

Village of New Concord
Police Officer Job Description

General Description: A police officer is employed by the Village to serve the residents and taxpayers of New Concord. A police officer is required to comply with all department policies and procedures. As a public servant officers will respect the opinions, suggestions and perspectives of all citizens. The mayor shall appoint a police officer after considering recommendations from the police chief. The police chief supervises all police officers.

Duties: The following is a list of duties and responsibilities for the police officer. It is not intended to be all inclusive and other similar duties may be assigned.

1. Each officer must meet with the police chief on a monthly basis to report and discuss issues needed to maintain the safety and integrity of the Village and the Police Department.
2. She/he will assist the police chief in any area(s) needed. His/her primary duties will entail investigations, patrol and traffic duties as described below.
3. Police officers will maintain patrol of the Village and enforce traffic regulations, calls for service, enforce all laws contained in the O.R.C and Village Ordinances, maintain public relations and provide courtroom testimony as necessary.
4. This position will assist the police chief in maintaining 24 hour, 7 day per week coverage within the Village. The shift assignment may vary depending on needed police coverage and special events.
5. Each officer will constantly work to develop a positive rapport with citizens and businesses. In a way, he/she will work as a “public relations” officer of the Village.
6. Additionally, he/she will organize programs and be involved with other activities around the Village. This position will function in a visible fashion and be available to all village residents, businesses, visitors and should attend public gatherings and community events (in uniform).
6. Police Officers will be responsive to requests for specific action and will provide the police chief with needed feedback on all situations requiring action.
7. Police Officers shall make written reports dealing with complaints and situations occurring within the Village. He/she shall be responsible for making arrests, attending court hearings, aid the police chief with information about shifts worked, and assist with the appropriate reports.
8. Complete other duties as assigned

Qualifications/Requirements:

- 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 an 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
- 21 years of age

The Village of New Concord is an equal opportunity employer