



Position Title Police Officer	Status Full-Time – Non-Exempt
Reports To Chief of Police	Minimum Education Associate’s Degree
Supervises n/a	Effective January 1, 2021

PURPOSE: The full-time Police Officer is responsible for the protection of life and property within Bath Township.

SCOPE: The full-time Police Officer, under general supervision, patrols the township, protects life and property, maintains law and order, responds to and investigates complaints, enforces laws and initiates enforcement actions.

ESSENTIAL ROLES & RESPONSIBILITIES May include, but not limited to, the following duties:

- Patrols the township,
- Protects life and property, prevents crime, maintains civil order, enforces laws, responds to complaints and emergency calls, and renders emergency aid,
- Performs safety checks at residences, businesses, roads, and other areas for fire, burglary, damage, hazardous conditions; responds to alarms, domestic disputes and initiates appropriate action,
- Monitors traffic conditions and flow, directs traffic, investigates accidents, enforces both parking and traffic laws,
- Investigates crimes and criminal activities, conducts routine criminal investigation, secures crime scenes, collects and secures evidence and property, assists in investigation of major criminal cases and juvenile cases,
- Apprehends, arrests and processes criminal violators, serves warrants, prepares documentation, files complaints, appears and testifies in the court of law,
- Interacts with people to foster good community relations, performs public relations duties, interacts with other law enforcement agencies for the furtherance of justice,
- Monitors and supervises behavior of prisoners, ensures welfare and safety of prisoners, reports prisoner health and safety issues, assists in jail operations,
- Receives, books, fingerprints, searches prisoners, and other related duties, secures and transports prisoners and their belongings.

CRITICAL SKILLS The employee must possess the ability to:

- Demonstrate effective oral and written communication,
- Read, analyze and interpret reports,
- Collect data, define problems, establish facts and draw valid conclusions,
- Interact positively with the public,
- Be proficient in English, and/or English as a second language,
- Operate a computer and learn the document/reporting system,
- Operate computer-aided and mobile dispatch terminal systems.



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QUALIFICATIONS

The employee must meet the minimum qualifications:

- An Associate’s Degree in Criminal Justice or the equivalent to a Bachelor’s Degree in an approved major from accredited university,
- Completion of Ohio Peace Officers Training (OPOTA) and be certified by the Ohio Peace Officer’s Training Council, and
- Satisfactorily complete the Bath Police Department Field Officer Training.

PHYSICAL/MENTAL

To perform essential job functions, one must possess the ability to:

- Logically order information to report on or react to a given situation, which may include serious consequence,
- Inspire trust and confidence of others,
- Make decisions under extreme stress,
- Cope with and de-escalate situations involving angry or difficult people,
- Capable of working independently,
- Concentrate on a given task for extended periods of time,
- Ability to perform basic mathematic functions (i.e., add, subtract, multiply, divide, etc.)
- Compute job-related formulas to accurately measure distance required in reports,
- Possess basic reading skills, to include legal and technical material,
- Possess legible handwriting and spelling skills,
- Prioritize workload,
- Visualize scenarios when given written or oral instructions,
- Compare letters, numbers and patterns quickly and accurately,
- Demonstrate mature judgement and reasoning at all times,
- Must remain alert and watchful during duty hours,
- Transport individuals, paperwork, or material evidence, which may involve climbing stairs,
- Operate job-related equipment, including a motor vehicle, while performing multiple tasks, such as using a portable radio/car radio and MDT,
- Sufficient manual dexterity to use job-related equipment, such as radios, cellphones, firearms, handcuffs, non-lethal CEW, radar units, body/dash camera, etc.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. The work environment may include unique/varying hours, require an individual to lift or carry up to 40 lbs., and expose the employee to extreme climate conditions, which may pose a health and safety hazard.



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**EMPLOYEE
ACKNOWLEDGEMENT**

I acknowledge that this is an accurate and fair description of my position. The job description is meant as a summary of the primarily responsibilities of the position. The Board of Trustees and Chief of Police reserve the right to assign or reassign duties and responsibilities at any time as needed.

Employee Signature _____ Printed Name _____ Date _____

Witness Signature _____ Printed Name _____ Date _____