



## Job Announcement and Description POLICE OFFICER

The Municipality of Carlisle, Ohio (est. pop. 5,300), situated in southwest of Dayton in both Montgomery County and Warren County, Ohio, is seeking applications for a full-time Police Officer. This is a specialized work in the protection of life and property through the enforcement of laws and ordinances for the Municipality of Carlisle and the State of Ohio in the Municipality of Carlisle's Police Department. An employee 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 limited direction of the Police Chief.

### ESSENTIAL EQUIPMENT AND JOB LOCATION

This position requires general knowledge of police and office equipment, including: personal and laptop computers, national and regional crime information computers, video and photography equipment, firearms, communication equipment, media equipment, police vehicles, and general office equipment. The primary work site is the Municipality of Carlisle.

### ESSENTIAL FUNCTIONS AND EXAMPLES OF JOB DUTIES:

*(Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class).*

- Patrols the municipality or assigned area by operating a vehicle, prevents or discovers commission of crimes, searches for suspicious activity or situations, apprehends criminals, and enforces motor vehicle operation and parking regulations.
- Uses radar/lidar equipment to conduct traffic enforcement.
- Conducts traffic stops of vehicles when violations are observed, verifies driver's license and vehicle registration data, advises driver of safe driving practices, and issues citations or makes arrests as warranted.
- Assists citizens with problems, including but not limited to, lost children, injured or sick persons, animal bites, civil and domestic disputes, locked doors, traffic complaints, and abandoned vehicles.
- Performs daily vehicle and equipment inspections.
- Refers individuals to appropriate social service agencies when necessary.
- Investigates vehicle crashes, extracts victims, provides emergency aid, gathers evidence, records observations and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.
- Prepares and reviews all necessary reports and records; performs other administrative duties as required.
- Prepares criminal, traffic, and civil cases and testifies in court when necessary.
- Interviews complainants, witnesses, suspects, and prisoners to obtain information about crimes.
- Secures found, confiscated, and evidentiary property, safeguarding the property to either return to the owner or present as evidence in a court of law.
- Pursues, apprehends, searches, and arrests subjects using appropriate force, advises suspects of their rights, transports subjects to the appropriate areas, books criminals into jail.
- Serves arrest warrants.
- Transports prisoners.
- Conducts vacation house checks.
- Responds to mutual-aid requests from surrounding jurisdictions; assists medic units as necessary.

- Performs uniformed patrol duties.
- Performs investigative work on open cases.
- Enforces all federal, state, and local laws, statutes, and ordinances.
- Provides security and patrols during special events, including parades and high school sporting events.
- Provides emergency weather assistance.
- Performs civic functions by providing public education and crime prevention information at community organization events; provides other public safety information or activities as needed in local neighborhoods.
- Responds to complaints from citizens.
- Performs any and all assignments as instructed by the Chief of Police

## **DESIREABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to establish and maintain effective working relationships with municipal officials, fellow employees, other municipal employees, the media, and the general public.
- Ability to perform both routine and specialized patrol tasks with skill and competence.
- Ability to coordinate activities with various outside agencies, including other local, state, and federal law enforcement agencies.
- Thorough knowledge of modern law enforcement practices and methods; thorough knowledge of police administration methods and practices and of local police department rules and regulations.
- Thorough knowledge of state and local laws and ordinances, particularly those pertaining to arrest and evidence.
- Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Considerable knowledge of the techniques necessary to conduct criminal investigations, including evidence collection, obtaining witnesses, making arrests, and performing follow-up investigations.
- Ability to understand and execute complex oral and written directions and to prepare clear and comprehensive reports.
- Ability to maintain records, prepare reports, and perform other necessary clerical and/or administrative duties.
- Ability to interpret actions or spoken words to produce a response.
- Ability to understand reactions or people.
- Ability to conduct research, particularly pertaining to state, and local laws, statutes, and ordinances.
- Ability to communicate effectively both orally and in writing.
- Ability to reports events, incidents, and situations correctly and concisely and in chronological order.
- Ability to adjust verbal tone to various situations or people.
- Ability to improvise solutions to situations that do not have standard operating procedures.
- Ability to accurately remember important details or concepts.
- Ability to recognize or identify the existence of a problem; recognize the elements of a problem or situation or criminal activity.
- Ability to visualize objects and persons; utilize sensory perceptions such as hearing, smelling, and feeling.
- Ability to distinguish colors of fleeing suspects' clothing, car, etc.
- Skill in effective time management and the ability to carry out multiple tasks simultaneously.
- Ability to perform a task in the presence of distracting, stimulating, or monotonous conditions.
- Ability to adhere to protocol under stressful conditions.
- Ability to physically restrain people.
- Thorough knowledge of municipal geography and population patterns.
- Skill in the use and care of firearms.

- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to react quickly and calmly in emergency situations.
- Ability to physically protect themselves and others.
- Ability to handle confidential information.
- Ability to work under the limited direction of the Chief of Police or his/her designee.

### **DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE**

- Graduation from a standard high school or the equivalent
- Successful completion of the Ohio Peace Officers' Training Academy.
- Must hold current Ohio police commission, or ability to be commissionable upon appointment per the discretion of the Police Chief.
- Must be a United States citizen and at least 21 years of age.

### **NECESSARY SPECIAL REQUIREMENTS**

- Possession of, and ability to maintain, a valid, unrestricted (except for correct lenses) Ohio Driver's License.
- Satisfactory completion of all state and local required trainings including annual firearms qualification.
- Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or the Municipality of Carlisle.
- Ability to work other than normal working hours, and to work various shifts as necessary.

### **CONSIDERATION**

- This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

### **COMPENSATION, BENEFITS, AND CLASSIFICATION**

- Anticipated hiring rate: \$22.00/hour
- Position is non-exempt and hourly wage
- Classification: Union
- Participating in the Ohio Police and Fire Pension Fund
- Full medical benefits (health, dental, vision, and life insurance) available
- Paid leave, including vacation, personal, sick, and holidays.

***Continue to next page for application and timeline details.***

DISCLAIMER: The Municipality of Carlisle is an equal opportunity employer and considers all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age disability, veteran status, or any other legally protected states. Per Ohio Law, applications are subject to public disclosure.

## HOW TO APPLY

- 1) All interested applicants must have completed a required entrance examination with the National Testing Network by January 29, 2021.
  - Information regarding location, test dates and test fees by the National Testing Network can be found at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).
  - Register with National Testing Network and select Carlisle Police Department as your department of interest.
  - Select your preferred local testing facility. **Note: The computer-based examination is only offered on selected dates and at selected testing facilities.** Applicants are encouraged to register early with the National Testing Network to ensure that they are able to complete the test by the required deadline.
- 2) Complete the Municipality of Carlisle Police Application (may be found at: [www.carlisleoh.org/jobs](http://www.carlisleoh.org/jobs)) and submit to:
  - Municipality of Carlisle
  - Attn: Finance Director
  - Central Avenue
  - Carlisle, Ohio 45005OR
  - Email to [rushing@carlisleoh.org](mailto:rushing@carlisleoh.org)
- 3) **Applicants must complete the National Network Testing entrance examination and submit a complete application packet by January 29, 2021.**
- 4) Applicants who meet the qualifications, knowledges, skills, and abilities outlined in the Job Description may be contacted to participate in a required physical fitness examination, interview scheduled by and between the employer and applicant, extensive background investigation, polygraph, and psychological exam.
- 5) A post-offer, pre-employment physical and drug test will be administered as a condition of candidate hire.
- 6) Position is open until filled.

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