

Village of New Lebanon Job Description

POLICE DEPARTMENT POLICE OFFICER

This is specialized work in the protection of life and property through an enforcement of laws and ordinances for the Municipality of New Lebanon and the State of Ohio. An officer in this class is responsible for maintaining law and order and performing related assignments such as traffic control, criminal investigations, and crime prevention. Duties are performed under the direct supervision of the immediate departmental supervisor, Captain, and the Police Chief. Patrols the municipality in vehicle, on bike, or on foot to maintain law and order; prevents or discovers commission of crimes; apprehends criminals, enforces motor vehicle operation and parking regulations. Answers and responds to calls and complaints about fire, automobile accidents, robberies, and other crimes and incidents. Conducts preliminary investigations, gathers and assumes control of evidence, obtains witnesses, makes arrests, and does follow-up investigations. Interviews complainants, witnesses, suspects, and prisoners to obtain information about crimes. Checks doors, windows, and premises of unoccupied buildings or residences to detect any suspicious conditions and performs community service functions such as vacation checks and opening locked doors. Performs specialized tasks including breath analysis, photography, videotaping. Testifies when necessary, on traffic, criminal, and civil matters. Enforces all federal, state, and local laws, statutes, and ordinances. Works various shifts, nights, weekends, and holidays as necessary to meet the needs of the department and citizens. Performs any and all tasks and duties as assigned.

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