



POLICE OFFICER

(Lateral Entry)

Miami Township, Montgomery County, Ohio (population 30,000) is accepting applications from experienced Police Officers. Minimum qualifications are high school diploma or equivalent; minimum of one years of service as a full or part-time police officer with a federal, city, county, state, village, township, university, hospital or college law enforcement agency; certified as a law enforcement officer by the Ohio Peace Officer's Training Commission; must not have been out of active law enforcement status for more than one year (at time of application); possess a valid Ohio driver's license; and at least age 21. Base pay range is \$56,201 to \$64,896 annually with an excellent benefits package. Starting rate of pay is dependent upon experience and training. Candidates must submit completed Application to the office of the Chief of Police in care of the Miami Township Police Department, 2660 Lyons Road, Miamisburg, Ohio 45342 by August 1, 2016, 4:00 PM. The Application and reference material can be obtained from the Miami Township's Website at www.miamitownship.com.

Equal Opportunity Employer



POLICE DEPARTMENT

CHIEF OF POLICE RONALD L. HESS 2660 LYONS ROAD MIAMI TOWNSHIP, OHIO 45342
police@miamitownship.com phone (937) 433-2301 fax (937) 438-2337 www.miamitownship.com

**POLICE OFFICER MIAMI TOWNSHIP POLICE DEPARTMENT
(MONTGOMERY COUNTY)**

Full time police officer position. The primary responsibility is to protect the lives and property of the people of Miami Township, to enforce the laws of the state and the ordinances of the township and to serve the people in whatever way necessary within the scope of their particular assignment. The salary range for the position is \$56,201 to \$64,896 with excellent benefits. Minimum of one year service as a full time peace officer is required and must not have been out of active law enforcement status for more than two years.

EDUCATION, TRAINING and/or EXPERIENCE: High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified. Requires a valid Ohio driver's license

REQUIRED KNOWLEDGE, SKILLS AND ABILITY: Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.

Visit the Miami Township's website at www.miamitownship.com to view MTPD Selection Process Procedure, the Police Officer Job Description, and to download the required Application Form. Or apply in person Monday-Friday (except holidays) 8AM – 4PM, by August 1, 2016 at: Miami Township Police Department, 2660 Lyons Road, Miami Township Ohio.



Miami Township Police Department, Montgomery County
 2660 Lyons Road, Miamisburg, OH 45342
 (937) 433-2301

Application for Employment

Print Clearly and in **BLUE INK** and reply to all questions

Position applying for: _____ Expected wage/salary: _____

Were you previously employed by Miami Township? ___ If yes, when: _____

If your application is considered favorably, when would you be available for work? _____

Have you read and do you understand the Job Description and the essential functions for the position for which you are applying? Yes _____ No _____

Are you capable of performing the material and substantial duties of the position that you are applying for with or without reasonable accommodation? Yes _____ No _____

I understand that if hired I am subject to random drug testing as outlined in any applicable collective bargaining agreements and the employee policy manual? Yes _____ No _____

Referred by (Newspaper / Internet / School / Professional Organization / Township Employee /

Other) Explain all areas marked: _____

PERSONAL INFORMATION

Name: _____ Soc. Sec. #: _____ - _____ - _____
 Last First M.

Current Address: _____
 Street

_____ City State Zip

How long have you lived there? _____ Home Phone :(_____)

Cell Phone :(_____)

E-mail: _____ (an email address is highly recommended to insure receipt of follow up information).

Driver's License #: _____ State: _____ Expires: _____

Are you legally eligible for employment in the country? Yes No
Proof of U.S. citizenship will or immigration status will be required upon employment.

CURRENT OR MOST RECENT EMPLOYMENT HISTORY/EXPERIENCE

From: _____ To: _____ Employer: _____

Job Title: _____ Starting Wage: _____

Mailing Address: _____

Brief Description of Work Duties: _____

Current/Ending Wage: _____

Supervisor's Name: _____

Telephone number: (____) _____

Reason for Leaving: _____

READ CAREFULLY BEFORE SIGNING

I certify that the information provided in and with this Employment Application is true, correct and complete. I agree that, if I am hired, Miami Township may terminate my employment for any false or misleading statements or omissions in this application regardless of when they may be discovered. I understand that an investigative background report may be made concerning my character, general reputation, personal characteristics and code of living. Upon written request within a reasonable period of time, I may obtain from Miami Township a written disclosure of the nature and scope of any investigation requested.

