

**CITY OF HIGHLAND HEIGHTS**  
**CIVIL SERVICE COMMISSION**

5827 HIGHLAND ROAD • HIGHLAND HEIGHTS, OHIO 44143 • [www.highlandhts.com](http://www.highlandhts.com)

For additional questions and inquiries, contact Nancy at 440-442-8825

**PATROLMAN EXAM**  
**APPLICATION BOOKLET**

**Application Pick-up:** Monday, October 9 through Friday, November 10, 2017,  
24/7 at the Highland Heights Police Department or at  
[www.highlandhts.com](http://www.highlandhts.com)

**Application Filing:** Monday, October 9 through Friday, November 10, 2017,  
8:00 a.m. – 5:00 p.m. at the Highland Heights Police Department

**Application Filing Deadline:** Friday, November 10, 2017, at 5:00 p.m.  
at the Highland Heights Police Department

**Written Test:**

**Date:** Saturday, November 18, 2017

**Time:** Registration 7:45 a.m. - 8:45 a.m., strictly enforced  
No one admitted after 8:45 a.m.  
Examination 9:00 a.m. – 11:00 a.m.  
No electronic devices permitted

**Location:** Highland Heights Community Center  
5827 Highland Road  
Highland Heights, Ohio 44143

**Physical Fitness Test:** Administered to those with a minimum written test score of 70%

**Date:** Saturday, December 2, 2017

**Time:** Time will be assigned after results of the written test

**Location:** Mayfield High School Wildcat Sport & Fitness  
6116 Wilson Mills Road  
Mayfield Village, Ohio 44143



EQUAL OPPORTUNITY EMPLOYER

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## **FILING OF APPLICATION**

**FILING DEADLINE: FRIDAY, NOVEMBER 10, 2017 AT 5:00 PM  
AT THE HIGHLAND HEIGHTS POLICE DEPARTMENT**

NOTE: Applications may be submitted by the applicant or a representative.

### **Items 1 through 5 must be submitted at time of application filing:**

1. Completed "Application for Employment" form  
NOTE: You may keep this booklet for future reference.
2. **COLOR** copy of valid Ohio driver's license
3. Copy of birth certificate or US Passport or US Naturalization Certificate
4. Copy of high school diploma or GED certification
5. \$25.00 non-refundable filing fee (cash or check payable to City of Highland Heights)

### **Items 6 and 7 are not required but may be submitted at time of filing:**

6. Copy of Ohio Peace Officer Training Certificate or Certification and Eligibility letter dated on or before November 18, 2017 is required to claim police training credit.
7. Copy of "DD-214" form is required to claim military credit.

NOTE: Copies of documents cannot be made at the Police Department.

# **PUBLIC NOTICE**

## **2017 PATROLMAN ENTRANCE EXAM**

### **CITY OF HIGHLAND HEIGHTS CIVIL SERVICE COMMISSION**

The City of Highland Heights Civil Service Commission will conduct a competitive entrance examination for the position of full-time Patrolman. Applicants are first required to take a written test on Saturday, November 18, 2017 at the Highland Heights Community Center. Registration is 7:45 a.m. to 8:45 a.m., strictly enforced. Written test is 9:00 a.m. – 11:00 a.m. A minimum score of 70% on the written test is required to be eligible for the mandatory physical fitness test on Saturday, December 2, 2017 at Mayfield High School. Times for the fitness test will be announced after receiving written test results. Additional tests may include medical examination, drug screening, psychological, polygraph, background investigation and personal interview.

Applications to take the exam may be obtained beginning Monday, October 9 through Friday, November 10, 2017, 24/7, at the Highland Heights Police Department, 5827 Highland Road, Highland Heights, Ohio 44143, or at the City website [www.highlandhts.com](http://www.highlandhts.com). Completed applications must be returned to the Highland Heights Police Department, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. The deadline to file an application is Friday, November 10, 2017, at 5:00 p.m. Only the first one-hundred (100) applications filed will be accepted. The earliest filed applications will take precedence in cases of tie scores.

