

**CITY OF NEW FRANKLIN  
JOB DESCRIPTION**

Classified

Job Title: Police Officer  
Job Code: Full-time  
Department: Police Department

**SUMMARY**

Preserves the peace, protects life and property, prevents crime, apprehends criminals, recovers lost or stolen property and enforces in a fair and impartial manner the ordinances of New Franklin and the laws of the State of Ohio and of the United States. Serves the public by direction and counsel. Respects and protects the rights of individuals and performs services with honesty, zeal, courage, discretion, fidelity and sound judgment.

**SUPERVISOR**

Captain  
Lieutenant  
Sergeant  
Corporal

**SUPERVISION**

Part-time Police Officer

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Patrols a district in New Franklin in absence of other assigned duties and answers calls for assistance and complaints of violations and accidents in accordance with patrol procedures and takes appropriate enforcement and/or follow-up action.
2. Reports to the scene when an accident occurs. Obtains factual information regarding the accident and takes other appropriate action.
3. Responds to reports of alleged law violations, takes statements and information from parties or witnesses and takes other appropriate action.
4. Arrests or issues summons to alleged law violators.
5. Check buildings and properties for indications of illegal entry.
6. Responds to complaints involving domestic relations problems, public hazards or nuisances.
7. Assists in rescues of persons, locating lost persons or other emergencies.
8. Prepares detailed written records and reports of work performed and testifies in court when necessary.

9. Maintain cleanliness and mechanical reliability of any equipment assigned or used by him by observing procedures including but not limited to cruisers, firearms or any other equipment used or assigned to him permanently or temporarily.
10. Qualified applicants must have comprehensive knowledge of the Ohio Revised Code, Summit County Codes and ordinances and all other laws, directives and Attorney General opinions as they relate to the police objective.
11. Must be able to take direction well.
12. Must be self motivated.
13. Must be neat and clean in appearance, weight proportional to one's height.
14. Vigorous physical health and ability to meet generally accepted physical and medical requirements for the law enforcement profession.
15. Skill in oral and written self-expression.
16. Must possess personality traits necessary to develop and maintain effective relationship with the public.
17. Qualified applicant must have a high school diploma or equivalent.
18. Must have a certificate from the Ohio Peace Officers Training Council showing satisfactory completion of the basic training course.
19. Applicant must be twenty-one (21) years of age when sworn in as certified Police Officer.
20. Must have experience in dealing with the public.
21. Must have a good work record.
22. Must be a United States Citizen.
23. Must possess a valid Ohio Driver's License.
24. Must have an acceptable driving record.
25. Applicants will only be accepted after a complete background investigation.
26. A written, psychological, and/or physical examination may also be required at the discretion of the Chief of Police.
27. Qualified applicants will also meet all other requirements as outlined in the Rules and Regulations and/or any other directive pertaining to new applicants.

28. This is considered the minimum acceptable level of standards and performance. Officers will obey all other oral and/or written directives as they are issued.

By Signing below, you state you have read the above job description and are able to fulfill the job requirements and physical demands to perform the essential functions of this job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date