

# **Job description**

## **Police Officer - Full Time**

### **Position Summary - Applications Accepted Through September 9<sup>th</sup>, 2022**

The Ross Township Police Officer patrols and enforces laws; writes complex criminal and civil reports; maintains a high degree of independence, initiative, and interaction with all facets of Ross Township; and may use lethal force and deadly force in critical situations. The Ross Police Department is a 24-hour / 7-day operation and is an equal opportunity employer.

### **Relationships and Contacts**

Ross Township Police Officers report to the Chief of Police. They must maintain productive relationships between the Department, other governmental agencies, private organizations, and residents, especially those concerned with traffic, crime prevention, and the administration of justice.

### **Job Location and Physical Requirements**

Work sites include the Ross Township Police Department located at 4055 Hamilton Cleves Road, other township buildings, and areas inside and outside Ross Township. Physical requirements of the position include lifting and moving varying amounts of weight, kneeling, bending at the waist, and working in a standing position for long periods. Specific vision abilities required include close vision and the ability to adjust focus. Employees may be occasionally involved in physical confrontation up to and including life and death situations.

### **Essential Duties/Responsibilities**

- Patrols Ross Township as assigned by vehicle or foot to deter, locate, and apprehend persons committing crimes or unlawful activities.
- Reprimands, detains, cites, and arrests members of the public, transports to mental health or medical facilities or books into the Butler County jail.
- Provides mutual aid and assistance to other law enforcement agencies as requested and circumstances dictate.
- Conducts criminal and civil investigations; collects and maintains evidence; writes criminal and civil incident reports; responds to subpoenas; and testifies in Municipal, Juvenile, and Common Pleas court as required.
- Operates law enforcement computers and system software as needed.
- Assesses the need for using deadly force and less lethal force options, including chemical weapons, impact weapons, physical control holds, and verbal commands.
- Provides traffic and crowd control; responds to life-threatening situations; provides non-police-related support services, such as unlocking vehicles.
- Answers questions from the public regarding laws, ordinances, incidents, or services.

- Attends mandatory and department training to maintain required police standards, including firearms range, defensive tactics, and criminal law.
- Maintains accurate and complete records, reports, and files; provides documentation to appropriate state, federal, and local agencies as required by law.
- May be given special assignments such as, but not limited to, emergency disaster planning, evidence, property, or crime prevention.

Additional Duties/Responsibilities: Ross Township Police Officers must exhibit the ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others; analyze situations quickly and objectively, and determine the proper course of action to be taken; understand and carry out oral and written instructions; write and speak effectively; develop skill in the use and care of firearms; possess good general intelligence and emotional stability; show a willingness to cooperate with officials and other police officers and a desire to learn and increase skill in police work.

**Minimum Qualifications** Must be at least 21 years old, have a high school diploma or GED, have a valid operator license, and be insurable under the Ross Township insurance policy. Must have successfully completed an approved Ohio Basic Peace Officer Academy and have an active O.P.O.T.A. certification.

Selection Process:

1. Fill out an application and a background questionnaire.
2. If selected, Oral Board / Panel Interview(s)
3. Thorough Background Investigation
4. CVSA (Polygraph) Testing
5. Psychological Testing
6. Medical Physical, Alcohol / Drug Testing

Job Type: Full-Time Pay \$27.04 Per Hour Plus Benefits

Required education:

- High school or equivalent

Required license or certification:

- Valid operator license and be insurable under the Ross Township insurance policy
- Active O.P.O.T.A Certification

**HOW TO APPLY:** Go to [www.rosstwp.org](http://www.rosstwp.org) to download an application or email Micayla Liddil at [mliddil@rosstwp.org](mailto:mliddil@rosstwp.org) to have an application emailed to you. You can also pick up an application at the Ross Township Police Department located at:

**4055 Hamilton Cleves Rd  
Fairfield, OH 45014**

