



**Job Title:** Police Officer  
**Department:** Police  
**Reports to:** Division Supervisor  
**Type:** Full-Time  
**Classification:** Hourly, Non-Exempt  
**Adopted/Revised:** September 12, 2018

**POSITION SUMMARY:**

Under the direction of a Division Supervisor, a Police Officer is responsible maintaining law and order, investigating crimes and non-criminal regulatory violations, protecting life and property, and the protecting the guarantees established by the Constitution of the United States of America, the Constitution of the State of Ohio, and the Charter of Delhi Township, Ohio. Police Officers are responsible to fulfill their duties and responsibilities to the best of their abilities.

**POSITION FACTS:**

Weekend Work Required:	Yes
Shift Work Required:	Yes
Overtime:	Required – As Needed
Covered by Collective Bargaining Agreement:	Yes

**RELATIONSHIPS AND CONTACTS:**

A Police Officer may work in either the Investigative or Patrol Division. If assigned to the Investigative Division, a Police Officer works under the direct supervision of the Investigative Lieutenant as well as the Assistant Chief and Chief of Police. If assigned to the Patrol Division, a Police Officer works under the direct supervision of the Patrol Sergeant and Patrol Corporal on duty, as well as the Patrol Lieutenant, Assistant Chief, and the Chief of Police. A Police Officer must create and maintain positive relationships with fellow Police Department employees, Township residents, business owners, and the public.

**LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS:**

Work sites include the Delhi Township Police Department located at 934 Neeb Road, other Township buildings and property, as well as other areas inside and outside of Delhi Township. Physical requirements of the position include the physical ability necessary to apprehend suspects (fleeing or otherwise offering resistance) to fire a weapon, to utilize self-defense techniques, and to operate effectively under pressure. Other physical requirements, include but are not limited to, lifting and / or moving varying amounts of weight, kneeling, bending at the waist, and working in a standing position for long periods of time. Must be able to comprehend and react to oral instructions. Duties also include exposure to adverse weather conditions. Employee occasionally may be involved in physical confrontation up to and including life and death situations.

**ESSENTIAL DUTIES / RESPONSIBILITIES:**

1. Circulate throughout the assigned patrol area to maintain law and order.
2. Respond promptly to reports of crimes and citizen complaints.
3. Interview witnesses and victims of crimes, accidents, and disturbances.
4. Apprehend persons violating the statutes of the State of Ohio and resolutions of Delhi Township, Ohio.
5. Control crowds at public events, demonstrations, and gatherings.
6. Record all pertinent data on all criminal and accident reports.
7. Transport and care for the welfare of prisoners.
8. Adhere to all Department directives, regulations, procedures, and administrative memoranda.
9. Follow up on previously reported crimes and accidents as assigned, properly recording all required data.
10. Serve all lawfully executed warrants and processes, including subpoenas, follow up when necessary.

11. Maintain proficiency with assigned equipment, including but not limited to firearms.
12. Know criminal law, investigation, and crime prevention methods.
13. Understand the rules of evidence and laws governing search and seizure.
14. Follow the rules and regulations of the Police Department.
15. Develop and maintain effective working relationships with associates and public.
16. Possess clear and concise communication abilities, both written and oral.
17. Operate effectively under pressure.
18. Perform other tasks as requested or assigned by a direct supervisor and other senior officers accurately, efficiently, timely, and completely.
19. Perform all tasks in a safe manner, following applicable safety rules and using applicable personal protective equipment.

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

Must be able to use personal computer, Microsoft office products, printers, copiers, smartphone, and portable communications radio. Must be able to operate law enforcement equipment, including but not limited to, police vehicles, radar, video and photography equipment, national and regional crime information computers, fingerprint equipment, handgun and other weapons as required, handcuffs, breathalyzer, and first aid kit.

#### **TEAMWORK AND PARTICIPATION:**

- Create ideas that improve production, organizational performance, or result in cost or time savings for the Department and the Township.
- Become actively involved in decisions affecting work detail.
- Communicate in a positive and respectful manner with customers.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow policies and procedures of the Police Department and Delhi Township.

#### **MINIMUM QUALIFICATIONS:**

A Police Officer must possess a high school degree or the equivalent. An Associate's Degree or Honorable Discharge from military service after full time active duty is preferred. The position requires the successful completion of the Ohio Peace Officer Training Academy (OPOTA) and maintains all State of Ohio continual training requirements. The position requires knowledge of criminal law, investigation and crime prevention methods, have the ability to supervise others, and possess clear and concise communication skills, both written and oral. The professional and personal conduct of an individual in this position shall, at all times, maintain the tenets of his / her oath of office. This position must utilize a wide scope of independent judgment. This position must possess and retain a valid driver's license and be insurable through Delhi Township's insurance carrier.

#### **SELECTION PROCESS:**

Applicants may be required to submit cover letters, resumes, and applications. All applicants may be subject to a general proficiency exam to establish an interview schedule. The selection process is detailed in the Police Department Policy Manual and Guidelines. Selection is based on the most qualified applicant determined by one or more in-person interviews.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of physical including a drug test, background check, and voice stress analyzer test.