

Maineville Police Department

8188 S. State Route 48 * Maineville, Ohio 45039
513-583-0048 * Fax 513-583-0051



POSITION DESCRIPTION

Auxiliary Officer

Position Title: Auxiliary Officer

Classification: Non-Paid

Division: Enforcement

Reports to: Police Command Staff

Probation: 208 Hours

Work Hours: Varied

I. JOB RESPONSIBILITIES

Under direction, patrol assigned areas, perform criminal investigations' perform duties of Patrol Officer.

II. QUALIFICATIONS

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

- Completion of secondary education or equivalent
- Ohio Peace Officer Basic Training (OPOTA) certificate (*Required – Must be up to date with on need for updates*)
- Valid State of Ohio Drivers License. (Required)

III. LICENSURE AND CERTIFICATION

May be required to obtain and maintain specific licenses or certification (e.g., for evidence technician, breath testing equipment, etc.)

ESSENTIAL FUNCTIONS

1. Patrols the Village of Maineville in 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, summonses, writes etc.; compile information on suspects, agencies at crime scenes, emergencies, etc.: interrogates suspects when directed, exercises full supervisory authority as officer in charge of shift or specific work assignment; complete and submits all required reports accurately and in a timely manner; prepares cases for prosecution; transport prisoners; provides security to Mayor's Court.
2. 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.)
3. Uses or operates various job-related equipment (e.g., firearms, Tasers, breath testing equipment, radio, cruiser, approved restraint devices, ASP, [straight baton]m chemical security repellent, etc.
4. Obtains and demonstrates knowledge of current developments in assigned field to maintain competency in job duties (e.g., attends training, re-qualifies with assigned weapons, etc.)
5. Maintains required licenses and certificates
6. Demonstrates regular and predictable attendance.

Dedicated to protecting the lives and property of the citizens of the Village of Maineville through fair and impartial police services and a working partnership with the citizens of the community to provide a better quality of life in a safer environment.

John D. Reynolds, Chief of Police
www.mainevilleoh.com

IV. OTHER DUTIES

7. Performs duties and responsibilities of investigator (CID) when necessary.
8. Performs other related duties as assigned.

V. KNOWLEDGE

Knowledge of Village polices and procedures, Village goals and objectives; arrest procedures; law enforcement procedures and methods; relevant federal, state, and local criminal and traffic codes; investigative techniques and methods; geographic area of operations and authority; safety practices and procedures; case preparation techniques; criminal justice, human relations.

Skill in computer system operation; operation of police cruiser, operation and care of firearms; use of related law enforcement equipment (e.g., two-way radio, radar, chemical security repellent, ASP, restraint devices, etc.).

Ability to define problems, collect data, establish facts and draw valid conclusions; establish and maintain a cooperative relationship with co-workers; prepare and maintain accurate reports; recognize unusual or threatening situations and take appropriate action; exercise independent judgment; understand, interpret, and apply laws, rules, or regulations to specific situations; compile and prepare reports; communicate effectively orally and in writing; interpret a variety of written, electronic, and verbal communications; handle sensitive inquiries from and contact with officials and the general public; physically apprehend, restrain, and subdue suspects; calculate fractions, decimals and percentages; deal with many variables and determine specific action; complete routine forms; gather, collate and classify information; resolve complaints; demonstrate physical endurance and agility.

VI. EQUIPMENT OPERATED

Police Cruiser, firearms, ASP (baton) personal computer, two-way radio, audio-visual equipment, radar, fire extinguisher, traffic flares, chemical security repellent in various applications, cameras, radio and/or video surveillance equipment, handcuffs or other restraint devices.

VII. ADDITIONAL WORKING CONDITIONS

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional necessity for extreme physical exertion in order to subdue or restrain individuals.
3. May be exposed to adverse weather conditions.
4. May be exposed to criminals or violent persons.
5. May be exposed to hazardous or dangerous situations when investigating crimes or other incidents.
6. May be exposed to heavy traffic and exhaust fumes.
7. Must be able to work a minimum of eight (8) hours per week.