



UNIVERSITY CIRCLE, INCORPORATED



JOB DESCRIPTION

Job Title:

Police Officer, University Circle Police Department (UCPD)

Reports To:

Police Sergeant

Classification:

Full Time, Sworn

Last Updated:

2024

Purpose of the Police Officer:

- To enforce the ordinances of the City of Cleveland and laws of the State of Ohio.
- To facilitate safe travel conditions through University Circle for all motorists, bicyclists, pedestrians and others using lawful methods of transportation.
- To provide a safe environment for the University Circle Institutional community and for all who work, study, visit, or live in University Circle.
- To maintain effective and cordial working relationships with fellow employees, institutional security personnel, all other institutional personnel, law enforcement personnel, and all other parties to the University Circle Police Department.
- To perform in a professional, competent, creative, flexible, caring, honest, reliable, and service-oriented police work.
- To treat all persons regardless of their attitude or demeanor with the tolerance, dignity, and respect one would expect if placed in a similar situation.
- To demonstrate adherence and support for the mission and values of the UCPD.
- To provide additional assistance and service to the University Circle Police Department as needed.

Responsibilities of the Police Officer:

- With probable cause and when appropriate to do so, make arrests and issue citations for violations of the ordinances of the City of Cleveland and laws of the State of Ohio.
- Maintain high visibility within the University Circle neighborhood and among the Institutional Community, using Directed Patrols, Foot Patrols and Institutional Visits.
- Employ a team-work attitude with fellow officers, supervisors, dispatchers and civilian support staff; work effectively with police officers, firefighters, EMS and other emergency responders at incident scenes involving other agencies.
- Staying informed of crime trends and providing proactive patrol where and when known crimes are likely to impact University Circle.
- Respond to calls for service in a timely manner, employing a problem-resolution mentality.
- Enforce traffic violations, emphasizing specific complaints made by community members, known trouble spots and violations that compromise the safety of the University Circle neighborhood, using discretion instead of enforcement when appropriate.

- Writing clear, thorough, and concise police reports in a timely manner.
- Conduct preliminary investigations in a manner which facilitates effective closure; participate in the post-preliminary investigation process, as appropriate.
- Respond to institutional and community concerns and requests for service. Maintain effective working relationships and a problem-resolution, service mentality.
- Interact with institutional security personnel, other institutional personnel, law enforcement personnel, and all other parties to the UCPD. Maintain effective working relationships.
- Exercise judgment and make decisions which directly impact the safety of persons and the management and handling of critical incidents.
- Relate with all persons, especially with persons in crisis and under stress, in a manner which best facilitates effective management and processing of the incident in question.
- Provide assistance and service to non-patrol services programs as needed.

Qualifications:

- Certified by the State of Ohio as a Police Officer.
- Complete on-going field training requirements.
- Certified on departmentally issued weapons.
- Clear background check.
- Meet physical and psychological requirements.
- Strong interpersonal skills: tact, diplomacy, ability to relate to people.
- Customer service orientation.
- Excellent written and oral communication skills.
- Demonstrated ability to exercise good judgment in stressful crisis situations.
- Demonstrated understanding of both criminal and civil law and how it is applied locally.

Special Working Conditions:

- May be exposed to law enforcement hazards (e.g., gunfire, physical attack, driving at high speeds, etc.) and variable/extreme weather conditions.
- May work varied hours and shifts including evenings/nights, weekends and holidays.
- May be called to work in exigent and emergency situations.
- Requires travel within and outside University Circle.

Authorizing Signature:

Thomas Wetzel, Chief of Police