

Job Descriptions

700.6.5 POLICE OFFICER

POSITION SUMMARY

This position details a Police Officer who patrols and enforces laws; writes complex criminal and civil reports; maintains a high degree of independence, initiative, and interaction with all factions of Ross Township; and may use lethal and deadly force in critical situations. This position requires basic knowledge of police and office equipment including radios, radar, breathalyzer, video and photography equipment, national and regional crime information computers, personal computers, and firearms. Duties of the position are performed under the general direction of the Police Sergeant. The position is full-time and classified as hourly/non-exempt and weekend work may be required. Shift work and overtime are required.

The position is part-time and classified as hourly/non-exempt and weekend work, shift work, and overtime are not required.

The position is auxiliary and classified as non-paid/non-exempt and weekend work, shift work may be required, and overtime is not required.

RELATIONSHIPS AND CONTACTS

Must maintain productive relationships between the Police Sergeant, other governmental agencies, private organizations, and residents, especially those concerned with traffic, crime prevention, and the administration of justice.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS

Work sites include the township administration building, other township buildings, as well as areas inside and outside of Ross Township. Physical requirements of the position include lifting and/or moving varying amounts of weight, kneeling, bending at the waist, and work in a standing position for long periods of time. Specific vision abilities required include close vision and the ability to adjust focus. This position requires the physical ability necessary to apprehend suspects (fleeing or otherwise offering resistance), fire a weapon, utilize self-defense techniques, and the ability to operate effectively under pressure. Duties also include exposure to adverse weather conditions. The employee may be occasionally involved in exertive physical activity which may include life and death situations.

ESSENTIAL DUTIES/RESPONSIBILITIES

At the direction of the Police Sergeant, assist with and/or perform the following:

- (a) Patrols Ross Township as assigned by vehicle, bicycle, or on foot to deter, locate, and apprehend persons committing crimes or unlawful activities.
- (b) Reprimands, detains, cites, and/or arrests members of the public, transports to mental health, or medical facilities or books into the Butler County jail.
- (c) Provides mutual aid and assistance to other law enforcement agencies as requested and/or circumstances dictate.
- (d) Conducts criminal and civil investigations; collects and maintains evidence; writes criminal and civil incident reports; responds to subpoenas; and testifies in Municipal,

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Juvenile, and Common Pleas court as required.

- (e) Operates law enforcement computers and system software as needed.
- (f) Assesses the need for use of deadly force and less lethal force options including chemical weapons, impact weapons, physical control holds, and verbal commands.
- (g) Provides traffic and crowd control; responds to life-threatening situations; provides non-police related support services as needed, such as unlocking of vehicles.
- (h) Answers questions from the general public regarding laws, ordinances, incidents, or services.
- (i) Attends mandatory and department training to maintain required police standards to include firearms range, defensive tactics, and criminal law.
- U) Maintains accurate and complete records, reports, and files; provides documentation to appropriate state, federal, and local agencies as required by law.
- (k) May be given special assignments such as, but not limited to, emergency disaster planning, evidence, and property, or crime prevention.

ADDITIONAL DUTIES/RESPONSIBILITIES

At the direction of the Police Sergeant, assist with and/or perform the following:

- (a) Performs civic functions by providing public education and crime prevention information through various programs.
- (b) Enforces rules of evidence and of laws governing search and seizure.
- (c) Interview complainants, witnesses, suspects, and prisoners to obtain information regarding crimes.
- (d) Maintains proficiency with assigned equipment, including but not limited to firearms.
- (e) Ability to operate effectively under pressure.
- (f) Perform other duties as assigned by supervisory personnel.

MINIMUM QUALIFICATIONS

Must be at least 21 years old, have a high school diploma or GED. Successful completion of the Ohio Peace Officers' Training Program and maintaining all State of Ohio continual training requirements; possession of knowledge of criminal law, investigation, and crime prevention methods and the ability to supervise others, possessing clear and concise communication skills, both written and oral are required. Must possess and retain a valid operator's license and be insurable through Ross Township's insurance carrier.

700.6.6 POLICE OFFICER - SCHOOL RESOURCE OFFICER

POSITION SUMMARY

This position details a Police Officer who patrols and enforces laws; writes complex criminal and civil reports; maintains a high degree of independence, initiative, and interaction with all factions of Ross Township; and may use lethal and deadly force in critical situations. This position requires basic knowledge of police and office equipment including radios, radar, breathalyzer, video and photography equipment, national and regional crime information computers, personal computers, and firearms. Duties of the position are performed under the general direction of the Police

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Captain. The position is full-time and classified as hourly/non-exempt and weekend work may be required Shift work and overtime are required.

The position is part-time and classified as hourly/non-exempt and weekend work, shift work, and overtime are not required.

The position is auxiliary and classified as non-paid/non-exempt and weekend work, shift work may be required, and overtime is not required.

The roles of the School Resource Officer are that of law enforcement officer, teacher, and counselor. The School Resource Officer is considered a school official while implementing the School Resource Officer Program. The School Resource Officer Program is designed to fulfill three objectives: Law Enforcement, Crime Prevention, and Education. The goals of the School Resource Officer Program are to bridge the gap between police officers and students; increase positive attitudes toward law enforcement; encourage more cooperation between students and