

JOB DESCRIPTION: POLICE OFFICER

ALBANY POLICE DEPARTMENT

PURPOSE.

The purpose of an Albany Police Officer is to maintain order within the Village and to protect the lives and property of the citizens and businesses of the Village through enforcement of state laws and local village ordinances. As public servants, all police officers will respect the opinions, suggestions and perspectives of all citizens and they are required to comply with all department policies and procedures.

An Albany Police Officer shall have the powers conferred by law upon police officers in all villages of the state and will handle routine reports as well as life-threatening dangerous situations, answer calls for service, and proactively seek out and suppress criminal activity. They will regularly participate in traffic enforcement, community problem-solving activities, assisting citizens in improving the quality of life in the village, and various other law enforcement functions.

The Mayor shall appoint a police officer after considering recommendations from the Police Chief. The Police Chief supervises all police officers. All Albany Police Officers must be OPOTA certified.

MINIMUM QUALIFICATIONS.

- Be at least 21 years of age.
- High school graduate or have obtained GED.
- Undergo physical examination and meet minimum physical requirements with or without reasonable accommodation.
- Fulfill all statutory requirements of a Police Officer.
- Possess a valid OPOTA Certification.
- Maintain up-to-date firearms qualification.
- Possess valid Ohio Driver's License.
- Ability to accurately complete required reports, citations and other legal documents.
- Pass a pre-employment criminal background examination.
- Pass a pre-employment drug screening.

NECESSARY SPECIAL QUALIFICATIONS.

- Must have good physical ability, aptitude and policing skills.
- Must have excellent note taking, report writing, and verbal communication skills.
- Must have current certifications in First Aid and CPR.
- Must be able to work independently with little or no supervision.
- Must be able to maintain proficiency with a semi-automatic handgun and other required weapons.

DUTIES.

Duties and Responsibilities of an Albany Police Officer include, but are not limited to:

- Patrol the Village to maintain order and be visible to the public.
- Provide protection for persons and property.
- Investigate complaints, accidents, and crime reports.
- Maintain a good relationship with residents and any other activities in support of the community.
- Perform public relation activities and act as liaison between village officials, residents, businesses, and the Police Chief.
- Respond to calls for assistance in life threatening, emergency and service-related situations.
- Observe and investigate criminal activity and other incidents or conditions jeopardizing the safety and security of the community.



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- Conduct investigations.
- Make arrests, issues citations, write reports, obtain warrants.
- Transport prisoners to a jail facility.
- Testify in a court of law.
- Control crowds and control/direct traffic.
- Enforce state and federal law, local ordinances, departmental policies and regulations.
- Provide assistance to local police agencies during emergencies.
- Complete necessary administrative forms/reports as ordered by the Chief of Police.
- Furnish escort service and assist visitors, guests and staff as directed.
- Make mail pickups and deliveries to Councilmembers as required.
- Maintain all training levels and certifications required by the State of Ohio for Police Officers.
- Meet all job safety requirements and all applicable OSHA safety standards that pertain to the essential functions of the position.
- Demonstrate regular attendance.
- Access and utilize Village prescribed software programs including, but not limited to, training, email and payroll information.
- Perform such other responsibilities as may be assigned from time to time by the Police Chief.