



CITY OF GROVEPORT
invites applications for the position of:

Patrol Officer

SALARY:	\$32.55 - \$46.75 Hourly \$67,704.00 - \$97,240.00 Annually
DEPARTMENT:	Police
OPENING DATE:	08/05/22
CLOSING DATE:	09/02/22 11:59 PM

POSITION DETAILS:

The City of Groveport, Ohio, is central Ohio's small town. Groveport is a growing city in southeastern Franklin county. The community has a state-of-the-art recreation and aquatic center, a world class golf course, an excellent arts and education program, several parks and a quaint Main Street historic area.

The City of Groveport Police Department is currently accepting applications from Police Officers candidates with less than 3 years of full-time consecutive years as a Police Officer, Peace Officer or Deputy Sheriff as listed in the Ohio Revised Code.

We are looking for professionals who strive to provide "excellent service with integrity and respect". We recognize that excellent customer service, community partnerships and responsiveness to our community's needs are the foundation of superior police service.

As part of the application process, you must sign and submit the Police Officer Application Packet Acknowledgement and Automatic Disqualifier Acknowledgement form. A link to the packet and the acknowledgments are provided in this job posting. Your signed acknowledgments will be submitted digitally and must be received on or before September 2, 2022.

<https://groveport.seamlessdocs.com/f/zryycoifn89l>

<https://groveport.seamlessdocs.com/f/dndctli6gn34>

<https://groveport.seamlessdocs.com/f/0oykvfs9f368>

QUALIFICATIONS:

Completion of secondary education or equivalent; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Completion of Ohio Peace Officer Basic Training Course; must successfully complete a firearms qualification program and maintain qualifications under ORC 109.81; must be certified in LEADS system operation; must be certified in breath testing equipment operation; must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy.

EQUIPMENT OPERATED:

Automobile, firearms, handcuffs and other restraint devices, speed measuring devices, fire extinguisher, breath testing devices, department vehicles, pepper spray, computer crime scene equipment, drug testing kits, data communications equipment, personal computer, computer software, cellular phone, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in an area in which means of egress is or can be obstructed; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from explosions; uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons and vicious animals and life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; works second or third shift or rotating shifts; occasionally lifts objects 150 lbs. or less; occasionally carries objects 150 lbs or less; occasionally pushes objects 200 lbs. or less; occasionally pulls objects 150 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

70%

(1) Patrols assigned area in order to protect residents of the Municipality and their property; responds to emergency calls and complaints; demonstrates initiative in monitoring traffic and enforcing laws; issues citations and makes arrests of suspected criminals; investigates and gathers evidence at crime scenes; interviews witnesses and suspects; conducts traffic accident investigations, performs House-Watch, provides security checks at public and private facilities; provides emergency services (e.g., first aid).

20%

(2) Generates detailed reports documenting daily activities, stolen property, incidents, complaints, investigations, missing persons, accidents, crime scenes, etc., as required; maintains appropriately documented records in accordance with department policy; conducts intensive and continuing criminal investigations of felonies and misdemeanors.

5%

(3) Appears in court and at the grand jury to provide testimony regarding incidents, investigations, and results of inquiries; assists the prosecutor in case preparation or presentation as needed.

5%

(4) May serve as lead officer while on duty; assists with acclimation of new patrol officers in standard operating procedure and completion of all reports and daily activities (e.g., stolen property, incidents, complaints, investigations, missing persons, accidents, crime scenes, etc.); ensures complete understanding of duties as required.

(5) Maintains contacts with contractors, attorneys, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.

(6) Maintains required licensure and certification.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS:

(*indicates developed after employment)

Knowledge of: interviewing; correctional facility security practices, procedures, and equipment; intake procedures; LEADS computer operations; public safety radio dispatching procedures; 911 terminal operating procedures; two-way radio operations; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *workplace safety practices and procedures; government structure and process; safety practices and procedures; CPOTA certification/licensure requirements; criminal/traffic laws and/or regulations; traffic control; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; public relations; community resources and services; rules of evidence; courtroom procedures; criminal procedure; Ohio Revised Code (criminal law); records management; employee training and development; supervisory principles and practices; local geographical area.

Skill in: computer operation; adding machine or calculator operation; use of modern office equipment; motor vehicle operation; operation and care of firearms; use or operation of police equipment; use of restraint devices.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; recognize safety warnings; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone

inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; demonstrate physical agility; travel to and gain access to work site; subdue and/or restrain suspects; maintain fitness standards.

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.groveport.org>

Position #00101
PATROL OFFICER
JM

655 Blacklick Street
Groveport, OH 43125
614-836-5301

employment@groveport.org
