; ability to understand and interpret laws, ordinances, and regulations so as to enforce them with firmness, tact, and impartiality; ability to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment.

Minimum Qualifications:

Any combination of training and experience which indicates possession of the knowledge, skill, and abilities listed above.

General Requirements:

Appointee must hold a valid Ohio driver's license and have a "good driving record" as evidenced by; insurability, as determined by the City's motor vehicle insurance carrier; free of felony driving convictions; or six (6) point BMV administrative actions within the past five years; at time of appointment to the position. Must be able to maintain a good driving record at all times.

A Police Officer is expected to keep himself/herself in physical condition sufficient to engage in strenuous physical activity, involving lifting strength, endurance, or flexibility.

Appointee must have no felony convictions for any offense, or any undetected felonious criminality for which criminal liability may still invoke, no 1st or 2nd degree misdemeanor or offense of violence convictions over the past five years. Conviction(s) for any offense of domestic violence will be grounds for rejection.

Essential/Critical Functions:

The functions specified below are the fundamental job duties which an employee must be able to perform determined by supervisor-incumbent interviews about; the purpose of the position; the availability of others to perform the function; and/or the serious nature of the consequences of not requiring the incumbent to perform the function.

Physical Requirements

The majority of work is done while sitting with intermittent periods of standing and walking. Requirements include:

- Ability to communicate information both orally and in writing.
- Ability to run, walk, stand, or sit for extended or intermittent periods of time.
- Ability to listen, comprehend, and respond to discussions involving either one-on-one or group settings.
- Ability to remain alert and watchful during assigned duty hours.
- Ability to transport individuals, paperwork, or material evidence for short distances which may involve climbing stairs.
- Ability to address groups of assorted sizes in diverse settings.
- Ability to withstand extremes of climate exposure and potential exposure to health and safety hazards.
- Ability to demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 lbs. And performing such functions as lifting, pulling, or pushing.
- Ability to operate job-related equipment, including a motor vehicle, while performing multiple tasks such as radio operations, observation, and note taking.
- Ability to distinguish frequencies and sound sources.
- Ability to make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception.
- Sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, cameras, etc.
- Ability to affect physical restraint of angry or violent people.
- Ability to pass and maintain the standards of the Department's general fitness examination as it relates to the essential functions of the position.
- Ability to control personal anger and prejudices.

Mental Requirements

- Ability to demonstrate mature judgment and reasoning at all times.
- Ability to inspire the trust and confidence of others.
- Ability to make decisions with limited information under stress.
- Ability to cope with and diffuse situations involving angry or difficult people.
- Ability to operate in the absence of clear expectations, precedence, or procedures.
- Ability to concentrate on a given task for extended periods of time.
- Ability to perform basic math functions (e.g., add, subtract, multiply, and divide whole numbers, fractions and decimals, and to calculate percentages).
- Ability to compute job-related formulas in order to accurately measure distances and to complete investigations.
- Reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature.
- Ability to prioritize work loads while coordinating multiple demands.
- Ability to visualize scenarios when presented as written plans or oral instructions.
- Ability to compare letters, numbers, or patterns quickly and accurately.
- Ability to logically order information to report on or react to a given situation which may include serious consequences.