

CITY OF DELPHOS
An equal Opportunity Employer
POSITION DESCRIPTION

Civil Service Status:	Classified	Dept/Div:	Police
Employment Status:	Permanent		
Reports to:	Safety Service Director		
FLSA Status:	Non-exempt		
Position Title:	Patrolman		
Pay:	By ordinance		

NATURE OF WORK

This is general duty police work involving the protection of life and property and the enforcement of laws according to federal, state and local statutes.

Work of this class involves responsibility for the performance, according to regulations and procedures prescribed by command officers of patrol, traffic or crime investigation activities on an assigned shift. The work contains a substantial element of personal risk, and an employee must be able to exercise sound judgment independently in emergency situations. All assignments in this class involve responsibility for recognizing the social importance of police functions as well as responsibility for the eventual application of a considerable knowledge of human nature to the resolution of day to day law enforcement problems. Tactful and courteous treatment of the public under adverse psychological conditions is an important factor in police work. Work is reviewed by superior officers through personal inspection, review of reports and a general appraisal of the effectiveness of an employee's work as it is related to the effectiveness of the force as a whole.

TYPICAL TASKS

Patrol the public streets, alleys and public lands of the city, generally in a patrol car, to prevent and discover the commission of crime and to enforce laws; answers calls and complaints taking necessary police action; appears in court to present evidence and to testify against persons accused of crimes.

Make surveillance of buildings for broken windows, open doors, possible fires and general security.

Inspects establishments providing alcoholic beverages and entertainment, intervenes in private or public disputes to protect the public and maintain order, requests medical attention when necessary.

Investigates automobile accidents, including taking information, interviewing witnesses and making detailed reports, sees that objects are removed from streets that might endanger traffic, perform traffic control, install traffic control devices and

safety notification, reports abandoned or damaged vehicles.

Interrogates persons whose actions are suspicious, observes and reports conditions conducive to crime, watches likely locations for wanted persons, writes case reports and a log of activities.

Investigates persons suspected of being engaged in gambling, prostitution, illegal sale or consumption of liquor, drugs, or other vice activities; checks the operation of taverns, dance halls, clubs and similar establishments for compliance with laws and ordinances.

Receives and investigates complaints concerning juveniles, discusses cases with complainant, juvenile, juvenile's parents, teachers, ministers and other people who may be able to aid in discovering the cause of the delinquency and make reports to juvenile officer as necessary, and patrol public places which have juvenile activities.

May be required to perform dispatcher and jailer duties and act in the capacity of ex-officio deputy to the Clerk of Court.

Assists in public parade control and public safety programs and performs other related duties as required.

Administers breathalyzer tests.

Transports mental patients to appropriate healthcare facility.

Performs public contact and public relations activities.

Performs related work as prescribed by his/her supervisor.

NORMAL EMPLOYMENT STANDARDS

Graduation from high school or General Education Development equivalency or equivalent combination of experience and training which provides the required knowledge, skills and abilities, preferably supplemented by college level course work in psychology or a related field.

Completion of Ohio Peace Officers Training and to make available the certificate of completion as required by Section 109.77 of the Ohio Revised Code.

Two years of progressively responsible work experience, including considerable public contact work requiring mature and seasoned judgment; or equivalent combination of training and experience.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Ability to cope with situations firmly, courteously, tactfully and with respect for the right 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.
- Ability to speak and write effectively.
- Ability to complete prescribed courses of training satisfactorily.
- Ability to develop skill in the use and the care of firearms.
- Good general intelligence and emotional stability.
- Some skill in the operation of a typewriter and computer knowledge helpful.
- Strength and agility sufficient to complete physical training requirements and to perform physically taxing police duties over extended periods and under adverse and hazardous conditions.

SPECIAL REQUIREMENTS

Certification by the Ohio Peace Officers Training Council, as required by Section 109.77 of the Ohio Revised Code.

Must pass a physical and psychological examination prescribed by the City of Delphos upon request of the Safety/Service Director prior to appointment in this classification.

Must possess a valid Motor Vehicle Operator's License issued by the Ohio Bureau of Motor Vehicles.

Approved: 11/20/2013
Date



Michael H. Gallmeier, Mayor



Gregory C. Berquist S/S Director

Revised 11-17-13