I have read and do understand the Job Description and the essential functions for the position for which I am applying.

I understand that if hired I am subject to random drug testing as outlined in any applicable collective bargaining agreements and the employee policy manual.

I understand I will be required to obtain educational transcript and military records.

I understand that if I have a qualifying conviction of certain state or federal laws will disqualify me from employment as a police officer.

I agree that, if hired, my employment is for no definite period of time, my employment may be terminated any time for any reason in accordance with the language in any applicable labor agreement or employee manual of Miami Township. I agree that Miami Township can change this in writing and that any verbal statement to the contrary is not binding.

If any section(s) of this Application for Employment are held to be invalid, the remaining sections shall not be affected and shall remain in effect.

Signature: _____ Date: _____

READ CAREFULLY BEFORE SIGNING

This Application for Employment will be considered active for the period in which the position being applied for is open and active. If you are hired, the Application for Employment and all addendums and additions become a part of your official employment record.

By signing below, I am acknowledging that I have read and that I understand all that is contained within the Application for Employment.

Signature: _____ Date: _____

READ CAREFULLY BEFORE SIGNING

I hereby give my permission for authorized agents of the Miami Township to conduct an investigation of my background, including education, employment, credit, reputation, military records, social networks, and any other factors which such agents may deem proper and necessary in connection with my application.

I hereby authorize those parties to whom this document (or reproduction thereof) is presented to make full disclosure of all records, reports, and related documents or information that would reflect favorably or unfavorably upon my application for employment with Miami Township. In addition, I authorize those parties to conduct pre-employment investigation and examinations; not limited to a credit check, drug and alcohol testing, polygraph, pre-employment physical, and psychological examination. I also specifically waive any right I may have to written notice from any former employer, references, or schools prior to the release of my employment information to Miami Township.

I give my permission for any person, business or institution contacted in the course of such investigation to release any and all information properly requested, and Photostats of same if requested, and do hereby release such person, business or institution from all liability for providing correct information.

You may be requested to sign additional release of information waiver forms.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: _____ Date: _____

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to contact the chief of police in a timely fashion.



EQUAL EMPLOYMENT OPPORTUNITY

Miami Township is an Equal Opportunity Employer. In compliance with the provision of Federal Anti-Discrimination Laws, Miami Township seeks qualified applicants regardless of age, sex, race, color, religion, national origin, disability, veteran status or other legally protected status.

In an effort to comply with government Equal Employment Opportunity Commission reporting requirements, we invite you to complete this voluntary applicant data survey to be used for statistical purposes only. This information will be filed separately from your application for employment, and cannot be used for interview purposes or hiring considerations.

Date of Application: _____

Position Applied for: _____

Gender: (check one) Male Female

Race/Ethnic Identification: (check one)

- White (not of Hispanic origin)**
- Black (not of Hispanic origin)**
- Hispanic**
- Asian or Pacific Islanders**
- American Indian or Alaskan Native**

PLEASE REMOVE THIS FORM FROM YOUR APPLICATION

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM



<i>Miami Township Police Department</i>			General Order	
Policy No:	32.1.1	Effective Date:	October 27, 2015	
Title:	Selection process for full-time employment		Review	October
CALEA No:	32.1.1, 32.2.1, 32.2.7, 32.2.8, 32.2.10		Approved By:	Chief of Police

These procedures and practices significantly contribute to a more efficient, effective and fair selection process; that will result in the appointment of individuals who possess the skills, knowledge and abilities necessary for the Miami Township Police Department to provide effective services in the fulfillment of its stated mission while remaining nondiscriminatory and fair.

A. Entry Level Applicants – The selection process for appointing a full-time employee to the Miami Township Police Department is composed of the following steps (CALEA 32.1.1):

1. Step 1 – Application – When the Miami Township Police Department is actively engaged in a selection process the Department shall accept an application from potential candidates during the established application period.
 - a. Moral Character: An applicant, who, at any time during the employment application process, demonstrates dishonesty, untruthfulness, withholds requested information (omissions), makes false statements, or whose background investigation reveals derogatory information or moral turpitude issues, will be disqualified.
2. Step 2 – Cognitive Ability Examination – The written examination is a preliminary basic skills test. These skills are necessary to identify those candidates who can successfully complete training, and perform their job effectively. Qualifying applicants shall be assigned an examination as instructed by the Professional Standards Captain, or his designee. The examination shall be obtained from a recognized test development organization and shall be validated by appropriate documentation. At the discretion of the Chief of Police a written examination may be waived for non-sworn positions.
 - a. The examination instrument must have validity, utility and minimum adverse impact. Documents attesting to its validity, utility and minimum adverse impact must be filed by the provider of the testing material with the Professional Standards Section.
 - b. Applicants who successfully pass the examination by scoring in the 70% or greater shall proceed to the next phase of the selection process. Applicants who fail the written examination are removed from further consideration in the current selection process.

