



**Vermilion Police Department  
Law Enforcement  
Policies and Procedures**

<b>Subject: Job Description Patrolman</b>	<b>Policy Number: JD-4</b>
<b>Issue Date: 3/1/2021</b>	<b>Revision Date: 3/1/2021</b>
<b>Approval Authority Title and Signature: Chief Christopher Hartung</b>	

**JOB DESCRIPTION**

**JOB TITLE: POLICE OFFICER**

**DEPARTMENT: SAFETY/POLICE**

**REPORTS TO: POLICE SERGEANT/ ASSIGNED SUPERVISOR**

**DATE: 01/01/2013**

**JOB SUMMARY:**

Under general supervision, performs general duty police work with various divisions of the department involving a wide range of duties performed to protect life and property, enforce laws and ordinances, and preserve order within the community. Perform relentless follow-up to achieve task, assignment, or mission success.

**ESSENTIAL JOB FUNCTIONS:**

With or without accommodations, a sworn member must be able to:

1. Maintain regular and predictable attendance
2. Work a schedule that may consist of standard business hours, or, flexible hours, including nights, weekends, and holidays as directed and remain responsive to the needs of the department
3. Maintain the integrity, trust, faith and confidence placed in this position by the profession, the Chief of Police and the citizens of the community
4. Consistently work in an efficient, effective, productive and safe manner without direct supervision
5. Consistently maintain and promote workplace harmony
6. Maintain clean and functional work equipment and facility
7. Ensure the general safety of the public

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8. Drive emergency vehicles under stressful conditions
9. Consistently demonstrate proficiency with firearms and other offensive and defensive weapons
10. Use lawful and appropriate levels of physical force to control and arrest law violators
11. Exercise judgment aligned with departmental and professional standards in difficult and tense situations
12. When identified as a member of this department, whether on duty or off duty, comply in letter and spirit with the professional standards expressed in the sworn Oath of Office and police Code of Ethics
13. Maintain control of a scene until relieved by a superior officer
14. Self-report difficulties that include physical maladies and mental or emotional problems.
15. Distinguish colors

## GENERAL JOB DUTIES AND WORK TASKS

1. Inspect the assigned patrol vehicle prior to beginning shift to include, checking under all seats, front and back, and all compartments where the public or incarcerated suspects may have had access
2. Operate the assigned patrol vehicle in accordance with all applicable laws and regulations. Engage in patrol, investigative, and other law enforcement activities such as enforcing laws, protecting citizens and their property, responding to requests for assistance, administering first aid, conducting searches, arresting suspects and testifying in court
3. Patrol assigned area to include all public and private businesses and residences, parking lots, surface streets and interstates enforcing all federal, state and local laws. Respond to calls for service, perform preliminary investigations as assigned, initiate action to investigate suspicious persons or circumstances, and aid persons who require it
4. Direct vehicular traffic, enforce traffic laws; direct pedestrian traffic; investigate road damage; remove hazard from roadway; conduct traffic stops to check operator's license, issue citations, explain legal procedures, check vehicle license plates, registration and other required documents
5. Investigate traffic accidents and determine cause; protect, process and store all physical evidence related to the specific incident; request the necessary emergency equipment required at the scene, take precautions at an accident scene by creating detours or working traffic control to reduce the possibility of other accidents
6. Position vehicle at roadblocks to effectively isolate the scene of hazardous situations.
7. Review and investigate all hit and run vehicular accidents to include computer inquiries, interviews, interrogations and documentation
8. Patrol and enforce parking ordinances in the city, respond to specific complaints from citizens regarding parking issues; issue summons for violations and testifies in municipal court regarding traffic violation issues

