

Position Title: Patrolman

Department: Public Safety, Division of Police

Position Reports to: Sergeant

Immediate Subordinates: None

Position Function

The primary responsibilities of all patrol officers are to protect the lives and property of the people of the Village of Swanton; to enforce the laws of the state and the ordinances of the village, and to serve the people in whatever way is necessary within the scope of their particular assignment.

Job Responsibilities

- Enforces local ordinances and state laws.
- Patrols the Village and maintains visible police presence to identify potential problems, proactively prevent crime, and promote positive community relations.
- Completes business checks, vacation checks and other special patrols.
- Responds to calls for assistance, complaint calls and other dispatched calls.
- Prepares police reports and completes related follow-up activities.
- Pursues suspects, takes suspects into custody, and makes arrests. Transports detainees.
- Secures crime scenes, conducts investigations, interviews victims, interrogates suspects, gathers evidence and prepares case files.
- Enforces traffic laws, makes traffic stops and issues warnings and citations.
- Prepares for court and provides testimony.
- Inspects and maintains police vehicle and equipment.
- Renders First Aid when able and requested.
- Report to work in a timely manner and be prepared to carry out assigned responsibilities.
- Assists as needed in Village of Swanton sponsored or endorsed functions.
- Performs other duties as required.

Physical Requirements

The physical demands and work environment described here are representative of those an

employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends most of their time in a patrol car and is regularly required to be at crime scenes and other dangerous settings that may involve active pursuit, hazardous conditions including the discharge of firearms and other dangers associated with pursuing and apprehending criminals. An employee in this position must have the strength, stamina and physical coordination needed to pursue, restrain and apprehend dangerous criminals, and the sensory capabilities to conduct investigations. An employee in this position also spends some of their time in an office setting with a controlled climate where they sit and work on a computer and communicate by telephone or in person.

Experience and/or Educational Requirements

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- High school diploma or the equivalent.
- Possess current State of Ohio Peace Officer certification.
- Additional coursework in criminal justice and/or experience in law enforcement or a related field is preferred.
- A valid State of Ohio Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Ability to successfully complete additional training, obtain and maintain required certifications.
- Knowledge of the procedures, methods and techniques associated with law enforcement.
- Skill in handling victims with sensitivity, tact and diplomacy.
- Skill in the use of assigned police vehicles, equipment, apparatus and other implements, including mobile data terminals, office equipment and personal computers.
- Ability to prepare clear and complete reports and perform other administrative duties with accuracy.
- Ability to work constructively and interact professionally with others.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: _____

By: _____

Rosanna V. Hoelzle
Village Administrator

Date: _____

Date: _____