

# CITY OF BROOKLYN

Job Description Form



Department:	Police Department
Location	7619 Memphis Avenue Brooklyn, Ohio 44144
Position Title	Patrol Officer

<u>Level/Grade</u>	Type of position:	Hours _____ / week
	<input type="checkbox"/> Full-time (Non-Classified)	<input type="checkbox"/> FLSA Exempt
	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-Exempt
	<input checked="" type="checkbox"/> Civil Service (Classified)	
	<input type="checkbox"/> Intern / Seasonal	

### SUMMARY POSITION DESCRIPTION:

A Patrol Officer patrols an assigned area to detect or prevent violations of traffic or criminal law, investigates complaints of such violations, responds to calls for service and provides a variety of related assistance to the general public. Patrol Officers maintain traffic control, conduct related investigations, attend daily roll call and perform public relations activities. Patrol Officers are responsible for the enforcement of all traffic and criminal laws of the state as well as the protection of life and property.

### REQUIRED EDUCATION, LICENSING OR CERTIFICATION(S):

- High School Diploma (or GED)
- Valid State of Ohio Operator's or Commercial Driver's License
- Ohio Peace Officer Training Commission (OPOTC) Basic Peace Officer Training Certificate

### ADDITIONAL REQUIREMENTS:

- Must be at least twenty-one (21) years of age at time of appointment.
- Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing and carrying a firearm.
- The job duties require a Patrol Officer to be absent of any physical limitation which would impair effective performance in the Brooklyn Police Department.

**WORKING CONDITIONS:**

Some assignments require a Patrol Officer to work in a hostile environment.  
Some assignments require a Patrol Officer to work in adversarial situations.  
Some assignments require a Patrol Officer to be exposed to hazardous work environments.  
Some assignments require a Patrol Officer to be exposed to inclement weather conditions.  
Patrol Officers may be required to work rotating shifts.  
The job duties often require a Patrol Officer to work under stressful conditions.

**REQUIRED QUALIFICATIONS [SKILLS / ABILITIES]:**

Skill in the use of firearms and other less-lethal equipment.  
Ability to operate equipment used in the work and to perform strenuous tasks requiring muscular strength and coordination and cardiovascular endurance.  
Ability to gather information under difficult circumstances, apply tests of law, and make independent determinations of legality.  
Ability to safely operate a motor vehicle.  
Ability to function as a member of a team.  
Ability to communicate effectively.  
Ability to read and apply complex written laws and procedures.  
Ability to compile and remember a large quantity of written and non-written information.  
Ability to maintain composure during stressful situations.  
Ability to comply with laws, rules, regulations, policies, procedures, and orders of superior officers.  
Ability to make and carry out decisions quickly.  
Ability to make accurate and objective observations and recall these observations as needed.  
Ability to remain alert and perceive details and changes in surroundings.  
Ability to stand for long periods.  
Ability to independently make decisions and take actions without the availability of supervision.  
Ability to subdue and restrain individuals.  
Ability to provide leadership to others.  
Ability to interview and interrogate suspects.  
Ability to safely operate a police vehicle at high rates of speed in a pursuit situation.  
Ability to provide effective, truthful testimony in court.

**REQUIRED QUALIFICATIONS [KNOWLEDGE]:**

Knowledge of federal state laws, local ordinances and their enforcement.

Knowledge of all Departmental official orders, rules, regulations and policies or other written published directives related to the work.

Knowledge of investigation and law enforcement methods, procedures, and policies and the laws governing and prescribing the powers and authorities of a law enforcement officer.

Knowledge of lifesaving and first aid methods and techniques.

Knowledge of criminal justice procedures employed in the prosecution and adjudication of alleged law violators.

Knowledge of self-defense techniques.

**NOTE:** Some knowledge in the area listed is required at the entry level and considerable knowledge is required at the experienced level.

**FURTHER POSITION DESCRIPTION:**

Patrol Officers operate a patrol car in all weather conditions while performing duties.