3. Step 3 – Physical Agility Test - The physical assessment is used to identify the sworn police office applicants’ capacity to successfully perform the physical requirements of a police officer. Miami Township utilizes the Ohio Peace Officer Training Academy basic Physical Assessment standards. Qualifying applicants shall be administered a series of physical tests, with the applicants overall performance scored as pass/fail. A candidate must successfully pass each phase of the physical assessment to pass the physical assessment. The candidate must successfully pass this phase to continue in the selection process.

a. Ohio Peace Officer Basic Training Program Physical Fitness Requirements – Age and Gender Minimum Scores

	Males (≤29)	Females (≤29)
Sit-ups (1 minute)	40	35
Push-ups (1 minute)	33	18
1.5 Mile Run	11:58	14:15
	Males (30-39)	Females (30-39)
Sit-ups (1 minute)	36	27
Push-ups (1 minute)	27	14
1.5 Mile Run	12:25	15:14
	Males (40-49)	Females (40-49)
Sit-ups (1 minute)	31	22
Push-ups (1 minute)	21	11
1.5 Mile Run	13:05	16:13
	Males (50-59)	Females (50-59)
Sit-ups (1 minute)	26	17
Push-ups (1 minute)	15	13* Modified
1.5 Mile Run	14:33	18:05
	Males (60+)	Females (60+)
Sit-ups (1 minute)	20	8
Push-ups (1 minute)	15	8* Modified
1.5 Mile Run	16:19	20:08

Modified form per OPOTC Lesson Plan

b. Applicant that pass Step 3 are required to compete a Personnel History Questionnaire (PHQ) and given a specific amount of time to return the PHQ as instructed. Applicants are required to complete the Personal History Questionnaire in its entirety. The PHQ is a document which requires the applicant to answer in detail, questions relating to arrest or criminal records, traffic violations, indebtedness, names of family members and friends, current residence and previous residences, previous employment, organizational affiliations, interests, hobbies, etc.

4. Step 4 - The Interview & Evaluation Process is structured to have two primary purposes. First, it gives the interviewers the opportunity to determine how an applicant will handle given situations, sometimes involving a variety of options, but always requiring good judgment. Information used in the Interview

& Evaluation Process is derived from a review of the Personnel History Questionnaire and associated information.

- a. The Police Department may utilize any non-probationary personnel it deems appropriate for the interview and evaluation process. This phase of the selection process is scored as a pass/fail phase. Any candidate not passing this phase will not proceed in the selection process.
 - b. In order to reduce the subjectivity of the interview and evaluation process and to promote consistent scoring between interviewers, questions will be pre-determined for which a range of responses can be identified. This provides each interviewer with a guideline for rating (1 to 5 – with the lowest score being one and five the highest) each applicant's responses to increase the objectivity of the interviews.
 - c. Additional questions may be asked, which may be used to gain further insight into the applicant's interests and points of view, or to assist in clarification of an applicant's answer.
5. Step 5 - Background Investigation – The background investigator will use the PHQ to verify the applicants' truthfulness and background through interviews with the applicant, his or her family, friends, employers, teachers, neighbors, associates and other persons who may have information bearing on the applicant's character and reputation. The investigator will, verify the information given by, and the qualifying credentials of the applicant, conduct an in-depth review for and of any criminal record, and will verify and interview the applicants' three listed personal references, (at least three personal references and may include other personal references developed by the background investigator). At the discretion of the Chief of Police one or more Background Investigations will be assigned. The Department will only use personnel who are trained in collecting the required information pertaining to background investigations. (CALEA 32.2.1)
- a. The background investigation's purpose is to ensure that each applicant is morally, socially, and financially stable. It is essential to know if the candidate has a background that could bring discredit to the Department or the applicant after their appointment or that might otherwise compromise their ability to perform police duties.
 - b. The applicant will also be required to sign an "Authority to Release Information", which gives the background investigator the legal authority to obtain needed information.
 - c. Polygraph Examinations – The first polygraph is done during the Background Investigation. If the first or second polygraph (included as an element of the conditional Offer of Employment in Step 7), reveals

admissions or omissions that are detrimental to the position being sought. The Chief of Police will be contacted to review the totality of circumstances and information gathered at that point to determine if the candidate will continue in the background/hiring process.

