

**Bryan Police Department
Job Description
An Equal Opportunity Employer**

Class Title:	Probationary Patrol Officer	Classification Range:	Contractual Agreement
Department:	Police	FLSA Status:	Non-Exempt
Reports to:	Field Training Officer / Shift Supervisor	Civil Service Status:	Classified
Subject to Recall:	Yes	Employment Status:	Full-time
EEO Status:			

SUMMARY

Patrols the City of Bryan in a patrol car or on foot to control traffic, prevent crime or disturbances of peace, and arrest violators by performing the following duties. Regular and predictable attendance and ability to get along with others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ability to work any day of the week and/or various shift hours.

Must successfully complete the Bryan Police Department Field Training Officer program.

Familiarizes self with patrol district and with persons living or working in the area.

Performs general duty police work in the protection of life and property through the enforcement of laws and ordinances of the City of Bryan and the State of Ohio.

Performs preliminary investigations and miscellaneous duties in accordance with departmental rules and regulations.

Notes suspicious persons and establishments and reports to superior officer. Reports hazards.

Disperses unruly crowds at public gatherings.

Renders first aid at accidents, and investigates causes and results of accident.

Directs and reroutes traffic around fire or other disruption.

Inspects public establishments requiring licenses to ensure compliance with rules and regulations.

Warns or arrests persons violating animal ordinances.

Issues tickets to traffic violators.

Writes and files daily activity report with the assigned supervisory officer.

Drives a marked patrol car or other appropriate vehicle as assigned.

Notifies department of location of abandoned vehicles to tow away.

Exercises initiative and discretion when faced with emergency situations.

Accompanies prisoner to jail and court when required.

Assists all citizens or person requiring help by either providing aid or action as defined by the ordinances of the City of Bryan, Ohio Revised Codes or Policies and Procedures Manual of the Bryan Police Department.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to render credible testimony in a court of law.

EDUCATION and/or EXPERIENCE

Minimum High School diploma or General Education Degree (GED); must have, or obtain after appointment, an Ohio Peace Officer Training Council certificate for Peace Officer of the State of Ohio. Valid certification as an Ohio Peace Officer must be obtained within one (1) year of appointment to the Bryan Police Department.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze and interpret the most complex documents
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to write speeches and articles using original or innovative techniques or style
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or boards of directors
- Ability to work with mathematical concepts such as probability and statistical inference
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

CERTIFICATES, LICENSES, TESTS

Pass a City of Bryan Civil Service Examination
Certification as Police Officer of the State of Ohio
Valid Ohio Driver's License

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 talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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 all of the pages of this position description, and that I understand the contents of the position description.

Appointing Authority

Date _____

Employee

Date _____