



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Police

Location: Police Department

Job Title: Park Police

Reports To: Greg Popham / Chief Goodwin

Supervises: N/A

Hours: Maximum 56 hours per week, as scheduled by supervisor. (*Reference Ordinance 19-94*).

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

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

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems through the use of critical thinking skills.
 - Interpret a variety of written and oral instructions.
- Mathematical:
 - Ability to perform ordinary mathematical/algebraic procedures in practical applications.

CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma or GED
- Certification from Ohio's basic police officer training school.
- Valid Ohio driver's license
- Equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.
- Ability to frequently bend, squat/kneel, twist/turn, and reach above shoulder.
- Ability to occasionally climb and type on keyboard.
- Ability to frequently lift up to 60 pounds and occasionally up to 100 pounds.
- Ability to sit continuously for four (4) hours with break.
- Ability to walk/stand continuously for eight (8) hours with break.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Protects life and property.
- Conducts vehicle patrol of areas of Tuscora Park.
- Responds to calls for service.
- Patrols on foot or in a police vehicle to serve citizens and enforce governing laws and City ordinances.
- Responds to citizen complaints.
- Interviews witnesses to crimes, accidents, and disturbances.
- Arrests persons in violation of laws and ordinances.
- Checks doors and windows and examines premises of unoccupied buildings to detect suspicious conditions.
- Acts as a peace officer in fights, family disturbances, etc.
- Conducts surveillance when asked to do so.
- Secures crime scene and evidence.
- Locks all doors and checks windows after closing.
- Transports large sums of money from rides to the office safe.
- Transports nightly deposits to the bank.
- Performs general office duties such as answering telephones, taking messages, and answering any questions of the general public.
- Patrols the swimming pool during times of maximum capacity as well as basketball courts on a regular basis.
- Performs first aid to injured citizens and files accident reports.
- Consistently checks and responds to incoming email communication.
- Performs other work or duties assigned by supervisor or designee.

► *Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.*

WORK EXPERIENCE REQUIREMENTS

- Ability to communicate effectively both orally and in writing in the English language.
- Ability to perform all required duties, both mentally and physically.
- Ability to work as a team member and maintain a working relationship with other workers.
- Ability to work independently and is self-supporting.

REVIEWED BY Michael Goodwin *Title:* Chief of Police

APPROVED BY Joel B. Day *Title:* Mayor

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.