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9. Enforce applicable city, county, state and federal laws
10. Be familiar with and comply with recent court rulings
11. Use sound and effective judgment during the use of discretion
12. Use oral communication skills to testify in court room setting or other legal proceeding to ensure complete and correct information is released to all participants.
13. If assigned as a Field Training Officer, train and instruct recruit officers, including providing orientation, instruction and training radio traffic, procedures for arresting persons, response to force, report writing, application of laws and instruction in other area practical law enforcement. Monitor the performance of recruits, corrects performance deficiencies, provides feedback, and takes corrective action, as needed. Coach and mentor recruits.
14. As required or directed, conduct criminal investigations; interrogate and obtain statements from victims, witnesses and suspects; obtain confessions from suspects; collect and process evidence; perform crime scene investigations; compile investigative findings and completes a wide variety of police reports
15. As directed and in cooperation with the Vermilion Fire Department, investigate potential arson fires; conduct investigations, interview witnesses, assist in preparation of the case for prosecution, and testify in court
16. Secure and protect the scene of a crime and the immediate area surrounding the crime scene so that no evidence is disturbed
17. Prior to testifying, review all reports, evidence and notes related to an investigation to allow for knowledgeable courtroom testimony
18. As directed, process crime scenes, including processing latent prints
19. Provide depositions or courtroom testimony to court on incidents where officers may have direct knowledge or information
20. Obtain arrest warrant by reviewing facts and evidence as a basis for obtaining warrant resulting from investigation of a criminal incident
21. Take suspects into custody using reasonable physical force if necessary and by applying handcuffs and transporting them to another location, even in the face of suspect resistance and only upon a determination that there is probable cause to believe that the suspect committed a crime.
22. Advise and explain to persons under arrest their rights according to the law to ensure complete understanding of these rights
23. Conduct stop and frisk searches on suspicious persons for the safety of all involved parties
24. Search moveable vehicles both interior and exterior under independent probable cause in accordance with established search and seizure rules and department procedures.
25. Search persons, premises, or property incident to a lawful arrest with a warrant or consent in accordance with established department policy and search and seizure laws
26. Plan methods and procedures for conducting a search of a person or premises using all available information on the size and location of the person on premise
27. Remove weapons from persons unlawfully armed

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- 28. Advise victims or other involved persons of their rights according to current law and the proper procedures to follow to prosecute case
- 29. Confiscate property for evidence resulting from an arrest or for safekeeping by physically taking property to evidence and completing necessary paperwork
- 30. Identify, confiscate, preserve, and maintain the chain of custody of evidence in accordance with current search and seizure laws and departmental policy
- 31. Maintain and inspect all personally owned/authorized duty related and department equipment, to include; vehicles, uniform apparel, weapons and ammunition, handcuffs, badges, flashlight, cellular phones, riot gear, computers, cameras, AED, specialized and other equipment.
- 32. Demonstrate a proficiency in the use of all issued equipment
- 33. Listen to and communicate in a clear, concise, and professional manner over police radio, issues BOLO's and other required information while on patrol
- 34. Assist in the evacuation or rescue of persons and property in emergency situations such as aircraft crashes, fires, floods and other natural or man-made disasters
- 35. Provide victims of crime with information, referral, and other assistance as provided in Ohio law and departmental regulations
- 36. Speak with and refer citizens in need to appropriate public and social services
- 37. Obtain information on persons or property involved in a crime from witnesses, victims or other with knowledge of the incident
- 38. Maintain and organizes field notes and other information to complete comprehensive department reports
- 39. Complete all required paperwork in a timely manner
- 40. Know their limitations in their delegated authority
- 41. Attend in-service and specialized training as required
- 42. Perform highly specialized duties and tasks associated with specialized assignments such as Detective, Police K-9 Officer, Juvenile Officer, School Resource Officer, Field Training Officer, SWAT, and Watercraft Officer.
- 43. Perform other related duties as assigned by the shift supervisor, Captain or Chief of Police
- 44. Note: Many of the job duties and work tasks mentioned above are generally geared toward the active patrol officer, however, those not generally assigned to road patrol duties should have a basic understanding on how to perform the above duties

**MATERIAL AND EQUIPMENT USED:**

Vehicle	Protective and Safety Equipment	Communication Equipment	Firearms
Speed Detection Systems	Computer	Specialized/Technical Equipment	

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## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

1. High School Diploma, or GED, college preferable
2. Meets Vermilion Civil Service Commission eligibility requirements
3. Continuous job-related training and seminars as directed by supervisors

