

Job Description:	<b>POLICE OFFICER</b>	Job Number <b>136</b>
FLSA Status:	Non-Exempt / Classified	Revised: 02-1993 Revised: 09-25-2008 Revised: 11-19-2009 Revised 1-27-2021
Reports to:	Police Lieutenant (or Sergeant)	

## ***FUNCTION OF JOB***

Under the immediate supervision of a Police Lieutenant, or responding to orders from a higher-ranking officer, is responsible for maintaining law and order, investigating crimes, and protecting life and property in the City of Mount Vernon; performs related tasks as required. May be assigned to a detective position to perform investigative functions.

## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

1. Operate a police vehicle within the City limits to maintain law and order; responds to requests for assistance from residents; apprehends law violator, interviews witnesses to crimes, accidents and disturbances.
2. Transports suspects and witnesses to Police Headquarters for booking and interrogation; appears in court as the arresting officer; investigates complaints by business concerns, private citizens, schools, hospitals, etc.
3. Questions persons acting in a suspicious manner; directs traffic; controls crowds at parades and other public events; records all pertinent data at the scene of a vehicular accident.
4. Delivers subpoenas; transports prisoners as directed; receives and dispatches radio messages; reports damage or abandoned vehicles, dangerous holes in street, broken water mains, obstructions in thoroughfares; notifies headquarters that a clean-up crew is needed to remove damaged vehicles, broken glass, spilled oil or gasoline at the scene of accidents.
5. Attends periodic training classes to learn of new or revised regulations and policies; notifies superior of the need for vehicle maintenance.
6. Shall exercise authority consistent with the obligations imposed by their oath of office and be accountable to their superior officers, promptly obeying legitimate orders.
7. Shall coordinate their efforts with those of other members of the Division so that their teamwork may insure continuity of purpose and maximum achievement of police objectives.
8. Shall communicate to their superiors and to co-workers all information obtained which is pertinent to the achievement of objectives.
9. Shall keep the Department informed of current contact information.
10. Shall respond punctually to all assignments.
11. Shall familiarize themselves with administrative policy and execute the service program within their area of responsibility, providing for:
  1. Prevention and suppression of crime.
  2. Protection of life and property.

3. Apprehension and prosecution of offenders.
  4. Preservation of the peace.
  5. Enforcement of regulatory measures.
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12. Shall conduct themselves in accordance with high ethical standards both on and off Duty.
  13. Shall assist in the execution of the Division's program for:
    1. Improving efficiency and cooperation in areas for common responsibility.
    2. Proper and economical use of Division's property and equipment.
  14. Shall devote the maximum possible time to the performance of basic duties.
  15. Shall maintain their arms and equipment in a functional, presentable condition, promptly correcting and reporting defects to their supervisor.
  16. Shall exert every effort to satisfy the needs of citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the policy agency, suggesting procedures to be followed.
  17. Shall be accountable for the securing, receipting and proper transporting of all evidence and property coming into their custody.
  18. Shall be alert to the development of conditions tending to cause crime, take preventive action and inform their supervisors. Shall inform the public of conditions which they can correct to prevent crimes.
  19. Conduct a thorough investigation of all offenses within their area of assignment and scope of activity. Shall collect evidence and record data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.
  20. Shall note conditions which adversely affect the appearance, safety and health of the community, enforcing applicable laws, ordinances and regulations and/or making referrals to agencies having primary responsibility.
  21. Shall familiarize themselves with their area of assignment and conduct a diligent patrol, accentuating prevention rather than arrests, by giving particular attention to locations most susceptible to the occurrence of crime.
  22. Must be able to operate a computer and associated programs.
  23. Must be able to perform basic photography as a part of evidence collection.
  24. Shall maintain proficiency in using the "tools of the trade", such as firearms, batons, chemical agents, unarmed self defense techniques, handcuffs, etc.
  25. Work safely without presenting a direct threat to self or others and to have knowledge of and compliance with OSHA regulations connected with job responsibilities.

## ***SUPERVISION RECEIVED AND GIVEN***

Oral and written instructions are received from the Police Sergeant or Lieutenant or higher-ranking officers.

Police Officers in this classification do not have any supervisory responsibilities, as a general rule, unless the Shift Lieutenant or Sergeant is not on duty and then the Senior Officer assumes his supervisory duties.

### **MINIMUM ACCEPTABLE QUALIFICATIONS**

1. Must be 21 years old.
2. Must be a citizen of the United States or have legally declared his/her intention of becoming a citizen.
3. Must pass physical examination by licensed physician approved by the Civil Service Commission and background investigation.
4. Any combination of experience and education equivalent to completion of the twelfth grade.
5. Must be able to understand and carry out instructions.
6. Ability to keep records and prepare reports.
7. Must have a valid State of Ohio motor vehicle operator' license.
8. Ability to write and speak effectively. Ability to develop and maintain effective working relationships with associates, City officials and the general public.
9. Ability to meet age and any requirements established by the Civil Service Commission at the time of the examination.
10. Must be able to work on shifts; must be able to work outside during periods of inclement weather.
11. Must possess, or be willing to obtain, proper certification as a police officer in the state of Ohio (O.P.O.T.A.).

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Any combination of training and experience that would indicate possession of the knowledge, skills and abilities such as:

Possession of an associate degree in police administration, law enforcement, political science, psychology, public administration, business administration, etc.

Desirable maximum age of 34.

<b>Career Progression</b>	
<b>From:</b> None	<b>To:</b> Sergeant after proper tests and certification by the Civil Service Commission. Must have 4 years completed in patrolman rank.

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.