Applicant shall be a citizen of the United States, a resident of the state of Ohio for a period of at least one year at date of exam, and be at least 21 years of age on or prior to the exam. No person is eligible to receive an original appointment on or after the person's 41<sup>st</sup> birthday. Applicant must submit a completed application form, color copy of valid Ohio driver's license, copy of high school diploma or GED certificate, copy of birth certificate or US Passport or US Naturalization certificate, and a \$25.00 non-refundable filing fee in the form of cash or check payable to the City of Highland Heights. A copy of an OPOTA certificate or a Certification and Eligibility letter completed on or before November 18, 2017 is required to claim police training credit. A copy of a DD-214 is required to claim military credit. The Commission reserves the right to change the dates and locations of the tests.

Annual Probationary Base Salary: \$60,840.00

**EQUAL OPPORTUNITY EMPLOYER**

## **EMPLOYMENT OPPORTUNITY BULLETIN FOR A CAREER AS A FULL-TIME PATROLMAN**

The City of Highland Heights is offering the position of full-time Patrolman with interesting and varied work, opportunity for advancement, a chance for continuing education and a retirement pension. The following are minimum qualifications and special requirements that applicants for the position should possess.

### **MINIMUM QUALIFICATIONS**

Age: At least twenty-one (21) years of age on or prior to the date of examination. No person is eligible to receive an original appointment on or after the person's forty-first (41<sup>st</sup>) birthday.

Citizenship: Citizen of the United States and a resident of the State of Ohio for at least one (1) year.

Medical Examination: No person shall be eligible for employment unless prior to their appointment they have passed a medical examination given by a licensed physician who must certify the applicant is free from cardiovascular or pulmonary diseases and in good physical condition and capable of performing all requirements of the job, as described in the job description.

Minimum vision requirement is 20/40, with or without corrective lenses, and free of color blindness.

Education: High school graduate from an accredited high school as approved by the State Board of Education, or GED equivalency.

Driver's License: An applicant, at the time of appointment, must be a licensed Ohio driver with a good driving record and must maintain such record at all times. A "good driving record", for the purposes of eligibility only, is defined as having no more than two (2), two-point moving violations or their equivalent within the previous two (2) years. Conviction of one (1) or more six-point moving violations, any felony traffic violation, or their equivalent, in the previous five (5) years shall be grounds for disqualification from eligibility.

## APPLICATIONS

All applicants must thoroughly and accurately complete an application as well as a personal history statement. Failure to complete forms accurately and file them in a timely manner will constitute grounds for automatic rejection. Failure to disclose truthful and relevant material shall constitute grounds for rejection and dismissal. Applications will not be accepted after the filing deadline. In case of tie scores, the earliest filed application will take precedence.

### Items Required at Time of Filing:

- 1) completed "Application for Employment" form
- 2) **COLOR** copy of valid Ohio driver's license
- 3) copy of birth certificate or US Passport or US Naturalization Certificate
- 4) copy of high school diploma or GED certification
- 5) \$25.00 non-refundable filing fee, cash or check
- 6) copy of valid Ohio Peace Officer Training Certificate or Certification and Eligibility letter completed on or before November 18, 2017 (optional)
- 7) copy of valid DD-214 form (optional)

### Police Training Credit:

Provided applicant has received a passing grade in the written and physical fitness tests, a credit of four (4) points will be given to applicants who possess a valid Ohio Peace Officer Training Certificate or a Certification and Eligibility letter completed on or before November 18, 2017.

### Military Service Credit:

Provided applicant has received a passing grade in the written and physical fitness tests, a credit of up to four (4) points will be given based on length of military service. A valid DD-214 is required.

### Employment Credit:

Part-time Highland Heights Police Officers who receive a passing grade in the written and physical fitness tests, and have logged at least 1,000 hours as of the date of the written test will be granted a credit of one (1) point; 1,500 hours will be granted three (3) points; and 2,000 hours will be granted five (5) points.

