



**JOB TITLE:** Patrol Officer  
**DEPARTMENT:** Police  
**CLASSIFICATION:** Sworn - Full-Time  
**FSLA STATUS:** Non-Exempt

## MIAMI TOWNSHIP POLICE

Job Description

### **Entry Level Requirements:**

### **Basic Requirements:**

1. A U.S. Citizen or a Naturalized U.S. Citizen;
2. Minimum 21 years of age;
3. Successfully pass departmental testing and oral boards;
4. Successfully pass full criminal and motor vehicle background check.

### **Certifications or Diplomas:**

1. High School Diploma or General Equivalency Diploma;
2. A valid Ohio Peace Officer Certificate at the time of application;
3. A valid Operator License for Automobiles.

### **Physical Abilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Successfully complete the Miami Township Police Department Fitness and Agility tests.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, run, use hands to finger, handle, feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.
3. The employee must occasionally lift and /or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Cognitive Requirements:**

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions
2. Ability to understand, follow, and provide written and/or oral instructions
3. Knowledge of Miami Township Police Directives, Policies and Standard Operating Procedures.
4. Knowledge of general police methods

### **Knowledge and Abilities:** The Patrol Officer shall have:

1. A working knowledge of the Ohio Revised Criminal and Traffic Codes.
2. A working knowledge of the criminal and traffic ordinances of the State of Ohio.
3. A working knowledge of (U.S.) Constitutional law as it relates to arrest, civil rights, and search and seizure.
4. Knowledge of investigative and crime prevention practices.
5. A working knowledge of civil rights laws.



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6. A working knowledge of current local, state, and federal court decisions which may affect police practices.
7. Ability to write and speak effectively.
8. Ability to conduct research and write legal memoranda.
9. Ability to adapt to changing political, administrative and legal conditions.
10. Ability to plan short term and long-range projects.
11. Ability to develop and meet goals and objectives.
12. Ability to maintain records and prepare reports.
13. Ability to use tact and discretion
14. Ability to develop and maintain effective working relationships with associates, officials and the public.
15. Ability to withstand criticism while maintaining personal standards and integrity, and remaining objective, honest, loyal, fair, and professional.
16. Ability to use standard office computer applications including word processing, spreadsheets, internet web browsers and search engines, E-mail and social media such as Facebook and Twitter.

### **Preferred Abilities: (Preferred but not required)**

1. An Associate Degree from an accredited university or college.

### **Job Summary:**

Under the immediate direction of a Patrol Sergeant, a Patrol Officer is responsible for maintaining law and order, investigating crimes and non-criminal regulatory violations, protecting life and property, and the protection of guarantees established by the Constitution of the United States of America, the Constitution of the State of Ohio. Officers are responsible to perform all related tasks, as required, in fulfilling their duties and responsibilities.

### **Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Report to Immediate Supervisor listed in heading. All Police Department personnel are ultimately under the direction of the Chief of Police.
- May be required to join a collective bargaining organization and pay dues to that organization
- Must reside close enough to the police department to respond there within 60 minutes for an emergency recall
- On call 24/7 for back up and emergencies
- Work flexible hours including some nights, early mornings, weekends, and holidays, and sometimes for extended continuous periods of time
- Duties may be hazardous and life threatening
- While performing the duties of this job, the employee frequently works in outside in all weather conditions.





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- The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.
- Regular interaction with abnormal human behavior, persons who are upset, angry, impaired by chemical substances, or mentally ill.
- Bloodborne Pathogen Classification II: There may be exposure to blood, body fluids, or tissues. Employee will be required to take necessary training and any required vaccinations, paid for by Miami Township

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

### Responsibilities:

#### Typical Tasks (Illustrative Only):

1. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
2. Circulates throughout assigned patrol area to maintain law and order.
3. Responds promptly to reports of crimes and citizen complaints.
4. Interviews witnesses, victims and suspects of crimes, accidents and disturbances.
5. Searches scene of crimes for clues. Collects and preserves evidence.
6. Investigates suspicious persons and activity.
7. Questions persons to determine facts and to draw reasonable and logical conclusions.
8. Conducts follow-up investigations of crimes committed during assigned shift. Develops leads and tips.
9. Apprehend persons violating the statues of the State of Ohio and/or Resolutions of the Miami Township Board of Trustees.
10. Searches persons in custody.
11. Transports and cares for the welfare of prisoners.
12. Transports victims, witnesses and suspects to police facilities.
13. Prepares cases for giving testimony and testifies in court.
14. Appears in courts as required, both civil and criminal.
15. Directs and controls traffic; enforces the traffic code.
16. Controls crowds at public events, demonstrations and gatherings.
17. Records all pertinent data on all criminal reports and accident reports. Maintains completeness and accuracy of same.
18. Follows-up on all previously reported crimes and accidents as required. Records required data.
19. Follows-up and serves all lawfully executed warrants and processes, including subpoenas.
20. Receives and dispatches radio messages in an efficient, professional manner.
21. Reports hazards observed in his patrol area. Reports damaged or abandoned vehicles.
22. Makes regular contact with owners of businesses, and other facilities in the Township to keep a current record of emergency contact information for each facility.





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23. Conducts Vacant House Checks as assigned.
24. Attends required training.
25. Follows all department directives, regulations, procedures and administrative memoranda as required.
26. Maintains proficiency with assigned equipment, including but not limited to firearms.
27. Maintains positive public relations, including but not limited to discussing appropriate topics of interest with civic groups, students and others as required.
28. To perform all other tasks as assigned by supervisors and other senior officers accurately, efficiently, timely and completely.

### **Employer Overview – General Employee Expectations**

The Miami Township Police Department is a service-oriented police department. All typical police services other than dispatch and corrections are provided by the department. Those services are provided by agencies from the Clermont County, Ohio government. The Miami Township Police Department is Internationally Accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA®). High levels of individual and unit performance are expected as well as faithful compliance with all rules, directives, regulations, Code of Conduct, Canon of Ethics, Oath of Office and pertinent local, state and federal laws. Employees are expected to render exceptional customer service always. Respect for and cooperation with all fellow employees is standard performance. Personal discipline and continuous professional development are hallmarks of our workforce.

### **DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT**

*The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent.*

