



## CITY OF THE VILLAGE OF INDIAN HILL POSITION DESCRIPTION

**Position Title:** Patrol Officer (Lateral Entry)  
**Department:** Police/Rangers  
**Reports to:** Lieutenant  
**Civil Service Status:** Classified  
**Employment Type:** Full-time  
**Pay Classification:** Hourly, Non-Exempt  
**Salary Range:** OPBA Collective Bargaining Unit  
**Adopted/Revised:** March 22, 2024

**FUNCTION:** To serve and protect all people and diligently and conscientiously perform all duties assigned by the squad supervisor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Preventive Assertive Patrol:
  - Protects the lives and property of the people of the City of Indian Hill by enforcing the laws of the State and the Ordinances of the City. Officers will uphold the Constitutional rights of all people and enforce laws and Ordinances fairly and without bias.
  - Patrols an assigned area and concentrate on known trouble spots, special watch notifications and residences that have confidential reports on file.
  - Responds to all dispatched calls for service within the City, as well as mutual aid requests from other jurisdictions, while investigating suspicious circumstances and complaints and take the necessary corrective action such as interviewing suspicious persons and completing the field interview report cards.
  
- Traffic Control:
  - Controls and regulates the movement of vehicular traffic within the City and observe the flow of traffic to ensure safety, correct violations and issue warnings or citations to violators.
  - Investigates traffic accidents, initiate reports and provide any services necessary to resume the normal traffic flow such as arranging for towing service and traffic direction.

- Monitors the roadways for unsafe conditions and take appropriate action to ensure the safety of the public.
- Investigations:
- Investigates all police related matters which occur within the jurisdiction and determine what, if any, criminal offense has occurred.
  - Reports all such activity in the prescribed manner, gathers and assumes control of evidence, interview witnesses and conduct complete follow-up investigations.
  - Whenever necessary, make arrests (misdemeanor and felony) and complete arrest and booking paperwork, filing the criminal charges in the appropriate court system and processing of the prisoner through the booking process as well as transportation to the appropriate detention facility.
  - Prosecutes the criminal charges through the appropriate court system and testify when necessary in traffic, criminal and civil matters.
- Other Services:
- Performs other services to the citizens as they are assigned by supervisory personnel and shall be ever observant for the opportunity to serve the citizens in their professional capacity.
  - Maintains good relations with fellow officers, public officials, citizens and other police agencies as part of the patrol operation effort.
  - Conducts routine preventive maintenance on departmental and personal equipment and care for all assigned personal and City equipment entrusted to their care.
  - Performs civic functions by providing public education and crime prevention information through various programs and provide other public safety information or activities as needed.
  - Maintains a highly competent level of job knowledge and proficiency by attending training on a regular basis as provided and assigned by supervisory personnel.
  - Completes assigned specialized secondary responsibilities and be responsible for maintaining current knowledge on procedures and up-to-date techniques on the assigned secondary responsibility by attending training as scheduled.
  - Performs the duties of desk dispatcher as assigned by the shift supervisor and shall use computer, mobile data computer and other communication devices and systems as necessary to complete the task.
  - Completes all special projects, assignments and investigations as assigned by supervisory personnel in a timely fashion.
  - Possesses the authority to make decisions in carrying out the daily responsibilities. However, each officer shall be held accountable for the use of such authority. Every

officer shall keep the chain of command briefed on unusual and important matters as necessary.

**SUPERVISORY RESPONSIBILITIES:** none

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must possess an understanding of the modern principles, methods, and procedures of the technical aspects of law enforcement, including criminal investigation and identification, patrol, intelligence, traffic control, police training and public relations as well as a thorough and current knowledge of state and local laws and Ordinances and the court decisions that affect their application.
- Possess a thorough knowledge of departmental rules, orders, policies and procedures. Must be familiar with and have a working knowledge of organizational, departmental administrative, and management programs.
- Possess the ability to prepare, understand and execute complex oral and written instructions and ability to prepare clear and comprehensive reports. Must have the ability to be an effective written and oral communicator, and facilitate the flow of information and influence the outcome of events.
- Possess the ability to communicate and record information utilizing computer programs. Must have a working knowledge of commonly used computer programs and programs particular to the law enforcement profession (RCIC, NCIC and InterBadge).
- Demonstrate the ability to function well under stress and demonstrate stability of performance under pressure, hostility or opposition. Must demonstrate decisiveness and a readiness to make decisions or render judgements, tempered with the ability to reach logical conclusions based on the evidence at hand and then react in an appropriate manner based upon priorities.
- Demonstrate ability to interact in a positive manner to establish and maintain effective working relationships with fellow officers, subordinates, supervisors, residents, other village departments, outside local, state, and federal law enforcement agencies, and the general public. Must accomplish tasks and responsibilities in a community and police organization that is sensitive to a variety of diversified interests and needs.
- Demonstrate and exemplify, personal characteristics of professionalism which provide a standard of excellence for which to strive by members of the entire organization.
- Demonstrate initiative and tenacity to actively influence events rather than passively accepting results of the actions of others. Exhibit good judgement in resolving conflicts among disparate individuals and groups.
- Exhibit and maintain proficiency through training and qualification with on and off duty firearms, other less than lethal weapons as well as proficiency with defensive tactics.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Must demonstrate excellent driving skills under all driving conditions.
- Must be a minimum of 21 years of age.
- Minimum education level of a High School diploma or equivalent.

- Must have performed full-time peace officer duties for a minimum of five years and shall not exceed seventeen years of experience. Experience shall be in conducting full-time police patrol or other comparable law enforcement duties and responsibilities. Full-time as defined as continuous employment with a minimum of thirty-two hours worked weekly.
- Be employed by the State of Ohio or one of its political subdivisions located within the State of Ohio or one of its political subdivisions located within the State of Ohio, including counties, townships or municipalities.

**LICENSES OR CERTIFICATIONS:**

- Valid Ohio Driver’s License.
- Officer must be certified and commissioned by the State of Ohio.

**TOOLS AND EQUIPMENT USED:**

Computer including word processing, spreadsheet, database and various software programs, calculator, copy machine, fax machine, printer, telephone and other small office equipment. Police vehicle, police MDC, Data Master and various police weapons and equipment.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position.

Must be psychologically sound, maintain excellent physical conditioning and a high degree of physical agility is required in order to perform routine police activities. Ability to sit and stand for long periods. Must be able to meet the health standards and medical examinations pursuant to the rules and regulations of the City of the Village of Indian Hill Code of Ordinances. Potential to work extended and irregular hours. Work is occasionally performed outdoors in various weather conditions.

**SIGNATURES:**

Incumbent	Date	Supervisor	Date
-----------	------	------------	------

**The duties listed above are intended only as illustrations of the various types of activities, duties or responsibilities that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position chang**