

**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.

**REQUIRED SKILL SETS*****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

**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

**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.