1. The polygraph examination is an investigative tool designed to ensure an applicant for appointment does not have a hidden background that would normally eliminate the candidate from further consideration. The polygraph examination will be administered to an applicant who is being considered for appointment. The candidate must successfully “pass” both phases of the polygraph to continue in the testing procedure. Polygraph examinations for applicants to the Department will be conducted only by persons trained in polygraph procedures and who possess credentials in the use and interpretation of these investigative tools.
 2. The polygraph examination is never used by the Department as a single or sole determinant of employment status. Rather, polygraph examinations and interpretations are an investigative aid to be considered with other information, including pretest, test or post-test interviews, psychological examinations and information gathered from the background investigation.
6. Step 6 - Chief’s Interview – After the applicant(s) have successfully completed the previous steps of the selection process, they may be interviewed by the Chief of Police. The purpose of the Chief’s interview is to assess the individual for employment based on this interview and information obtained in the previous selection process steps. The Chief will assess the applicant’s appearance, communication skills, mental alertness and judgement/reasoning skills. The Chief will rank the applicant according to a 1 to 5 rating scale with one being the lowest and five the highest and rank the applicant in order of hiring.
7. Step 7 - Conditional Offer of Employment - The Chief may, successively beginning with the highest ranked applicant make a conditional offer of employment. The number of applicants that will receive a conditional offer of employment shall be no more than the number of entry level vacancies established by the Miami Township Police Department to be filled at the time offers are made. The conditional offer of employment extended to an applicant shall stipulate that the applicant must successfully complete the remaining steps of the employment process in order to be appointed as a probationary employee.
- a. Elements of the Conditional Offer:
 1. The second polygraph, a security clearance examination, is conducted after the conditional offer of employment. The

number of persons sent to the second polygraph shall be determined by the Chief of Police.

2. Psychological Fitness – (CALEA 32.2.8) Sworn Applicants only for entry and later transfer positions. Psychological examination (post offering–security clearance examination) of highly reliable and time-proven psychological tests is administered to help determine the emotional stability and psychological fitness of a sworn applicant. The applicant must successfully pass this phase to continue in the testing procedure. Such tests are needed to identify those applicants who might not be able to carry out their responsibilities or endure the stress of the working conditions. Only qualified professionals Board Certified in Ohio will be used to administer the psychological examination and assess emotional stability and psychological fitness.
 3. Medical Examination – (CALEA 32.2.7) The medical examination is used to determine the general health and capacity of an applicant. The medical examination will be conducted by a licensed health care professional. The applicant must successfully pass this phase to continue in the testing procedure.
 8. Final Review by the Chief of Police – At the conclusion of the selection process, and upon final review of the information generated by the selection process, the Chief of Police may recommend probationary employment be approved by the Township Administrator.
- B. Lateral Entry Applicants - The Miami Township Police Department recognizes the benefits that may be gained by hiring experienced employees from other agencies. All elements of the selection process utilized in the screening process for lateral entry applicants are the same as utilized for entry level applicants. The only exceptions for Lateral Entry applicants is they may be excused from the written test and physical agility test.
1. The following criteria apply to lateral entry applicants only: Minimum of one year service as a full time peace officer or a special agent of the Federal Bureau of Investigation, or a special agent of the Bureau of Alcohol, Tobacco, Firearms and Explosives.
 2. Certified as a law enforcement officer by the Ohio Peace Officer's Training Commission, or a law enforcement training commission from another state, or a peace officer as defined by the Ohio Revised code, or a special agent of the Federal Bureau of Investigation, or a special agent of the Bureau of Alcohol, Tobacco, firearms and Explosives.

