



Position Open

Full-time Police Officer / Part-time Police Officer / Police Recruit
OPOTA Certified & Non-Certified Applicants

8/29/2024

Hiring Range: 11A(A)-11A(F) \$27.08 – \$34.67/ Hourly

Status: Full-time

Reports To: Corporal / Sergeant / Chief of Police

FLSA: Non-Exempt

Posted: August 29, 2024

Department: Police

Working Hours: As determined by Supervisor.

General Statement of Duties and Distinguishing Feature of Class:

The Village of Yellow Springs Police Department is a community-oriented policing agency. The Village of Yellow Springs Police Department believes that contemporary challenges require the police to provide full-service policing, proactive and reactive, by involving the community directly with them as partners in the process of identifying, prioritizing, and solving problems. Citizens share in the rights and responsibilities implicit in identifying, prioritizing, and solving problems as full-fledged partners with the police.

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces.

Police recruits are assigned to a police academy to complete a classroom curriculum and physical skills development in firearms proficiency, defensive tactics, physical fitness, driving and other related skills required by the Ohio Peace Officer Training Commission. Recruits must be able to meet all Ohio administrative Code or Ohio Revised Code provisions that govern the ability to attend Ohio Peace Officer Training Academy courses and the ability to possess or receive firearms. Upon successful completion of the training academy and certification process, the recruit will be sworn in as a Village of Yellow Springs Police Officer.

Academy training will provide the recruit with a general knowledge of police work and equipment. Work sites may include the police academy, police headquarters, village buildings and property, and other areas inside and outside the Village of Yellow Springs.

Benefits:

- Shift Differential Pay
- Weekend Differential Pay
- Vacation Leave
- Personal Leave
- Sick Leave
- Comp Time
- 11 Paid Holidays
- Overtime opportunities
- Medical, dental and vision insurance
- Life Insurance
- Educational Financial Assistance
- Deferred Compensation program
- Employee Assistance Program
- Employee Wellness Program
- Paid Training
- Uniforms
- Membership Dues (when applicable)
- Annual Swimming Pool Passes

The starting salary for Police recruits while attending police academy is \$27.08/hourly. The full wage scale for a sworn Police Officer is \$28.43 - \$34.67.

Candidate must meet the following qualifications and requirements:

Police Recruit Candidates:

- Comply with Training Academy Code of Conduct, Academy Rules, and Student Handbook
- Comply with OPOTC Peace Officer Basic Training Student Handbook
- Must pass physical fitness requirements, skill assessments, and all student performance objectives to sit for the Ohio Peace Officer Training Certification test.
- Minimum of 737 hours of academy training
- Must pass state certification exam.
- Obtain academic and tactile skills from highly skilled instructors.
- Obtain advanced training to enhance their knowledge in the field.
- Develop competencies in areas of Administration, Legal, Human Relations, Firearms, Driving, Subject control, First Aid, Patrol, Civil Disorder, Traffic Investigation, Physical conditioning, Homeland Security, and specialized training.
- Certifications upon Academy completion include Ohio Peace Officer Training Certification, ASP Baton, O.C. Spray, Taser, Certified Defensive Driving, S.T.O.P.S, Firearms, Alcohol Detection, Apprehension and Prosecution (ADAP), WMD First Responder, Active Shooter
- Perform other duties as assigned.

All Candidates

Skills, Knowledge, and Abilities:

- Ability to learn state and local laws and ordinances, particularly those pertaining to arrest and evidence.
- Ability to learn the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to learn 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 become skilled in the use and care of firearms.
- Ability to become skilled in dealing firmly, tactfully, and courteously with the public.
- Must have exemplary writing and speaking skills.
- Ability to communicate the English language effectively both orally and in writing.
- Skill in effective time management and the ability to conduct multiple tasks simultaneously.
- Ability to adhere to protocol under stressful conditions and use sound judgement under pressure.

