POSITION TITLE: POLICE OFFICER

DEPARTMENT: SAFETY
DIVISION: POLICE

CITY OF BOWLING GREEN

REPORTING RELATIONSHIPS

Shift Sergeant

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: None

DIRECT: 0  INDIRECT: 0

POSITION FUNCTION

This position is responsible for maintaining law and order, protecting life and property, and enforcing laws and ordinances.

JOB RESPONSIBILITIES

Patrols assigned areas
Identifies and problem solves neighborhood concerns
Conducts traffic control - issues citations
Responds to citizen complaints
Interviews witnesses to crimes, accidents and disturbances
Maintains peace and order during civil disturbances
Offers care to injured persons
Arrests subjects that are in violation of law
Transports suspects and witnesses to the police department
Prepares reports
Serves subpoenas, warrants and other paperwork
Appears and testifies in court
Assists other officers
Interacts with citizens
Prepares and presents community programs
Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, stand, walk, talk/hear, use hands to finger, handle or feel, reach with hands/arms, lift up to 25 pounds frequently, occasionally drag 150 pounds or more, be able to subdue suspects to effect arrests, and meet all basic physical requirements of a Police Officer.
**Occupational/Technical Skills**

- Ability to use firearms, defense spray and baton
- Knowledge of City and State laws as well as laws of arrest, search and seizure and court procedures
- Knowledge of Agencies available to render needed assistance
- Ability to use selected job-specific software
- Must maintain a valid Ohio Driver’s License and have the ability to drive

**Administrative Skills**

- Ability to analyze and resolve situations and problems
- Ability to organize work, and meet critical deadlines with a minimum of direction
- Ability to handle multiple priorities and projects
- Ability to keep clear and accurate records and reports
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

**Cognitive Skills**

- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to make timely, sound decisions
- Ability to interpret complicated policies, procedures, protocols and government regulations
- Ability to perform standard business arithmetic, including percentages and decimals
- Ability to develop original, unusual, successful approaches
- Ability to create and readily draw on a large pool of diverse sources of information
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

**Communications Skills**

- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to deliver effective presentations
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to use appropriate style, format, and tone in informal and formal business communications
- Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary
- Ability to prepare clear and concise reports, correspondence and other written materials

**Interpersonal Skills**

- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain issue confidentiality
- Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions
- Ability to arrive at constructive solutions while maintaining positive working relationships

**Leadership Skills**

- Ability to take charge and initiate actions
- Ability to conduct, and participate in meetings in which the collective resources of the group members are used efficiently
- Ability to clearly assign responsibilities and tasks to others
- Ability to instruct and train others

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**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed outdoors in all weather conditions. Incumbent works without supervision, and spends over 2/3 of his/her time in contact with City citizens and the general public. Night and/or weekend meetings are common.

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**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Two-year college degree; valid Ohio Driver’s license; Ohio Peace Officer Training Academy certification; 6 months to 1 year of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.