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## **CITY OF WOOSTER**

Municipal Building  
538 North Market Street  
Wooster, Ohio 44691-7082

### **The City of Wooster is looking for experienced Police Officers.**

An assembled Civil Service examination will be administered for the classified position of Police Officer in the Police Division of the Safety Department.

#### **Applicants must meet the following:**

To be considered for the positions, applicants must be currently or previously employed as a full-time peace officer. If previously employed as a peace officer, there must be no more than one (1) year break in service from previous employment.

In addition to the above requirement, applicants must meet the minimum qualifications listed below:

**MINIMUM QUALIFICATIONS:** high school diploma or equivalent required; two years of employment experience in a public law enforcement agency required; certification by the Ohio Peace Officers Training Academy (OPOTA) is required; ability to maintain firearms qualifications required; valid driver's license by the State of Ohio required or ability to obtain by hire date. Must meet insurability guidelines.

**EXAMINATION PROCESS:** An assembled Civil Service Examination will be administered for this position. Passing applicants on the overall civil service test will be placed on a Civil Service eligible list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications. Such examinations may include, but not be limited to: medical examination including drug screen, psychological and/or psychiatric examination, polygraph examination, background investigation, personality assessment, and personal interview. The duration of the list will be one year or until exhausted.

No person who has failed to pass an examination shall be permitted to be re-examined for the same classification within six months of the date of the previous examination.

The Civil Service Examination will be administered at the Wooster Safety Center, 3333 Burbank Rd., Wooster, OH 44691 on February 23, 2019 at 9:00am. Registration for the exam will begin at 8:30am. A non-refundable \$30.00 fee is required to sit for the exam. A check or money order for the exact amount, payable to the City of Wooster, must be paid on February 23, 2019 prior to taking the written exam. No other form of payment will be accepted. **You will be notified in writing prior to the examination if you meet the minimum qualifications for the position and are eligible to sit for the test.**

**APPLICATION PROCESS:** A detailed job description and application can be found at [www.woosteroh.com](http://www.woosteroh.com). A completed application, resume, OPOTA certification must be received by E-mail to [applicant@woosteroh.com](mailto:applicant@woosteroh.com) no later than January 31, 2019.

Special auxiliary aids for handicapped persons are available upon request. At least a five (5) day notice is required prior to the Civil Service Examination. Requests must be made in writing to the Human Resources Division during regular working hours.

Study guides are available on the City of Wooster website.

EQUAL OPPORTUNITY EMPLOYER  
F/M/H  
WOMEN AND MINORITIES ENCOURAGED

# The City of Wooster

## Job Description

An Equal Opportunity Employer

<b>JOB TITLE:</b>	Police Officer	<b>CLASSIFICATION:</b>	Classified
<b>DIVISION:</b>	Police	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Safety	<b>PAY SCHEDULE:</b>	PO
<b>POSITION CONTROL:</b>	11POLOFC	<b>PAY GRADE:</b>	00
<b>REPORTS TO:</b>	Police Sergeant	<b>ENTRY PAY RATE:</b>	\$22.70/ Hr.
<b>SUPERVISES:</b>	n/a	<b>LATERAL PAY RATE:</b>	Up to \$32.44/Hr. based on experience

### **Job Summary**

The Patrol Officer ensures the enforcement of City ordinances, state, federal laws to protect life and property of the community. The Patrol Officer is responsible for responding to calls for service, providing preventative proactive patrols, enforcing traffic regulations, responds to scene of crimes, conducts investigations, apprehend suspects, prepare cases for prosecution, and testify in court.

