

ORDINANCE NO. O-2014-30

AN ORDINANCE ESTABLISHING A POLICE OFFICER JOB DESCRIPTION.

WHEREAS, pursuant to the authority set forth in Ohio Revised Code 737.16 the Village Council may establish the duties of a position of employment within the Village; and

WHEREAS, the Council of the Village of Windham has reviewed and established a job description for the position of Patrol Officer.

NOW THEREFORE BE IT ORDAINED by the Council of the Village of Windham two thirds or more of the members elected thereto concurring that:

SECTION 1: The job description for Police Officer attached hereto and incorporated herein by reference as "Exhibit A" is hereby established and approved.

SECTION 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including §121.22 of the Revised Code of the State of Ohio.

Passed on First Reading November 25, 2014

Vote of Council: Ayes: Mrs. Barrett, Ms. Blewitt, Mr. Garrett, Mrs. Prem, Mrs. Rininger, Mr. Slusher Nays: None.

Attest:

Approved:

Village Fiscal Officer, Lloyd Billman

Mayor, Robert Donham II

Approved as to Legal Form:

Solicitor, Thomas Reitz

EXHIBIT A

Police Officer Job Description

1. Duties & Responsibilities of Police Officers

The job description for the position of Police Officer, as approved by the Council of the Village of Windham, is as follows:

A. Nature of Work

This is general and varied duty police work in the protection of life and property through the enforcement of federal, state and local laws. Work involves the responsibility for performing routine police assignments that are received from police officers of superior rank. Work normally consists of routine patrol, preliminary investigation and traffic regulation, and investigation duties in a designated area on an assigned shift. These duties involve an element of personal danger and Police Officers must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Police Officers may receive special assignments which call for specialized abilities and knowledge, and are required to assist other personnel of the police department in conducting interrogations, searches, and related duties as assigned involving prisoners or suspects. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussion.

B. Illustrative Examples of Work

Examples of Police Officer duties include, but are not limited to:

- Patrols the Village, either in a police cruiser or on foot to preserve law and order, to prevent and discover the commission of a crime, and to enforce traffic and parking regulations.

- Answers calls and complaints involving fire, automobile accidents, robberies and other misdemeanors and felonies.
- At crime scenes administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court when necessary
- Interviews persons with complaints and inquiries and responds to those complaints and inquires as appropriate.
- Enforces traffic laws, which enforcement includes issuing parking and moving traffic citations, as well as directing traffic at time of need.
- Conducts accident investigations and provides first-aid for injured, taking safeguards to prevent further accidents; interviews and obtains written statements from principals and witnesses; examines vehicles and roadways, observing traffic control devices and obstruction to view; takes necessary street measurements; clears the scene of obstructions and wreckage.
- Escorts prisoners to and from jail, insures that prisoners are properly guarded while in custody and transport until turned over to the jail or other police agency.
- When assigned, participates in training exercises either at the Police Station or at remote locations, including the Ohio Police Officers Training Academy.
- When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses, and maintains surveillance over persons and places suspected of criminal activity.
- Performs other related police duties as assigned.

C. Necessary Knowledge, Skills and Abilities

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions.
- Skilled in written and spoken communications.
- Skilled in the use and care of firearms.
- Good general intelligence and emotional stability.

- Willingness to cooperate with officials and other police officers.
- Willingness to learn and increase skill in police work.

D. Required Training and Experience

- Graduation from a standard high school or possess a valid certificate of equivalency issued by a state department of education.
- Graduation from the Ohio Peace Officers Basic Training Academy.
- Current on all Continuing Professional Training requirements as established by the Ohio Peace Officers Training Commission.

E. Physical Abilities Requirements

A Police Officer shall be in sufficient physical condition to be capable of performing arduous physical activity such as:

- Running at a rapid pace for up to three or four minutes;
- Doing heavy lifting such as carrying or helping carry an injured person or body for some distance;
- Climbing up and down stairs, ladders or fences;
- Restraining a violent person, or similar strenuous feats, without obvious danger or over-exertion.

A Police Officer who cannot meet the Physical Abilities Requirements is a liability to himself, his fellow Officers, and the community he is sworn to protect. Police Officers must consistently meet the Physical Abilities Requirements so as to be able to take immediate positive action requiring a high degree of physical and mental response.

The inability to perform the physical activity established in this description render a member un-fit for duty.