3. Must not have been out of active law enforcement status for more than two years.
 4. Previous department discipline will be reviewed in the background process.
 5. Consideration of past experience shall be used to determine the beginning level of compensation for a lateral entry applicant.
 6. Individuals hired within the Lateral Entry Program will complete the standard Field Training Officer (FTO) Program utilized by the Miami Township Police Department while concurrently service a one (1) year probationary period.
 - a. Lateral entry hires shall receive no special consideration for seniority within this department. All officers, regardless of the means of entry into the department, shall have their seniority with the department calculated from their date of appointment to the Miami Township Police Department.
- C. Probationary Period (CALEA 32.2.10) Candidates appointed to the position of a probationary employee shall serve a term of probation. The period of probation will commence on the first day of Field Training. In the event Field Training includes classroom time, the probationary period will include the classroom time.
1. The initial one year probationary period may be extended should the probation period of the probationary employee be interrupted by a special assignment, injury, illness or such other circumstance, when the interruption is of such duration that in the opinion of the Chief of Police the employee should be continued in a probationary status. The period of time for such extension shall not exceed the time lost through such special assignment, injury, illness or other circumstance.

Job Descriptions



POLICE OFFICER

TITLE: Police Officer
DEPARTMENT: Miami Township Police Department
SUPERVISOR: Sergeants, Operations Captain and Chief of Police
FLSA STATUS: Hourly Non-Exempt
PREPARED DATE: January 8, 2016

GENERAL PURPOSE: The primary responsibility of all police officers is to protect the lives and property of the people of Miami Township, to enforce the laws of the state and the ordinances of the township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIAL FUNCTIONS:

- ◆ Diligently and thoroughly patrols assigned area to ensure the following:
 - Concentration on high frequency crime locations and known trouble spots, keeps alert to ensure appropriate action is taken for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, AWOL military personnel, and crimes in progress to ensure suppression of crime and increased overall safety of the community.
 - Use of highly visible patrol techniques.
 - Performance of daily inspections of open businesses such as convenient stores, banks, retail stores, service stations, and others, acting as a visual deterrent to prevent crime and offer businesses suggestions for crime prevention.
 - Vice and narcotics information is gathered on a daily basis, taking enforcement action when offenses occur in officers' presence to include using appropriate department forms.
 - Information is passed along on organized crime or vice activities to the appropriate enforcement unit, to ensure that the department has proper information and intelligence information to enhance department efforts to suppress illegal activities.
 - Recognition of suspicious behaviors of persons, which may indicate involvement in criminal offenses, stop and interview these suspicious persons, and successfully complete field interrogation cards, in an effort to suppress criminal activity in the Township.
 - Accurate and expeditious use of communications systems to relay description, method, and direction of flight, and relevant information concerning wanted persons or vehicles.
 - Traffic flow is constantly observed for violations and warnings or citations are



- issued to violators in an effort to avoid auto accidents and traffic congestion.
 - Constantly alert for erratic driving, conducts fields sobriety tests and makes OVI arrests when appropriate, to ensure safety for others on Township roadways.
 - Query of individuals through LEADS, and NCIC for wants and warrants, taking appropriate action when necessary.
 - Assistance is provided in a professional and courteous manner to citizens when answering radio calls or when summoned on the street.
 - Assistance is provided to citizens when answering radio calls or when summoned on the street.
 - Liquor permits are routinely observed for violations and criminal activities, taking appropriate legal action when necessary to ensure compliance with state laws.
-
- ◆ Prioritizes, and in a safe manner, promptly responds to all dispatched calls in the Township and requests for assistance to other jurisdictions for help from our department to ensure the following:
 - Thorough investigation of any complaint that arises, using approved techniques to expedite adjudication or closure.
 - Miscellaneous calls for service are handled in a professional and timely manner, i.e., assisting motorists in “lockout” situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadway, etc.

 - ◆ Conducts, in a professional manner, preliminary investigations at the scene of incidents to which summoned or observed, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the department.

 - ◆ Handles missing person and missing child investigations in a complete and timely manner to ensure compliance with department policy, state and federal law.

 - ◆ Thoroughly investigates traffic accidents, completes accurate and neat reports, and provides any services necessary such as first aid, tow service, traffic direction to alleviate hazardous road conditions.

 - ◆ Promptly and with empathy, notifies next-of-kin of deceased, seriously ill, or seriously injured persons.



