



Police Officer – May 2022

SALARY: \$30.50 - \$49.25 Hourly
\$63,440.00 - \$102,440.00 Annually

OPENING DATE: 05/20/22

CLOSING DATE: 06/22/22 11:59 PM

Are you looking for a career in Law Enforcement? Apply to the City of Dublin. The Dublin Police Department subscribes to the "Community-Oriented Policing" philosophy and, therefore, the primary emphasis of the position involves community service. Officers are required to take a problem-solving approach to the situations they encounter on a day-to-day basis and to interact with the residents on a regular basis within their assigned districts to address relevant concerns facing the community.

Under the direct supervision of a Sergeant, a Police Officer patrols a designated area ensuring compliance with all applicable State Laws and City Ordinances; answers calls when a crime is suspected or an emergency exists; takes such actions as are necessary to prevent crime, to apprehend a criminal, to maintain safety, to assist citizens in a wide range of emergency and non-emergency situations; and performs other related duties, tasks, and assignments as required and directed by a Corporal, Sergeant, Deputy Chief, or the Chief of Police.

A *mandatory* written examination will be administered at:

**10:00 a.m. on Saturday, June 25 at Embassy Suites - 5100 Upper Metro Place,
Dublin, Ohio 43017**

OR

**10:00 a.m. on Sunday, June 26 at Embassy Suites - 5100 Upper Metro Place,
Dublin, Ohio 43017**

Applicants will receive additional correspondence regarding examination

registration after an application has been submitted and received by the City of Dublin. All correspondence regarding examination registration and other important testing information will be sent to the email listed on the applicant's job application. It is imperative that the email address is correct with no errors on the submitted application. If the email address contains errors, the applicant will not receive correspondence to register for the written examination.

Candidates must score at least 70% on the written examination to move forward in the selection process, although, a passing score does not guarantee that a candidate will move forward. Candidates who score in at least the top thirty (30) places on the written examination will participate in the structured panel interview phase of the process.

Please use the link below to review the hiring process requirements (including the PT requirements):

<http://dublinohiousa.gov/dev/dev/wp-content/uploads/2017/06/Police-Officer-Selection-Process-2017.pdf>

Important Dates for applicants that move forward with the process include:

Panel interviews - July 11th to July 22nd

Physical Fitness test - August 13th

Final Interviews are tentatively scheduled for October 6th and October 7th

Incumbent must model the following established core values: Integrity, Respect, Communication, Teamwork, Accountability, Positive Attitude, Dedication to Service, Professionalism, and Commitment.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

Working at the City of Dublin is more than just a job – Join the City of Dublin today! In addition to a competitive pay plan, the City offers a comprehensive benefits program for our permanent full-time employees that includes, but is not limited to, the following:

Opportunity to earn premium-free medical, dental, and vision benefits
Employer-provided contributions to Health Savings or Health Reimbursement Account
Healthy By Choice Wellness Program
Employer-provided Life Insurance
Vacation, Sick, and Personal Leave
Longevity Pay
Tuition Reimbursement
Employee Assistance Program
Dublin Community Recreation Center Membership

EXAMPLES OF DUTIES:

Examples of Duties:

(May not include all duties performed.)

Drives a police vehicle, patrolling designated area;

Reports unsafe conditions, such as obstructions in streets:

Issues citations for violations of traffic laws;

Makes arrests, sometimes requiring the use of physical effort;

Transports prisoners;

Investigates accidents, determining conditions, causes and other pertinent facts regarding accident;

Conducts investigations of crimes, preserves crime scene, gathers and preserves evidence;

Checks doors and windows of homes and businesses for security;

Testifies in court;

Assists injured persons, notifies families of injury;

Answers inquiries; assists stranded motorists;

Looks for and investigates conditions or situations which may indicate a crime is about to be, or has been committed;

Maintains records and prepares reports of incidents and activities;

Takes statements from witnesses and suspects;

Secures warrants;

Where juveniles are involved, interviews parents, appears in court, and works with school authorities;

Directs and regulates traffic;

Attends neighborhood meetings to address and evaluate the concerns of the citizens; and,

Performs other related duties as assigned.