Patrol Officers must remain attentive to the entire area they patrol including traffic, persons, buildings and surrounding areas in order to detect unusual conditions, suspicious persons and ascertain compliance with traffic and criminal laws and to identify situations requiring further investigation and action.

Patrol Officers assist all persons in need of aid, or requesting assistance, by helping them make minor vehicle repairs, calling a wrecker, dispensing gasoline, giving directions or advice, administering first aid, or otherwise responding to their needs.

Patrol Officers conduct investigations of alleged or suspected criminal activity in response to calls for service, complaints received or information developed in the course of patrol activities.

Patrol Officers interview complainants, witnesses, suspects, and others who may have knowledge of an unusual event, disturbance, traffic crash or crime in order to obtain facts and information.

Patrol Officers observe and inspect crime scenes to evaluate the crime (e.g., methods of entry and exit of a suspected criminal, damage to property, theft of property, extent of injury to persons); collect and preserve physical evidence; and make an initial determination of investigative actions to take.

Patrol Officers take appropriate enforcement action in cases of traffic or criminal law violation, action including the issuing of warnings or citations, or the effecting of an arrest.

Patrol Officers search persons, vehicles and properties to locate and collect evidence of a crime; mark packages and preserve evidence collected.

**FURTHER POSITION DESCRIPTION: (CONTINUED)**

Patrol Officers make lawful arrests of suspected criminals by taking them into physical custody, subduing or restraining them if necessary, searching them, explaining the reason for arrest and advising them of their constitutional rights, and transporting them to the police station or other location for further processing.

Patrol Officers respond to civil disorders and riots and use physical force in personal confrontations as required to effect an arrest, disarm or render an antagonist ineffective, or otherwise quell the disturbance.

Patrol Officers compose and type reports of activity, complaints investigated and their findings, and other periodic and special reports and correspondence.

Patrol Officers appears in court to give evidence and testimony as to the facts surrounding cases being tried.

Patrol Officers confers with prosecutors and explain circumstances of crimes, evidence, facts and conclusions in order to obtain needed warrants.

Patrol Officers provide assistance, information, and advice to other law enforcement agency officers on request.

Patrol Officers may be assigned to or volunteer for assignments such as vehicle safety inspection, dog-handling, bicycle patrol, or other assignments or services deemed necessary.

Patrol Officers oversee the work of entry-level Patrol Officers in road patrol, investigations, field training or other activities.

Patrol Officers coordinate crime prevention activities to reduce crime in businesses, communities, and schools.

Patrol Officers provide public relations and educational services to groups of interested public in areas such as traffic safety, crime prevention, drugs and narcotics, and Department programs and policies.

Patrol Officers perform other duties as assigned.

**NOTE:** The job duties listed herein are typical examples of the work performed by Patrol Officers. Not all duties assigned to every Patrol Officer are included, nor is it expected that all Patrol Officers will be assigned every duty. The duties listed here are not intended to be comprehensive and Patrol Officers may be required to perform other duties properly assigned to them. Typically, Patrol Officers' work is performed under the direction of a Police Sergeant. The Patrol Officer must routinely exercise extensive independent judgment in making decisions that may include taking immediate actions with limited opportunity to consider various alternatives

#### **EQUIPMENT AND TOOLS:**

Patrol Officers operate various items of equipment in the performance of their duties. These include:

- Various less-lethal weapons, i.e.: pepper spray, impact weapons, etc.,
- Books, Forms and Related Paperwork,
- Breath Testing Equipment,
- Cameras,
- Computers,
- Firearms,
- Fire Extinguishers,
- First Aid Kit
- Flashlights
- Flares,
- Flexcuffs,
- Gas Mask,
- Handcuffs (and keys),
- Lighting Equipment,
- Radio Equipment (various),
- Traffic Template,
- Speed Measuring Devices (RADAR and LIDAR),
- Office Appliances, i.e.: copying or fax machines, typewriters, etc.,
- Motor Vehicles

**NOTE:** This list is not intended to be exhaustive. Patrol Officers may be required to operate, use or otherwise employ equipment, tools, materials or items not listed herein.