



# Police Officer Job Description

The information below provides prospective candidates with an overview of the duties and responsibilities for the position of POLICE OFFICER. Candidates who wish to be notified of the next Police Officer hiring process can complete the police officer job interest card at our website [www.dublinohiousa.gov](http://www.dublinohiousa.gov). Click on Careers at the bottom of the screen and follow the directions to complete the Police Officer interest card. You will be notified via email when the job vacancy is posted.

**THE CITY OF DUBLIN IS AN EQUAL OPPORTUNITY EMPLOYER**

## **Nature of Work**

Under the direct supervision of a Sergeant, a Police Officer patrols a designated area ensuring compliance with all applicable State Laws and City Ordinances; answers calls when a crime is suspected or an emergency exists; takes such actions as are necessary to prevent crime, to apprehend a criminal, to maintain safety, to assist citizens in a wide range of emergency and non-emergency situations; and performs other related duties, tasks, and assignments as required and directed by a Sergeant, Lieutenant, or the Chief of Police. The Dublin Division of Police subscribes to the "Community-Oriented Policing" philosophy and, therefore, the primary emphasis of the position involves community service. Officers are required to take a problem-solving approach to the situations they encounter on a day-to-day basis and to interact with the residents on a regular basis within their assigned districts to address relevant concerns facing their neighborhoods.

## **Essential Functions of Work**

(May not include all duties performed.)

- Drives a police vehicle, patrolling designated area.
- Reports unsafe conditions, such as obstructions in streets.
- Issues citations for violations of traffic laws.
- Makes arrests, sometimes requiring the use of physical effort.
- Transports prisoners.
- Investigates accidents, determining conditions, causes and other pertinent facts regarding accident.
- Conducts investigations of crimes, preserves crime scene, gathers and preserves

evidence.

- Checks doors and windows of homes and businesses for security.
- Testifies in court.
- Assists injured persons, notifies families of injury.
- Answers inquiries; assists stranded motorists.
- Looks for and investigates conditions or situations which may indicate a crime is about to be, or has been, committed.
- Maintains records and prepares reports of incidents and activities.
- Takes statements from witnesses and suspects.
- Secures warrants.
- Where juveniles are involved, interviews parents, appears in court, and works with school authorities.
- Directs and regulates traffic.
- Attends neighborhood meetings to address and evaluate the concerns of the citizens.
- Perform other related duties as assigned.

## **Qualifications**

- High School Diploma, G.E.D., or equivalent certificate, with a strong preference for a Bachelor's Degree in Criminal Justice, Police Science, Criminology, Government, Political Science, Public Administration or other relevant field, or any equivalent combination of education, training, and experience that would allow the incumbent to demonstrate the following knowledge, skills, and abilities:
- Successful completion of a State certified Peace Officer basic training program. (Not required prior to appointment; however, if a new Officer, at time of appointment, has not completed such a training program, he/she must enter such a program immediately upon appointment.)
- Minimum of 21 years of age at time of appointment.
- Possession of a valid Ohio Driver's License at time of appointment.
- Must be a United States citizen.

- Background must be free of prior felony convictions.
- Must not have tattoos, body art or branding that is visible while in the uniform of the day upon appointment.
- Must be physically capable of successfully performing the essential job functions of the Police Officer classification and be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others.
- Visual acuity must be correctable to 20/20 and vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.
- Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, written examination, structured panel interview, record check, background investigation, polygraph examination, psychological evaluation, physical assessment, final interview with the Chief of Police, medical examination, and drug test.)
- Ability to exercise sound reasoning and good judgment.
- Ability to recognize unusual or threatening conditions and take appropriate action.
- Ability to interpret and apply principles, concepts, methods, laws, ordinances, and techniques to field conditions.
- Ability to recognize, analyze, and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.
- Ability to organize and prioritize daily tasks and activities.
- Ability to use proper research and investigative methods, techniques, and practices in gathering data.
- Ability to calculate fractions, decimals, and percentages.
- Ability to gather, collate, and classify information and data regarding people, places, events, and activities.
- Ability to prepare clear, concise, complete, and accurate reports, and complete and maintain accurate records.
- Ability to use personal computer to enter data and produce typewritten reports.
- Ability to copy records precisely without error and to maintain accurate records.

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- Ability to work alone on most tasks.
- Ability to cooperate with co-workers on group efforts.
- Ability to establish and maintain a good rapport with the public.
- Ability to handle routine and sensitive inquiries from, and contact with, the public.
- Ability to maintain confidentiality in the handling of sensitive events and issues.
- Ability to communicate with the public, peers, superiors, and other City Officials and employees in an effective, tactful, and courteous manner.
- Ability to resolve complaints from angry citizens in an effective, tactful, and courteous manner.
- Ability to establish and maintain effective working relationships with superiors and peers.

## **Physical Requirements**

- Ability to demonstrate physical strength and dexterity in the use of hands and feet.
- Ability to sit for long periods at a time.
- Ability to walk and stand on a regular basis, sometimes for long periods at a time.
- Ability to safely and effectively operate a motor vehicle.
- Ability to safely, accurately, and effectively discharge a firearm (i.e. shotgun, AR-15, 9mm, or 40 caliber handgun) in the line of duty.
- Must be physically capable of successfully performing the essential job functions of the Police Officer classification and be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others.
- Visual acuity must be correctable to 20/20 and vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.
- Must be able to meet physical fitness entrance standards prescribed by academy of City's choosing.

## Other Requirements

- Successful completion of a State certified Peace Officer basic training program. (Not required prior to appointment; however, if a new Officer, at time of appointment, has not completed such a training program, he/she must enter such a program immediately upon appointment.)
- Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms (i.e. shotgun, AR-15, 9mm, or 40 caliber handgun).
- Must establish and maintain a primary place of residence within a County within which the Division of Police has jurisdiction, or a county contiguous with such County of jurisdiction. (List includes Franklin, Delaware, Union, Morrow, Marion, Hardin, Logan, Champaign, Madison, Pickaway, Fairfield, Licking, and Knox Counties.)
- Regular and punctual attendance is regarded as an essential requirement of this classification.
- Compliance with training directives established by supervisory/managerial personnel.
- Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies/procedures.