### **Licenses and Certificates:**

1. Ohio State Certified Peace Officer
2. Ohio State Driver's License
3. First aid, CPR and AED Certified
4. Specialized certification (as required)

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

1. Local, state and federal laws, current city ordinances, recent court decisions
2. Judicial system, operation and procedures for criminal prosecution
3. Laws pertaining to arrest, search and seizure including case law
4. Legal limitations of police officers' authority and the limits and requirements in the response to force.
5. First Aid procedures in CPR and AED use.
6. Suspect/victim/witness interview and interrogation concepts, principles and practices.
7. Departmental policies, standard operating procedures, oath of office, mission statement and standards of conduct.
8. Public relations techniques for handling calls for service or complaints.
9. Crime scene processing procedures and the security and protection of a crime scene.
10. Basic crime prevention techniques.
11. Defensive tactics to protect self and others.
12. Proper arrest and suspect apprehension techniques.
13. Crime patterns, potential problem areas, and prior offenders within patrol area.
14. Training, care and deployment of a canine unit when assigned a K-9 officer.
15. Jail and communications operations.
16. Record keeping, report preparation, filing methods and record management techniques.
17. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
18. Standard business arithmetic, including percentages and decimals.
19. Computer applications related to work.
20. Geography of the City of Vermilion, Ohio and surrounding area

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**Skilled in:**

1. The use and operation of all assigned equipment to include: police vehicle, emergency equipment, firearms, restraint devices, technical equipment and basic first aid equipment.
2. Preparing clear and concise reports, correspondence and other written materials.
3. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum of direction.
4. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
5. Using tact, discretion, initiative and independent judgment with established guidelines.
6. Communicating clearly and effectively, orally and in writing.
7. Remaining calm in stressful situations and have the ability to handle multiple duties simultaneously.

**Mental and Physical Abilities:**

1. Ability to mediate disputes between diverse groups of people.
2. Ability to be articulate while testifying in court or other legal proceedings.
3. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
4. Ability to read and interpret documents such as Ohio Criminal and Traffic Codes, safety rules, operation and maintenance instructions, procedure manuals, etc.
5. Ability to write routine reports and correspondence.
6. Ability to speak effectively before public groups and respond to questions.
7. Ability to compute ratios and percentages and interpret bar graphs.
8. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
9. Ability to work with and train canines associated with specialized assignment.
10. Ability to instruct and train individuals in general duty police work.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
13. Ability to pursue suspects on foot for a sustained period while bearing duty equipment.
14. Ability to subdue suspects in a physical confrontation while bearing duty equipment.
15. Ability to push or pull self through openings of varying nature by using necessary upper or lower body strength of arms or legs.
16. Ability to drag, push, pull, lift, or carry heavy objects or person, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.
17. Ability to run up or down stairways or respond quickly to other incidents.

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18. While performing essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

### **WORKING CONDITIONS:**

1. While performing the essential functions of this position the employee is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne, toxic or caustic chemicals, and handling calls dealing with explosives.
2. Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life-threatening situations such as armed and/or violent arrestees.
3. Exposure unknown health conditions from contact with individuals or animals with contagious or communicable diseases.
4. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons.
5. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be necessary, as well as being called in or back to duty on short notice.
6. At emergency or training scene, working conditions may be moderately loud.
7. Work is often performed in inclement weather, including extreme heat or cold, rain or snow, dry and humid conditions.

**Note:** This class specification should not be interpreted as all inclusive.

### **SPECIALIZED ASSIGNMENTS:**

Police officers may be assigned to specialized or specific duties, including but not limited to; Bike Patrol, School Resource Officer, Field Training Officer, D.A.R.E./SafetyTown, general or specialized crime investigator, or juvenile officer. A police officer assigned to a specialized or specific duty is required to perform all of the aforementioned essential job descriptions and general job duties of a police officer.

In addition, material and equipment used, minimum qualifications required, knowledge, skills and abilities, and working conditions will vary according to the assignment.

\*Nothing in this section is intended to conflict with the current collective bargaining agreement between the union and the city.

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