

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Police Officer

Page 1 of 4

JOB RESPONSIBILITIES: Performs other related duties as required	Under general supervision, provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
--	--

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school or GED); must meet any legally established age limitations and must receive a passing grade on the entrance examination; must be able to qualify for and remain insurable under the City's vehicle insurance policy; must possess and maintain a valid Ohio driver's license. Must successfully complete all medical, physical, agility, and/or psychological examinations administered by the City; must successfully complete and maintain firearms certification; must be a certified peace officer in the State of Ohio or must successfully complete and pass all training required to become a certified Peace Officer within one (1) year after employment by the City.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess **and maintain** a **valid** State of Ohio driver's license; certification as a peace officer in the state of Ohio; must maintain firearms certification; must maintain LEADS and OHLEG certifications.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Patrols assigned area in order to protect residents of the City and their property; enforces state and local laws; responds to requests for and provides needed assistance; enforces laws, rules, and regulations in conformance with federal, state, and local laws and ordinances, and the administrative directives and priorities of the Department; identifies, pursues, apprehends, restrains, and arrests suspects and other violence prone persons without resorting to excessive uses of force; reviews facts of incidents to determine if criminal act or statute violations were involved; operates and drives emergency equipment under stressful conditions; renders emergency care; communicates complaint and emergency-request	1. Knowledge of (1) state and local criminal and traffic laws and ordinances;* (2) agency and/or department policies and procedures;* (3) department goals and objectives;* (4) safety practices and procedures; (5) professional law enforcement principles and procedures;* (6) first aid;* (7) two-way radio operations; (8) arrest procedures; (9) law enforcement procedures and methods; (10) applicable federal, state, and local laws;* (11) community resources and services;* (12) local geographical area*. Skill in (13) operating/utilizing law enforcement equipment;*

TITLE: Police Sergeant

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{8/30/2022 CLAVNCI 00276984.DOC }

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Police Officer

Page 2 of 4

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	information to appropriate agency dispatchers; evaluates complaint and emergency-request information to determine response requirements.	(14) operating a motor vehicle; (15) operation and care of firearms; (16) use or operation of police equipment including restraint devices. Ability to (17) communicate effectively; (18) work independently or with others; (19) follow detailed instructions; (20) exercise sound judgment during stressful situations; (21) develop and maintain effective working relationships; (22) maintain weapon proficiency; (23) collect, analyze, and interpret data; (24) exercise independent judgment and discretion; (25) understand, interpret, and apply laws, rules, or regulations to specific situations; (26) understand a variety of written and/or verbal communications; (27) deal with a variety of variables within somewhat unfamiliar context; (28) recognize unusual or threatening conditions and take appropriate action; (29) demonstrate physical endurance; (30) demonstrate physical agility; (31) travel to and gain access to work site; (32) subdue and/or restrain suspects; (33) maintain fitness standards.
	2. Performs any and all investigative functions necessary to conducts investigations of crime scenes, criminal activity, and/or traffic accidents (e.g., secures scene, identifies, gathers and analyzes evidence, locates and interviews witnesses, drivers, and victims, develops informants, searches premises, interrogates suspects, makes judgments regarding probable cause for warrantless search, transports property or evidence, photographs and/or diagrams crime or accident scene, conducts surveillance, documents and preserves evidence chain of custody, maintains	2. Knowledge of (1);* (2);* (3);* (4); (5);* (9); (10);* (34) investigative principles and procedures; (35) interviewing; (36) criminology; (37) investigation techniques; (38) techniques of collection and preservation of evidence; (39) surveillance techniques; (40) security practices and procedures.* Skill in (13); (14); (41) operating/utilizing investigative tools and instruments.*

TITLE: Police Sergeant

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{8/30/2022 CLAVNCI 00276984.DOC }

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Police Officer

Page 3 of 4

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	contact with other law enforcement personnel and agencies, etc.).	Ability to (17) – (25); (41) safeguard information of a sensitive or confidential nature.
	3. Enforces traffic and parking laws and ordinances (e.g., monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures; sets radar; controls, regulates, and directs traffic and reroutes traffic in case of emergencies; checks vehicles for proper registration; issues citations or warnings to violators of motor vehicle ordinances; provides road information to assist motorists; administers sobriety tests; etc.); assists stranded motorists; removes hazards from the highway.	3. Knowledge of (1) – (7); (12); (42) traffic control. Skill in (13) – (14). Ability to (17); (19); (28); (43) interpret a variety of instructions in written, oral, picture, or schedule form; (44) prepare accurate documentation.
	4. Prepares and submits records and reports of accidents, arrests, investigations, and other law enforcement documentation (accidents, arrests, investigations, etc.).	4. Knowledge of (1)*-(3)*. Skill in (45) computer operation; (46) use of modern office equipment; (47) English grammar and spelling. Ability to (17), (25), (44).
	5. Participates in crime prevention activities; inspects public establishments to ensure compliance with rules and regulations; informs citizens of community services and recommends options to facilitate longer-term problem resolution; attends periodic briefings; exchanges information with officers in other law enforcement agencies; Prepares for and testifies in courts of law and administrative agencies and provides credible testimony; processes prisoners, and prepares and maintains records of prisoner bookings and prisoner status during booking and pre-trial process; presents	5. Knowledge of (1) – (5); (11);* (48) government structure and process; (49) public relations; Skill in (45) – (46). Ability to (17); (21); (23) – (26); (44); (50) resolve complaints.

TITLE: Police Sergeant

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{8/30/2022 CLAVNCI 00276984.DOC }

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Police Officer

Page 4 of 4

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	results of criminal investigations to Prosecutor or Grand Jury.	

TITLE: Police Sergeant

Developed by Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Approval Date _____
{8/30/2022 CLAVNCI 00276984.DOC }