



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Police

Location: Police Department

Job Title: Park Police

Reports To: Greg Popham / Chief Goodwin

Supervises: N/A

Hours: Maximum 56 hours per week, as scheduled by supervisor. (*Reference Ordinance 19-94*).

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Performs general police-duty work in the protection of life and property through enforcement of the ordinances of the City of New Philadelphia and laws of the State of Ohio.

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems through the use of critical thinking skills.
 - Interpret a variety of written and oral instructions.
- Mathematical:
 - Ability to perform ordinary mathematical/algebraic procedures in practical applications.

CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma or GED
- Certification from Ohio's basic police officer training school.
- Valid Ohio driver's license
- Equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:		
<ul style="list-style-type: none"> • Protects life and property. • Conducts vehicle patrol of areas of Tuscora Park. • Responds to calls for service. • Patrols on foot or in a police vehicle to serve citizens and enforce governing laws and City ordinances. • Responds to citizen complaints. • Interviews witnesses to crimes, accidents, and disturbances. • Arrests persons in violation of laws and ordinances. • Checks doors and windows and examines premises of unoccupied buildings to detect suspicious conditions. • Acts as a peace officer in fights, family disturbances, etc. • Conducts surveillance when asked to do so. • Secures crime scene and evidence. • Locks all doors and checks windows after closing. • Transports large sums of money from rides to the office safe. • Transports nightly deposits to the bank. • Performs general office duties such as answering telephones, taking messages, and answering any questions of the general public. • Patrols the swimming pool during times of maximum capacity as well as basketball courts on a regular basis. • Performs first aid to injured citizens and files accident reports. • Consistently checks and responds to incoming email communication. • Performs other work or duties assigned by supervisor or designee. 		
WORK EXPERIENCE REQUIREMENTS		
<ul style="list-style-type: none"> • Ability to communicate effectively both orally and in writing in the English language. • Ability to perform all required duties, both mentally and physically. • Ability to work as a team member and maintain a working relationship with other workers. • Ability to work independently and is self-supporting. 		
REVIEWED BY	Michael Goodwin	<i>Title:</i> Chief of Police
APPROVED BY	Joel B. Day	<i>Title:</i> Mayor

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.