QUALIFICATIONS:

Minimum Qualifications: High School Diploma, G.E.D., or equivalent certificate, with a strong preference for a Bachelor's Degree in Criminal Justice, Police Science, Criminology,

Government, Political Science, Public Administration or other relevant field.

Successful entrance into and completion of a State certified Basic Peace Officer training program. Must also successfully pass the Ohio Peace Officer Training Commission final exam. (Not required prior to appointment; however, if a new Officer, at time of appointment, has not completed such a training program, he/she must enter such a program immediately upon appointment.)

Minimum of 21 years of age at time of appointment (December 2022).

Possession of a valid Ohio Driver's License at time of appointment.

Must be a United States Citizen or United States Permanent Resident.

Background must be free of prior felony convictions.

Any tattoos, body art, or branding visible in uniform must be covered with an approved covering, sleeve, and or long sleeve uniform.

Ability to exercise sound reasoning and good judgment.

Ability to recognize unusual or threatening conditions and take appropriate action.

Ability to interpret and apply principles, concepts, methods, laws, ordinances, and techniques to field conditions.

Ability to recognize, analyze, and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.

Ability to organize and prioritize daily tasks and activities.

Ability to use proper research and investigative methods, techniques, and practices in gathering data.

Ability to calculate fractions, decimals, and percentages.

Ability to gather, collate, and classify information and data regarding people, places, events, and activities.

Ability to prepare clear, concise, complete, and accurate reports, and complete and maintain accurate records.

Ability to use personal computer to enter data and produce typewritten reports.

Ability to copy records precisely without error and to maintain accurate records.

Ability to use personal computer to enter data and produce typewritten reports.

Ability to work alone on most tasks.

Ability to cooperate with co-workers on group efforts.

Ability to establish and maintain a good rapport with the public.

Ability to handle routine and sensitive inquiries from, and contact with, the public.

Ability to maintain confidentiality in the handling of sensitive events and issues.

Ability to communicate with the public, peers, superiors, and other City Officials, and employees in an effective, tactful, and courteous manner.

Ability to resolve complaints from angry citizens in an effective, tactful, and courteous manner.

Ability to establish and maintain effective working relationships with superiors and peers.

Physical Requirements: Must be physically capable of successfully performing the essential job functions of the Police Officer classification and be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others.

Visual acuity must be correctable to 20/20 and vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.

Must be able to meet physical fitness entrance standards prescribed by the Academy of the City's choosing.

Ability to demonstrate physical strength and dexterity in the use of hands and feet.

Ability to sit for long periods at a time.

Ability to walk and stand on a regular basis, sometimes for long periods at a time.

Ability to safely and effectively operate a motor vehicle.

Ability to safely, accurately, and effectively discharge a firearm (i.e. shotgun, AR-15, 9mm, or 40 caliber handgun) in the line of duty.

Other Requirements: Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, written examination, structured panel interview, record check, background investigation, polygraph examination, psychological evaluation, final interview with the Chief of Police, medical examination, and drug test.)

Must establish and maintain a primary place of residence within a County within which the Police Department has jurisdiction, or a county contiguous with such County of jurisdiction. (List includes Franklin, Delaware, Union, Morrow, Marion, Hardin, Logan,

Champaign, Madison, Pickaway, Fairfield, Licking, and Knox Counties.)

Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms (i.e. shotgun, AR-15, 9mm, or 40 caliber handgun).

Compliance with training directives established by supervisory/managerial personnel.

Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies/procedures.

Regular and punctual attendance is regarded as an essential requirement of this classification.

CORE COMPETENCIES:

Composure: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Decision Quality: Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

Listening: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Dealing with Ambiguity: Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

Patience: Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Priority Setting: Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or

hinder accomplishing a goal; eliminates roadblocks; creates focus.

Peer Relationships: Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

Timely Decision Making: Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.

THE CITY OF DUBLIN IS AN EQUAL OPPORTUNITY EMPLOYER