### Residency Credit:

Provided applicant has received a passing grade in the written and physical fitness tests, a credit of one (1) point will be given to residents of Highland Heights who have resided in the City for a period of one (1) year as of November 18, 2017.

## **TESTING PROCEDURES AND QUALIFICATION PROCESS - ELIGIBILITY LIST**

Written Test: All applicants must successfully complete a competitive written test that shall consist of the following: general information, history, science, definitions, grammar, verbal analogy, spelling, judgment, reading comprehension, math and reasoning.

Grading: A minimum score of seventy percent (70%) on the written test will constitute a passing earned grade and is required to be eligible for the physical fitness test.

Physical Fitness Test: The physical fitness test will consist of tests for strength, anaerobic power and cardiovascular conditioning. Successful candidates will be capable of scoring at the 50th percentile on each of the components of the test.

Additional Screening: As vacancies occur for the position of Patrolman, the Civil Service Commission will determine a suitable number of applicants to undergo other examinations. The order of these procedures is at the discretion of the Commission.

Applicants considered for hiring must pass the following: medical examination, drug screening, polygraph test, background investigation, psychological test and personal interview.

Identification: Each applicant must present a photo ID at the written test and will be fingerprinted at such time for identification purposes.

Eligibility List: An eligibility list will be established of the persons who earned the grade in the examination exceeding or equal to the minimum requirements established for this examination and who are otherwise eligible for appointment. Such persons shall be listed on the eligibility list in the order of their earned grades. In case of tie scores between applicants, the earliest filed application will take precedence. The eligibility list will be valid for a period of at least one year and may be extended, at the discretion of the Civil Service Commission, for one additional year.

## APPOINTMENT

Appointment:

Appointments will be made from the certified eligibility list. The Commission will certify the names of the eight applicants standing highest on the eligibility list for one position to be filled. The Commission will certify the names of the twelve applicants standing highest on the eligibility list for two positions to be filled.

All appointments shall be made by the Mayor from the names certified. Applicants so appointed must successfully complete a two year probationary period.

Compensation:

Annual Probationary Base Salary: \$60,840.00

Highland Heights is an equal opportunity employer. The City of Highland Heights does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran status or disability in employment. Persons requesting an accommodation for the purposes of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.



# PATROLMAN PHYSICAL TEST

## PHYSICAL FITNESS TESTING AND QUALIFICATIONS

Physical fitness can be defined into two categories, health related and motor related. The health related components of physical fitness are of greater importance because they make an individual fit for life, being functional and productive for everyday living. Motor related components make an individual successful in athletics or motor developed activities. Each category has the following components:

### Health Related

- A. Strength
- B. Dynamic strength (muscle endurance)
- C. Flexibility
- D. Cardiovascular endurance
- E. Body Composition

### Motor Related

- A. Coordination
- B. Agility
- C. Power
- D. Balance
- E. Speed
- F. Accuracy

The health related components are those which are tested to determine an applicant's fitness levels. This approach emphasizes basic, functional fitness, not agility tasks. The controlled tests that are performed and the fitness norms used to determine these fitness levels are prescribed from Dr. Kenneth Cooper's Institute of Aerobics Research in Dallas, Texas, whose expertise in the area of exercise physiology is well known.

The following tests and their descriptions are used to determine the health related fitness levels of the applicants. It is expected that each component of the testing receive at least a 50 percentile rating score in order to pass the fitness testing.

NOTE: Participants are advised to PACE themselves throughout the phases of the testing process. It is required that participants consult with their physicians regarding the content of the testing, and the effect the testing may have relating to any past or present illnesses, conditions, or injuries which may affect his/her participation in, and ability to perform, the testing program.

## COMPONENTS OF FITNESS TESTING

### I. STRENGTH:

Strength is the amount of tension a muscle can exhibit in one maximal contraction. The test that goes through the full range of motion which meets the total body strength criterion is the one repetition maximum bench press.

