

# CITY OF FRANKLIN

An Equal Opportunity Employer  
POSITION DESCRIPTION

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<b>Position Number:</b>	<b>Name:</b>
<b>Class Number:</b>	<b>Class Title:</b> Police Officer

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<b>Civil Service Status:</b> Classified	<b>Dept./Div:</b> Police
<b>Employment Status:</b> Full-time	<b>Reports To:</b> Shift Commander
<b>FLSA Status:</b> Non-exempt	<b>Supervises:</b> Junior Officers
<b>Pay:</b>	

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**QUALIFICATIONS:** (An example of acceptable qualifications)

High school diploma or equivalent; must pass civil service exam; must pass criminal history check.

## LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license; current Ohio Peace Officer Training Certificate; must meet the requirements to be bonded.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* Indicates developed after employment)

**Knowledge of:** two-way radio operations; safety practices and procedures; department goals and objectives; department policies and procedures; investigation techniques; arrest procedures; law enforcement procedures and methods; traffic control; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; surveillance techniques; security practices and procedures; interpersonal relations; public relations; civil rights.

**Skill in:** computer operation; motor vehicle operation; operation and care of firearms; use of restraint devices.

**Ability to:** carry out detailed but basic written or oral instructions; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgement and discretion; understand, interpret, and apply laws, rules or regulations to specific situations; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; develop and maintain effective working relationships; demonstrate physical endurance; subdue and/or restrain suspects.

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Name: Police Officer

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## **ESSENTIAL FUNCTIONS OF THE POSITION:** (For purposes of 42 USC 12101)

- (1) Enforces the laws and ordinances of the City and all other pertinent laws; patrols assigned area; investigates suspicious conditions and complaints, and arrests persons who violate laws and ordinances; answers criminal complaints and takes necessary corrective action; conducts investigations of juvenile offenders.
- (2) Accompanies prisoners to jail and headquarters and appears in court as arresting officer; attends fires or accidents, gives all possible assistance, and prepares necessary reports; gives advice on laws, ordinances, and general information to the public; follows the Chain of Command.
- (3) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (4) Demonstrates regular and predictable attendance.

## **OTHER DUTIES AND RESPONSIBILITIES:**

- (5) Performs civic functions by providing public education and crime prevention through various programs.
- (6) Performs other duties as required.

## **EQUIPMENT OPERATED:** (The following are examples only and are not intended to be all inclusive)

Radio, radar/laser, computer, breathalyzer, camera/video equipment, firearms, first aid devices, patrol car, handcuffs, baton, chemical and other non-lethal weapons.

## **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** (For purposes of O.R.C. 4167)

Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need frequently to enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of danger, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc.

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Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvements with dangerous and potentially dangerous people, animals and equipment. The employee may be potentially exposed to human blood or other body substances.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

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Date Adopted: 8-18-03  
Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Columbus, OH 43235

012000mcCI  
pdfrank.police officer.