



Mayor Phillip Stevens

## **Employment Opportunity – Auxiliary Police Officer**

### Job Description:

#### **Essential Functions of the Position:**

1. **Maintain the trust, faith, and confidence of the Chief of Police and PD personnel.**
2. Be regularly available for call-out and assignments when needed.
3. Operate a cruiser in patrolling an assigned area for the prevention of crime and preservation of peace.
4. Respond to radio transmission or telephone assignments to assist at scenes of disorder or crime.
5. Assist regular officers in the performance of their duties.
6. Provide traffic control and direction when and where needed.
7. Conducts house checks.

#### **Auxiliary Duties:**

1. Deliver city and council mail.
2. Participate in training conferences and programs.
3. Operate radio and telephone equipment and provide support services to the PD whenever and wherever needed.
4. Note and report traffic hazards.
5. Observe and report conditions conducive to crime or criminal activity.
6. Provide security for the Bedford Heights Department of Community Life.

**General Work Conditions – Incumbent must work outdoors in a variety of temperature and weather conditions. Incumbent must have good mobility (e.g., walk, stand, and move about).**

Employment applications can be found online ([bedfordheights.gov/employment](http://bedfordheights.gov/employment)) or in-person at City Hall.

**For more information contact Sergeant Greg Grygiel (440-786-3258).**