#### A. Procedure

1. Estimate the weight that an individual can bench press in one maximum effort.
2. Load the weights to about one-half of the estimated weight or the following; Male - 2/3 body weight; female - 1/2 body weight.
3. Instruct the individual to press this weight once for an easy warm-up.
4. Increase the loading of the weights in ten pound or more increments to maximum. The first three to four repetitions serve as warm-up lifts in order to prevent muscle injury and to prepare the person for a maximal lift on the fifth or sixth effort.
5. The score for this test is the maximum number of pounds listed in one repetition.
6. If Universal equipment is used, record the numbers on the right for the bench press.

II. DYNAMIC STRENGTH - Muscular Endurance Testing: Muscular Endurance is the ability to contract the muscle repeatedly over a period of time. Low levels of muscular endurance indicate inefficiency in movement and a low capacity to perform work.

#### A. Procedure:

SIT UP TEST: This test indicates the muscular endurance of the abdominal muscle group, an area of important concern to the middle-aged subject.

1. The subject starts by lying on his back, knees bent, heels flat on the floor.
2. A partner holds the feet down.
3. The subject then performs as many correct sit ups as possible in one minute.
4. In the up position, the individual should touch his elbows to his knees and then return to a full lying position before starting the next sit up.
5. Score is total number of correct sit ups.

**PUSH UP TEST:** This test measures the muscular endurance of the shoulder girdle (deltoids, pectorals, triceps.)

1. The test administrator places his fist on the floor below the subject's chest.
2. The subject must keep his back straight at all times and from the up position lower himself to the floor until his chest touches the administrator's fist and then push to the up position again.
3. The subject repeats push ups for one minute non-stop except in the up position.
4. The total number of correct push ups in one minute is recorded as the score.

### III. CARDIOVASCULAR ENDURANCE - Aerobic Power Testing:

The term "aerobics" was adapted from the word aerobic which refers to the type of metabolism utilizing oxygen in the production of energy for the body. The 1.5 mile test run is used to determine the efficiency of the cardio-respiratory system (heart, lungs, and blood vessels.) It is preferred to administer the 1.5 mile run because it is a more accurate indicator of cardiovascular fitness

#### A. Procedure: 1.5 MILE RUN:

1. Utilizing an indoor or outdoor track or another suitable running area measured so that exact distances are indicated
2. For the 1.5 mile run score would be time for 6 laps on a 440 yard track.
3. The distance covered for 1.5 miles is then compared to the norm tables.

#### 4. IMPORTANT SUGGESTIONS!!:

- a. Each subject should have experienced some practice in pacing prior to the test. Subject should pace themselves to avoid becoming fatigued too early.
- b. On the day of testing, the participant should refrain from smoking or eating for two hours preceding the test.
- c. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises.
- d. During the administration of the test, participants can be informed of their lap times.
- e. An important Consideration at the end of the run is the "cool down" period. Participants should be instructed to keep walking for five to ten minutes after the run to prevent pooling of blood in the lower extremities.

#### IV. VERTICAL JUMP TEST: Anaerobic Power

The purpose of the jump test is to measure the leg power of the applicant. The test measures the anaerobic power, indicating explosive leg strength.

##### A. Procedure:

1. The subject should warm up slowly by practicing the test.
2. Stand adjacent to and perpendicular to wall with dominate hand side closest to wall.
3. With heels flat and slightly apart, reach up, extend arm fully and touch wall with fingertips.
4. Bend knees, crouch down, arms down by side, and jump vertically with maximal effort. Touch the wall with fingertips at height of jump.
5. Using stepladder and yardstick, measure distance between top of fingertip mark. Measure to the nearest 1/2 inch.

6. Perform 3 trials.
7. The best of three trials is considered the score.

V. 300 METER RUN TEST Anaerobic Power

The purpose of the run test is to measure the anaerobic power of the applicant. The test measures the explosive leg strength.