Minimum Education, Experience, and Requirements:

- Applicants must be a U.S. citizen and must be a minimum of 21 years of age at time of application.
- Applicants must possess or be able to obtain a valid Ohio driver's license by time of appointment, have a good driving record.
- Must possess a high school diploma or GED equivalent at time of application.
- The physical demands of the job are in the medium range.
- Mentally, must be able to understand, interpret, and apply principles of police procedure in a variety of situations, must be able to comprehend, remember, and apply legal concepts involved in the administration of due process of law, and must have a high degree of skill in interpersonal relations.
- The Police Recruit must be able to accept and obey authority.
- Must have normal vision and color perception sufficient to identify the color of a traffic signal, the numbers on a license plate, and environmental detail, in the event his/her glasses are knocked off and broken in an altercation or accident.

Selection Process Described:

1. Application – All candidates must apply through the Village of Yellow Springs. Processing an applicant through the hiring process may begin as soon as the application is received. Each application packet received will be reviewed for eligibility, qualifications, completeness, and thoroughness. Any applicant packet that does not contain the required information or is incomplete may be rejected. The candidate will also be pre-screened for any

disqualifier listed in Yellow Springs Police Department Policy 1000 Recruitment and Selection under disqualification guidelines:

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred.
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public.
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-circumstances framework.

2. Written Exam: May be required for all entry-level applicants and Police Recruits, to be determined by the Chief of Police. The written test is completed through the National Testing Network and scores can be sent directly to the Yellow Springs Police Department through the NTN website. A written test for lateral candidates may not be required, as determined by the Chief of Police.
3. Physical Fitness Test – Police Recruits will be required to pass a fitness test using a percentage of the Cooper standards, as determined by the Chief of Police, for push-ups, sit-ups, and the 1.5-mile run. This may be completed as a pre-requisite for entry into the academy, or through the Yellow Springs Police Department. Physical fitness tests may not be required for lateral candidates and candidates less than 12 months removed from their prior appointment, as determined by the Chief of Police.
4. Interview: All applicants that pass the written exam and fitness test will be scheduled for an interview. The interview panel will normally be comprised of a human resource representative, the Chief of Police and/or (1) first line supervisor, or other individuals selected by the Chief of Police.
5. Background Investigation: A complete review of the candidates' moral, social and financial stability. The background investigation is verified by the use of a polygraph test.
6. Polygraph Test
7. Conditional offer of employment – The conditional offer of employment will consist of three parts for Police Recruit applicants: drug screen, psychological evaluation, and all applicable requirements for entry and enrollment into an Ohio Police Officer Basic Training Academy (OPOTA), the location and dates of which will be selected by the Chief of Police. The candidates' first day of employment will be determined upon successful completion of all the above.
 - The conditional offer of employment for lateral candidates and candidates who already possess their OPOTA certification will consist of three parts: drug screen, psychological evaluation and a complete medical examination as prescribed by the

Ohio Police & Fire Pension Board. If the candidate has completed the OP&F exam with another agency in the last 12 months, this prior exam will be accepted.

Upon successful completion of the OPOTA courses, obtaining a passing score on the state exam and subsequently graduating from the academy, recruits will be required to complete a medical examination as prescribed by Ohio Police & Fire Pension Board.

Schedule:

The Police Recruit will be scheduled to work based on training hours determined by OPOTA assignment. Police recruits will be required to work 80 hours / bi-weekly. Any hours not fulfilled during the course of their training will be required to be completed at the Police Department or other site as determined by the Chief of Police.

Lateral candidates and candidates who already possess their OPOTA certification will have their schedule determined by their supervisor. Shifts include, but are not limited to:

- 0700-1900
- 1400-0200
- 1900 -0700

Probationary Period:

All applicants appointed that are not OPOTA certified shall serve a probationary period commencing the date they are OPOTA certified and ending twelve months later. All other candidates will serve a probationary period effective the date of hire and ending twelve months later.

Police Recruit Agreement:

As a condition of employment, regarding extraneous costs to include, but not limited to, the costs of the basic academy and uniforms, the Village will enter into an agreement with the employee. If the employee should terminate employment with the Village of Yellow Springs within the period specified in the agreement, the employee is responsible for a prorated share of those costs.

In accordance with applicable federal, state and local law, the Yellow Springs Police Department provides equal opportunities for applicants and employees, regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, military status, marital status, sex or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law. The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.