



Job Description

Village of Maineville – Auxiliary Police Officer

Reports To: Police Sergeant

Classification: Non-Paid

FLSA Status: None

Work Hours: Varied; preferably weekends Probation: One (1) Year from start date; 208 hours minimum

General Function

Is responsible to Police Command Staff including Police Sergeant for performance of the Villages' law enforcement function including crime prevention, police patrol, security of property, and public education. Is committed to the mission, vision, and values of the Village through ethical conduct, community stewardship, individual initiative and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

Qualifications

- Be of high moral character.
- Must be 21 years of age or older.
- Have a high school or equivalent graduate.
- Must have a current Ohio Peace Officer Basic Training Certification.
- Be available to work a minimum of four eight (8) hours shifts each month. Once Field Training is complete, an Auxiliary Police Officer shall work a minimum of two eight (8) hours shifts each month, preferably on the weekend and one holiday per year.
- No felony convictions, Domestic Violence convictions or history of drug/alcohol abuse. Must not have used marijuana in the past five (5) years.
- Must possess or be able to acquire, and maintain a valid Ohio driver's license.
- Must be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others.
- Must have knowledge of current office equipment and procedures including computer data entry and retrieval.
- Demonstrated leadership skills and abilities
- Ability to maintain effective working relationships
- Ability to communicate effectively orally and in writing
- Ability to interact effectively with the public, agencies, and staff at all levels
- Knowledge of police methods and criminal law
- Have no tattoos and/or brandings that would be visible while wearing a standard short sleeve police uniform; these include on the head, neck, hands or exposed arms.

Essential Functions

- Patrols the Village of Maineville in a marked police cruiser; keeps the peace; enforces laws, makes arrests, and issues citations; conducts criminal investigations; serve and return court paperwork (e.g., subpoenas, warrants, summons, writes etc.; compile information on suspects; interrogates suspects when directed, exercises full supervisory authority as officer in charge of shift or specific work assignment; completes and submits all required reports accurately and in a timely manner; prepares cases for prosecution; transport prisoners; provides security to Magistrate Court.
- Cooperates with other agencies and officers in the investigation and prosecution of offences (e.g., prosecutor's office, other law enforcement agencies and investigative units, etc.)

Leadership

- Exhibits behavior consistent with the mission, vision and values of the Village of Maineville
- Furthers the mission, vision and values of the Village through excellent customer service, creative problem solving, decision making, and stewardship of Village resources.

Communication

- Provides suggestions, advice and support to supervisor, department head, other Village employees, employee teams, and the Villages' customers.
- Communicates the Villages' mission, vision and values through words and actions.
- Communicates effectively, both orally and in writing with the supervisor, department head, Village employees, employee teams and the Villages' customers.
- Works cooperatively with all Village employees toward the common goal of providing high quality services.
- Exhibits excellent interpersonal and human relationship skills.

Technical Tasks

- Enforces provisions of the Ohio Revised Code and the Village of Maineville ordinances and laws.
- Investigates criminal offenses and internal investigations.
- Responds to emergency and non-emergency incidents as directed.
- Performs all job duties in compliance with the established rules and regulations of the Police Department and the Village of Maineville.
- Demonstrates proficiency with all department issued firearms and less-lethal weapons.
- Provides testimony in court and other legal proceedings.
- Assists injured persons, notifies families of injury.
- Assists stranded motorists.
- Performs crime prevention and other public education activities.
- Demonstrates accountability and responsibility for completion of work assignments in the absence of a department supervisor; provides responsive and timely feedback to supervisory staff on status and progress of work activities.
- Promotes safe work practices.
- Assists in the maintenance of vehicles, building, equipment tools and property.
- Assists in the development of operating procedures, policies, rules and regulations.
- Attends meetings, seminars, conferences, and other related events.
- Maintains individual knowledge and skills to be able to carry out all duties of position.
- Reviews and investigates complaints and requests for service(s).
- Maintains professional certifications and training through attendance at related trainings and conferences and membership in professional organizations and other professional affiliations.
- Assists other police, fire, EMS departments as well as other Village, county, state and federal agencies.
- Handles other responsibilities and duties as assigned or needed.

Equipment Used

Uses automobile, two-way radio, copiers, telephones, fax machines, calculator, paging equipment, computers, mobile data terminals/computers, radar/laser units, a variety of firearms (i.e. handgun, shotgun, and patrol rifle), ASP (baton), chemical agents, and other less-lethal weapons, handcuffs and traffic light controls. May use personal protective equipment such as helmet, face mask, gas mask, body armor and pads.

Location of Work and Physical Requirements of Position

Must be able to safely and effectively operate a motor vehicle under normal and emergency conditions; must be able to physically subdue and restrain an individual; demonstrate physical strength and dexterity in the use of hands and feet; must be able to sit for extended periods of time; work requires extensive walking, standing, running on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; must be able to perform frequent heavy lifting and pushing; requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; requires working in adverse weather; requires ability to work flexible shift hours (to include nights and weekends); and be able to deal with stressful and sometimes life threatening conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the Village of Maineville Town Hall, throughout the physical environs of the Village and wherever mutual aid necessitates a response.