A. Procedure:

1. The subject should warm up slowly by practicing the test.
2. When using a 400 meter track, participant runs 3/4 of 1 lap (inside lane) at maximal level of effort.
3. Time to complete distance is recorded.
4. Participant should walk for 3-5 minutes immediately following test to cool-down. This is an important safety consideration.

VI. **ALL CANDIDATES WILL BE REQUIRED TO SIGN AND CERTIFY THE FOLLOWING WAIVER, ACKNOWLEDGING THAT THEY HAVE MET ALL OF ITS REQUIREMENTS AND RELEASE, AS FOLLOWS:**

I, the undersigned, hereby acknowledge that I have read the above statements and the attached physical fitness testing standards. I have also discussed the testing program with my physician and I am physically capable to participate in the testing. I agree to be fully responsible for any and all costs, damages, and expenses incurred by me as a result of any injuries, illnesses, or conditions resulting from participation in the testing program. I further release the City of Highland Heights, the Highland Heights Civil Service Commission, the Highland Heights Police Department and/or its agents or employees, and the Mayfield City

School System, from any and all claims of liability for any possible injury which may result by my participation in the physical fitness testing, which is a part of the qualification process for Patrolman candidates.

VII. PERFORMANCE STANDARDS

The attached charts indicate the performance levels established for the average adult population. Candidates must meet or surpass 50th percentile on each event in order to qualify.

## MINIMUM STANDARDS FOR QUALIFICATION

The following standards indicate minimum performance requirements. These minimum requirements must be met by the successful candidate on each of the qualifying events, to go forward in the qualification process.

### MINIMUM STANDARDS FOR QUALIFICATION

	PASS/FAIL
BENCH PRESS Maximal performance must exceed the following factor multiplied times body weight.	0.72
SIT UP Number of repetitions in one minute.	29
PUSH UP Number of repetitions in one minute	21
1.5 MILE RUN Maximum time allowed to complete run	14.46
Vertical Jump Test (Inches)	17.5
300 Meter Run (Seconds)	64

**HIGHLAND HEIGHTS POLICE DEPARTMENT PHYSICAL FITNESS  
EXAMINATION**

**WAIVER RELEASE AND SCORE SHEET**

NOTE: Participants are advised to PACE themselves throughout the phases of the testing process. It is required that participants consult with their physicians regarding the content of the testing, and the effect the testing may have relating to any past or present illnesses, conditions, or injuries which may affect his/her participation in, and ability to perform, the testing program.

I, the undersigned, hereby acknowledge that I have read the above statements and the attached physical fitness testing standards. I have also discussed the testing program with my physician and I am physically capable to participate in the testing. I agree to be fully responsible for any and all costs, damages, and expenses incurred by me as a result of any injuries, illnesses, or conditions resulting from participation in the testing program. I further release the City of Highland Heights, Ohio, the Highland Heights Civil Service Commission, the Highland Heights Police Department and/or its agents or employees from any and all claims of liability for any possible injury which may result by my participation in the physical fitness testing, which is a part of the qualification process for Patrolman candidates.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

POSITION DESCRIPTION  
**CITY OF HIGHLAND HEIGHTS**

An Equal Opportunity Employer

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Job Title:	<b>PATROLMAN</b>
Department:	Police
Immediate Supervisor:	Police Sergeant
Positions Supervised:	None

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**JOB RESPONSIBILITIES:**

Under direction and supervision of the Sergeant of Police, the Patrolman is a sworn police officer who is responsible for the protection of life and property, preservation of peace and order, prevention and suppression of crime, arrest of offenders, recovery and return of stolen property and enforcement and regulation of traffic. His performance involves the frequent exercise of independent initiative and judgment and excellent communication skills.

**QUALIFICATIONS:**

High school diploma; current Ohio Peace Officer Training Academy Certification; must be a citizen of the United States and be at least 21 years of age at time of appointment. Applicant must possess a valid Ohio driver's license with an acceptable driving record and meet annual qualification standards for firearm use and possession.

