



Chief of Police  
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**Subject: Patrol Officer Job Description**

**Date: January 11, 2017**

### **JOB SUMMARY**

Under direction of the Chief of Police and the Command staff, performs all law enforcement operations and affiliated tasks for the Village. Serves the public welfare as community care taker, enforces all applicable laws, protects life and property, serves as a primary personal service contact with various civilians, residents, businesses, organizations, and other appropriate agencies.

### **PRIMARY TASKS AND RESPONSIBILITIES**

- Enforces all laws under the jurisdiction of the Department; ensures that the public peace and safety is maintained.
- Performs routine patrol duties in a vehicle, on foot, or other method; responds to calls for police assistance.
- Investigates and reports on crimes or complaints; questions victims, witnesses or suspects; obtains preliminary statements; provides basic first aid and activates EMS as necessary maintains order at scene of crime or accident; collects evidence, and may photograph scene; escorts prisoners to jail.
- Writes reports and keeps records as necessary and pursuant to current Department policy.
- Enforces traffic laws, writes traffic citations, handles accident reports and investigates same.
- Testifies in court cases when required.
- May participate in special projects or programs assigned to Police Officers.
- Assists EMS and Fire Department on emergency runs and at fire scenes.
- Performs related duties as required.
- May be assigned to Various Divisions, duties, or staff functions within the Police Department that are important to its operations.
- Performs any other duties as assigned by the Chief of Police consistent with and in regard to the effective provision of law enforcement services within the Department.

### **SUPERVISION RECEIVED**

Receives general supervision from the Chief of Police through the Command staff through designated chains of command. Receives direct from a Police Sergeant in most cases.

### **SEPERVISION EXERCISED**

None. May supervise Officers in training, Junior Officers at specific incidents, or other employees as regards specific work assignments.

### **LEVEL AND TYPE OF EDUCATION REQUIRED**

High School diploma or G.E.D. equivalent.

### **RELATED WORK EXPERIENCE REQUIRED**

None.

### **SPECIALIZED REQUIREMENTS (Certifications, licenses, etc.)**

- Knowledge of modern law enforcement principles, procedures, techniques, and equipment
- Knowledge of applicable lase, ordinances, and department rules and regulations
- Ability to perform work that requires good physical condition
- Ability to communicate effective, both verbally and in writing
- Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to understand, carryout and deliver verbal and written directions pertaining to a job assignment
- Ability to operate successfully in an environment of uncertainty
- Possesses leadership skills, integrity, sense of responsibility and independent judgment
- Ability to fairly and quickly evaluate escalating Tactical Incidents
- Ability to meet the special requirements below
- Knowledge of and ability to use/operate tools and equipment listed

### **SKILLED REQUIREMENTS (Certifications, licenses, etc.)**

- A. Must possess a valid a Ohio Driver's License
- B. Ability to meet Department's physical standards
- C. Ohio Peace Officer Certification including annual Continuing Education Unit and Firearms qualification requirements

### **WORKING ENVIRONMENT**

The service provided by law enforcement personnel has the unique environmental aspects of dealing with emergency situations, threatening situations, risk of injury or death, exposure to communicable diseases, and dealing with persons who may be volatile or physically or verbally abusive. Duties are not typically performed in a normal office environment; it is occasionally necessary to work outdoors in extreme conditions of weather, noise and/or other hazard.

Police work requires rotating shift work, being on-call, working weekends and holidays when required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, carry or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk or hear; walk, sit climb or balance, stoop, kneel and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee frequently is required to lift and move tools and equipment. The employee may occasionally be required to use force necessary to restrain and apprehend civilians. The employee must have an audible voice for communications and must be able to speak the English language fluently. The employee must be able to distinguish between the smells of different materials and chemicals. They must be able to hear sirens, alarms, the human voice, and police radio messages, as well as distinguish between close distance and long range inputs.

**TOOLS AND EQUIPMENT USE**

The employee is expected freely operate the following tools and equipment: police vehicles, police radios, speed measuring devices, handgun, baton, and other weapons as required, handcuffs, first aid equipment, personal computer including law enforcement and other office software, telephones, video and camera equipment, standard office equipment, other specialized and technical law enforcement equipment, applications and software.



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EMPLOYEE NAME – PRINTED

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EMPLOYEE SIGNATURE

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DATE