### **Essential Job Functions and their Measure**

1. Responsible for responding to calls for service and providing proactive patrols
  - a. Arrive at situations in a timely manner given varying road and weather conditions
  - b. Utilize a department radio for giving and receiving information clearly and concisely
  - c. Respond to emergency and non-emergency call and take appropriate action
  - d. Predictable attendance while regularly attending mandatory department training to maintain required standards
  - e. Display a professional, neat and well groomed appearance
  - f. May also be called upon to investigate drug complaints and conduct surveillance
  - g. Patrols assigned area using proper patrol tactics in a self-initiated manner
  - h. May be placed on a rotating shift or assigned to the Detective Bureau
  - i. Assist citizens when appropriate in dispute resolution
  - j. Perform civil standbys in an effort to reduce conflict
  - k. Dispatch sick and gravely injured animals that pose a public health risk
  - l. Conduct building and security checks for business and residential homes
2. Responsible for enforcing traffic regulations
  - a. Makes frequent traffic and pedestrian stops
  - b. Perform blood alcohol tests through various methods
  - c. Conduct traffic crash investigations and other incidents, including interviewing victims, complainants, suspects and witnesses, gathering evidence and securing crime scenes
  - d. Inspect, operate, and maintain all assigned equipment
3. Demonstrates civil responsibility toward the community and in coherence with the law
  - a. Must frequently interact with the public in an appropriate manner
  - b. May be assigned as a School Resource Officer or as a Hospital Resource Officer
  - c. Make public presentations to community groups on various topics involving police work
  - d. Provide traffic control as needed for special events such as parades and funerals
4. Conducts preliminary and follow-up investigations
  - a. Conduct prisoner transports
  - b. Execute criminal arrests and search warrants
  - c. Searches, arrests, and transport violators to a detention center, medical facility or other location
  - d. Interview/interrogate suspects, witnesses, and victims to gather necessary information for completing a thorough investigation
  - e. Testify in court
  - f. Complete a thorough investigation to prepare a complete and accurate report
  - g. Will maintain a system to ensure appearance in all court proceedings while on or off duty

5. Responsible for effective verbal, written and electronic communication
  - a. Responsible for completing all records and reports as required
  - b. Writes legibly, maintains accurate information, and uses proper spelling, grammar
  - c. Responds timely to inquiries from the public, dispatch and administration
  - d. Communicates information effectively, accurately and timely
6. Demonstrates compliance with City of Wooster safety rules
  - a. Operates vehicles safely and without at-fault accidents
  - b. Demonstrate, understand, and utilize proper safety procedures at all times
  - c. Safely arrest based on applicable law and probable cause
  - d. Actively works to maintain a safe physical environment for self, coworkers and the public
  - e. Utilizes appropriate protective devices as needed
  - f. Demonstrate safe and prudent behavior when driving under stress or during emergencies

**Qualifications:**

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

**Education and Formal Training**

- High School Diploma or equivalent required; Associate's or Bachelor's degree preferred
- Two years of full-time work experience **OR** a minimum of two years active duty in the armed forces of the United States and have been honorably discharged required; will consider Associate's or Bachelor's degree in lieu of work experience and active duty in armed forces
- Certification by the Ohio Peace Officers Training Academy (OPOTA) preferred
- Maintain firearms qualification required
- Valid driver's license issued by the State of Ohio required or the ability to obtain by start of position. Must meet insurability guidelines

**Education and Formal Training for Lateral Hires**

- High School Diploma or equivalent required
- Two years of employment experience in a public law enforcement agency required
- Certification by the Ohio Peace Officers Training Academy (OPOTA) required
- Maintain firearms qualification required
- Valid driver's license issued by the State of Ohio required or the ability to obtain by start of position. Must meet insurability guidelines

**Knowledge, Skills & Abilities Required**

- Basic knowledge of criminal and traffic investigation procedures; search and seizure; and general law enforcement practices and principles
- Proficient in the use of firearms and other police equipment
- Ability to understand and carry out complex oral and written instructions
- Knowledge of geography of the City and surrounding areas
- Basic understanding of computers
- Ability to maintain a good rapport with the general public
- Ability to work unsupervised and make sound decisions
- Must demonstrate a high moral character and sound temperament
- Communicate effectively both orally and in writing
- Respond appropriately to feedback, performance plans, training and assessments

**Physical Requirements**

- Must maintain minimum physical fitness standards
- Must occasionally lift and/or move more than 100 pounds
- Ability to regularly sit, talk, hear, use hands to touch, handle or feel objects, tools or controls

- Ability to occasionally climb or balance, stoop, kneel crouch, crawl, reach with hands and arms, and run
- Specific vision abilities require close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Frequently works near moving mechanical parts; in outdoor weather conditions with the occasional risk of electric shock, vibration, odorous vapors, harsh chemicals, contaminated material exposure; or violence

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

**I have received, read and understand the Position Description above.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_