Employment is also subject to satisfactory medical and psychological examinations, polygraph examination, criminal history, background checks and personal interviews.

An individual who poses a direct threat to the health and safety of himself or others in the workplace will be deemed not qualified for this position.

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> <li>• Federal, state and local laws and ordinances</li> <li>• Department policies and procedures*</li> <li>• Department rules and regulations*</li> <li>• City streets, businesses and public areas*</li> <li>• Arrest procedures</li> <li>• Criminal apprehension techniques</li> <li>• Self defense techniques</li> <li>• Rules of evidence and criminal law</li> <li>• Techniques for collecting and preserving evidence</li> <li>• Investigative techniques</li> <li>• Community policing philosophy techniques</li> <li>• Crime prevention techniques</li> <li>• Court procedures</li> <li>• Civil disobedience control techniques</li> <li>• First aid procedures</li> <li>• Documentation requirements</li> <li>• Basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret and apply laws, regulations and policies</li> <li>• Define problems, collect data, establish facts and draw valid conclusions</li> <li>• Resolve problems involving several variables</li> <li>• Communicate effectively in written and oral form</li> <li>• Develop and maintain effective working relationships with the public, officials, co-workers and supervisor</li> <li>• Present a positive image to the public</li> <li>• Remain calm in stressful or emergency situations</li> <li>• Safely and effectively use firearms</li> <li>• Drive a motor vehicle</li> <li>• Engage in strenuous physical activity</li> <li>• Work on rotating shifts, as assigned</li> <li>• Maintain confidentiality</li> </ul>

\* *May be acquired after hire*

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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- % **PATROL**
- ★ Patrols and observes assigned city streets and public areas in cruiser or by foot on assigned shift, to prevent crime or detect criminal behavior and maintain order.
  - ★ Promptly, quickly and safely responds to calls dispatched from police station.
  - ★ Responds as a primary back-up unit to emergency or non-emergency calls.
  - ★ Familiarizes self with citizens, commercial establishments and residential areas of city to prevent and detect criminal behavior and maintain order.
  - ★ Makes periodic checks of businesses and residences within the assigned zone to determine if any unusual or hazardous conditions exist.
  - ★ Observes and investigates suspicious persons or places.
  - ★ Maintains contact with police station for backup, and person or vehicle identification.
  - ★ Investigates crimes, provides traffic and crowd control, investigates traffic accidents.
  - ★ Administers first-aid to injured or invalid persons.
  - ★ Uses non-assigned time for self-initiated criminal and traffic enforcement.
  - ★ Promptly prepares and submits reports that are intelligent, legible and complete.
  - ★ Attends court and testifies as required at each stage of the judicial process.
- ★ *Denotes an essential function of the job*

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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- % **TRAFFIC CONTROL**
  - ★ Enforces the laws relating to the operation and use of vehicles on the roadways.
  - ★ Enforces traffic laws by stopping motorists and issuing citations or warning as appropriate; maintains acceptable levels of enforcement and relates traffic activities to the location, time, and causes of accidents.
  - ★ Enforces the laws relating to registration and licensing of motor vehicles.
  - ★ Arrests intoxicated and drug influenced drivers; acquires and maintains proper breathalyzer certification.
  - ★ Assists stranded motorists and others in need of assistance; give directions to lost motorists or pedestrians.
  - ★ Gains effective and prompt control of an accident scene and properly utilizes necessary supporting resources.
  - ★ Maintains acceptable record of judicial support of traffic and arrest citations issued.
  
- % **ARREST**
  - ★ Serves warrants on suspects, legal papers and issues summons and citations.
  - ★ Enforces laws, arrests, pursues, apprehends and prosecutes persons who violate federal, state and local laws, statutes and ordinances.
  - ★ Makes arrests and uses reasonable and justifiable amount of force necessary to control a given situation.
  - ★ Pursues suspects in cruiser and foot which requires physical endurance and agility.
  - ★ Searches suspects for weapons and/or evidence before transporting to the station.
  - ★ Arrests suspects, transports them to station and files appropriate charges in court.
  - ★ Treats all persons within his scope of authority in a civil manner and takes such action to assure the protection of their civil rights.
  
