

Village of Glandorf

203 N Main St, PO Box 154

Glandorf, OH 45848

Phone (419) 538-6953

Police Officer Job Description

General Description:

To ensure the safety of the residents of the Village of Glandorf
Under the direct supervision of the Police Chief
Hired by the Mayor with the approval of Village Council

Work Schedule:

This is considered to be a part-time position on an as needed basis

Work Responsibilities:

The responsibilities of this position shall include, but not be limited to, the following duties. The following duties are intended to depict some, but not all, of the typical tasks required by this position. The position may require additional tasks and other duties as instructed by the direct supervisor.

- Enforce laws of the Village of Glandorf and maintain public order
- Patrol assigned areas to deter crime and ensure the safety of the community
- Respond to emergency calls and provide assistance as needed
- Conduct investigations, gather evidence and make arrests when necessary
- Write detailed reports documenting incidents and activities
- Provide traffic control and enforce traffic laws
- Assist with crowd control at public events or demonstrations
- Collaborate with other law enforcement agencies on joint operations or investigations
- Provide support and assistance to victims of crime

Employment Standards:

High School diploma or General Educational Development (GED) certificate

Completion of a certified police academy training program

Hold a valid driver's license with a clean driving record

Ability to pass a comprehensive background check, including criminal history and drug screening

Required Knowledge, Abilities and Skills:

Ability to work well with fellow employees and interact well with the public. Ability to remain calm and make quick decisions in high-pressure situations. Be able to maintain the physical fitness and stamina to perform job duties, including running, lifting and restraining individuals if necessary.

The Village of Glandorf is an Equal Opportunity Employer