



CLASSIFICATION SPECIFICATION

CLASS NUMBER 20121

POLICE OFFICER

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Police Officer may not perform all of the duties listed. However, it is mandatory that the first duty (I) is performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Police Officer position is to ensure the physical safety of clients, visitors, and employees of the county department of job and family services well as to perform security functions at special events as a commissioned peace officer. The position also requires the incumbent to investigate complaints regarding alleged criminal activity (e.g., theft, accidents, assaults) as well as complete appropriate paper work.

Duties

- Frequency: 40% +/- 10%
- I. Ensures the physical safety of clients, visitors and employees of the county department of human services as a commissioned peace officer (i.e., carries firearm; has authority to make arrests).
- Frequency: 25% +/- 10%
- II. Performs safety and security functions at special events.
- Frequency: 15% +/- 5%
- III. Investigates complaints regarding alleged criminal activity.
- Frequency: 10% +/- 3%
- IV. Writes and files Incident and other reports or forms, to document security-related incidents.
- Frequency: 10% +/- 5%
- V. Operates the information desk in reception area of the county department of job and family services.



**ADDITIONAL DUTIES
FOR THE JOB CLASSIFICATION OF
POLICE OFFICER**

NOTE: The following additional duties include functions that may be performed by some but not the majority of individuals in the classification.

- I. Transports food stamps.

- II. Makes cash deposits at bank.



**KSA'S FOR THE
JOB CLASSIFICATION OF
POLICE OFFICER**

| DUTY | KNOWLEDGE | SKILLS | ABILITIES |
|------------|---|--|--|
| I | Local, State, and Federal laws, rules, and regulations; Safety practices and procedures(e.g., detainment of violent or hostile individuals); Security practices and procedures(e.g., check clients for weapons, patrol building and parking lots); Fire evacuation procedures; C.P.R.; First Aid; Automobile operation. | Oral communication; Calming and removing hostile or problematic individuals; Provide First Aid and C.P.R. to others; Drive an automobile; | Exert considerable to heavy physical effort in order to perform safety and security functions; Physically detain problematic, violent or hostile individuals; Interact with hostile or angry individuals; Determine if situation requires emergency intervention; Protect others from physical injury; Work in an environment for which there are very high risks of exposure to potentially dangerous situations; Defend oneself and others against physical attack; Recognize unusual or threatening conditions; Perform C.P.R. and First Aid; Direct fire evacuations; Patrol buildings and parking lots. |
| II | Local, State, and Federal laws, rules, and regulations; Security practices and procedures(e.g., patrol parking lot); Safety practices and procedures(e.g., detainment of violent or hostile individuals); Automobile operation; Necessary management operations(e.g., dispatch officers in emergency situations and absence of Sergeant). | Oral and radio communication; Calming and removing hostile or problematic individuals; Drive an automobile. | Exert considerable to heavy physical effort in order to perform safety and security functions; Physically detain problematic, violent or hostile individuals; Interact with hostile or angry individuals; Work in an environment for which there are very high risks of exposure to potentially dangerous situations; Patrol parking lots and grounds of special events; Perform management operations in the absence of Sergeant, especially in emergency situations. |
| III | Local, State, and Federal laws, rules, and regulations; Criminal actions/activities; Administrative practices (e.g., incident reports, correct forms); Interviewing principles; Motor vehicle accident investigations; Criminal investigation procedures. | Oral communication; Organization; Investigating criminal and motor vehicle accident incidents. | Maintain accurate records; Complete forms; Investigate criminal matters(e.g., theft, vandalism); Investigate motor vehicle accidents; Process criminal cases; Testify in court. |
| IV | Local, State, and Federal laws, rules, and regulations; Administrative practices(e.g., accident reports, OSHA forms); Documentation techniques(e.g., accidents, injuries, or situations requiring security assistance); Record filing practices. | Organization; Writing; Administration procedures. | Complete OSHA forms using compiled information; Write incident reports; Document accidents, injuries, or situations that require security assistance; File incident reports for the Security Unit; Ensure updating of records. |
| V | Office practices and procedures in reception area (e.g., greet visitors, keep track of visitors, provide information to clients questions); Special assistance(e.g., individuals in wheelchairs). | Oral communication; Administration procedures. | Greet and guide visitors to adhere to Agency policies and procedures; Listen for problems or issues and provide responses or explanations; Protect others from injury. |



Minimum Qualifications

- Certificate evidencing successful completion of Ohio Basic Peace Officer Training approved by the Ohio Peace Officer Training Commission. Also requires valid driver's license.
- Or completion of 20 years of active duty as a peace officer per Section 109.78 (D) of the Ohio Revised Code. Also requires valid driver's license.

Note: The Police Officer must be commissioned by the appropriate individual as required by law. A Police Officer must also satisfactory complete topics mandated by Ohio Peace Officer Training Commission to retain employment.

Unusual Working Conditions/Hazards

The position requires the incumbent to spend several hours a day standing and walking. The individual is also required to patrol the parking lots in all types of weather. In addition, the individual must physically apprehend and control clients as well as occasionally lift difficult or injured clients. In addition, the incumbent is occasionally required to pursue individuals on foot. The incumbent is exposed to potentially dangerous situations such as violent or armed clients. In addition, the incumbent may be exposed to potentially contagious diseases when he or she provides first aid to clients or employees which may involve exposure to blood and other bodily fluids. The individual uses a mask for providing C.P.R. and rubber gloves for handling individuals who may be bleeding. In addition, the individual is armed with a handgun in order to protect himself or herself and others from violent individuals.

Note: Police Officers may be authorized to carry a firearm when performing all major work behaviors.