- % **INVESTIGATION**
  - ★ Investigates crimes, incidents, traffic accidents, alarms, suspicious circumstances and citizen complaints or concerns.
  - ★ Conducts preliminary investigations, interviews victims, witnesses, and suspects; conducts custodial interrogations of arrested persons within constitutional safeguards
  - ★ Prepares criminal reports, testifies and presents evidence in court.
  - ★ Reports on personal investigation at scene of violation, as required.
  
- % **COMMUNITY RELATIONS**
  - ★ Seeks to determine the needs of the community and to act upon those needs.
  - ★ Provides information to citizens on new policies for improved delivery of services
  - ★ Notifies businesses of potential security hazards.
  - ★ Notifies appropriate agency or utility regarding public hazards.
  - ★ Notifies and warns citizens of violations of laws or ordinances.
  - ★ Participates in presentations at schools and community.
  - ★ *Denotes an essential function of the job*



% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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% **DESK OFFICER** - as assigned

- ★ Provides information to citizens and performs duties of desk officer, as requested.
- ★ Receives complaints, inquiries, and information from citizens in person or by phone.
- ★ Records appropriate information in an intelligent, legible and complete manner.
- ★ Dispatches police or fire personnel to scene of complaint, as necessary.
- ★ Performs computer checks on persons, vehicles or property.

% **JAIL OFFICER** - as assigned

- ★ Performs duties of jail officer, as requested.
- ★ Receives prisoners and completes booking procedures in jail facility.
- ★ Maintains surveillance of prisoners, follows jail policies and procedures.
- ★ Ensures prisoner safety, health and welfare.
- ★ Protects prisoner rights.
- ★ Arranges medical care, meals, visits for prisoners.
- ★ Maintains jail records and prepares reports.

% **MISCELLANEOUS**

- Maintains knowledge and skills through attendance at meetings, conferences, training seminars and state required continued in-service training.
- Notifies and warns citizens of illegal sign posting, sales and other violations of ordinances and laws, when required.
- Maintains proficiency and certification with weapons and other equipment as required.
- Inspects vehicles, equipment and uniforms and keeps them clean and serviceable.
- Use discretion and judgment within the limits of the law and departmental policy to accomplish the goals and objectives of the department.
- Offers suggestions and feedback to improve overall operation of the Police Department.
- Requests assistance as necessary to handle situations; keeps superior officers informed of significant events or circumstances.
- Performs any other assignment or duties, as assigned by superior officers deemed necessary for delivery of services.

★ *Denotes an essential function of the job*

**ESSENTIAL/PHYSICAL REQUIREMENTS:** The requirements specified below are the fundamental job duties which an employee must be able to perform.

**Requirements:**

- Ability to communicate information both orally and in writing.
- Ability to run, walk, stand, or sit for extended or intermittent periods of time.
- Ability to remain alert and watchful during assigned duty hours.
- Ability to address groups of assorted sizes in diverse settings.
- Ability to transport individuals or materials for short distances which may include climbing stairs.
- Ability to withstand extremes of climate exposure and potential exposure to health and safety hazards.
- Ability to demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 lbs. and performing such functions as lifting, pulling, pushing or climbing.
- Ability to operate job-related equipment, including a motor vehicle, while performing multiple tasks such as radio operations, observation, and note-taking.
- Ability to distinguish frequencies and sound sources.
- Ability to make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception.
- Sufficient manual dexterity to operate job-related equipment such as speed detection devices, mobile data terminals, radios, telephones, firearms, electronics, cameras, etc.
- Ability to affect physical restraint of angry to violent people.
- Ability to pass and maintain the standards of the department's general fitness examination as it relates to the essential functions of the position.
- Ability to be physically, mentally and emotionally able to carry out job responsibilities.