- ◆ Immediately takes control of a crime scene and preserves evidence, secures witnesses to the crime, interviews the witnesses, obtaining complete information, including written statements when appropriate, processes the scene by developing and lifting latent fingerprints and collecting other forensic evidence using the most current techniques to include maintaining complete and accurate logs.
 - Assumes duties such as preliminary investigation of a crime scene when investigative personnel are not needed or immediately available, properly and legally collects evidence to establish probable cause, writes and serves search warrants.
- ◆ With a sense of urgency properly collects, prepares and submits all evidence and property to its proper collection point/area to include accurate and complete forms, to ensure the legally mandated chain of custody, while protecting the integrity of the evidence.
- ◆ As soon as practicable, secures the perimeter in fire scenes, assists with hazardous material spills, and otherwise assists fire department personnel at the scene of an emergency to enhance operational efficiency.
- ◆ Acts within the **Condition, Action, Response, Assess (C.A.R.A.)** for response to resistance when defending oneself and others from physical assault.
- ◆ Initiates legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, properly and completely filling out the necessary arrest/booking sheet, fingerprinting and photographing suspects and other paperwork as required by department policy or state guidelines.
- ◆ In a timely and legal manner, processes all prisoners within established guidelines, being vigilant to prisoner's rights under state, federal and local guidelines.
- ◆ Serves outstanding subpoenas or warrants as required.
- ◆ Performs crowd control at parades, festivals, labor disputes, riots and other events maintaining a professional image to ensure the safety of persons and property.
- ◆ Immediately briefs Chief of Police or appropriate supervisor on important matters.

Job Descriptions



POLICE OFFICER

- ◆ Completes all special projects, assignments and investigations as assigned or indirectly assigned by the Chief of Police.
- ◆ Officers will continually establish and maintain constant lines of communication with internal and external elements of department to improve job performance.
 - Maintains liaison with other agencies in Township to ensure inter-agency cooperation.
- ◆ Initiates reports, reads, and evaluates correspondence and memorandums relative to operational activities or police hazards on a daily basis to ensure officer safety and enhance job performance.
 - Reviews records and reports daily, is briefed on incidents, wanted suspects, stolen vehicles, missing persons, and other items, to ensure safety of Township residents and businesses.
 - Reviews offense reports and supplementary reports on a daily basis to determine crimes committed, crime patterns, and modus operandi used in these crimes. Is alert to developing crime patterns to ensure appropriate actions are taken to prevent or solve crimes.
 - Accurately prepares and files daily activity report(s) at the end of the tour of duty to ensure proper record keeping unless approved otherwise by a supervisor.
- ◆ Conducts daily routine preventive maintenance and caring for all assigned personal equipment and police vehicles per department standards and promptly reports deficiencies to a supervisor.
- ◆ When notified to appear in court, officers will arrive on time, dressed in accordance to department policy and be thoroughly prepared to present their case in a professional and courteous manner.
- ◆ Actively participates in training programs as an instructor and/or student to enhance job performance or that of other employees.
- ◆ Professionally and courteously deals with the news media, including determining the access of news media representatives to the scene of major fires, natural disasters, perimeters of crime scenes, or other catastrophic events, reflecting a positive image of the Township when possible.

Job Descriptions



POLICE OFFICER

- ◆ In addition to the responsibilities listed above, maintains an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING and/or EXPERIENCE: High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified.

In all matters, exercises sound practical judgment; that degree of intelligence and reason, as exercised upon the relations of persons and things and the ordinary affairs of life, which is possessed by the generality of mankind, and which would suffice to direct the conduct and actions of the individual in a manner to agree with the behavior of ordinary persons.

SPECIAL REQUIREMENTS: A valid Ohio driver's license. Must be bondable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



TOOLS AND EQUIPMENT USED: Meet all O.P.O.T.A. required training standards including firearms. As determined by the position and approved by the Chief of Police will complete the required proficiency associated with this position for standards pertaining to: handcuffs, IMPACT weapon, C.E.W. (Taser), chemical mace, batons, police communication equipment, gun belt, flashlight, typical crime scene processing equipment personal computer, and operate police vehicle under routine and emergency conditions within local and state laws.

ATTENDANCE REQUIREMENTS: In accordance with hours scheduled by the Chief of Police.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.

The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. But may be exposed to loud noises and inclement weather.



SELECTION GUIDELINES: Formal application, rating of education and experience, cognitive test and or assessment, oral interview, reference/background check, polygraph test, psychological evaluation, physical examination, physical fitness evaluation, job related tests may be required.

PERFORMANCE REVIEW GUIDELINES: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.