



**City of Bellbrook**

15 East Franklin Street  
Bellbrook, Ohio 45305

T (937) 848-4666

F (937) 848-5190

[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

**JOB POSTING: POLICE OFFICER**

The City of Bellbrook is seeking qualified applicants for the position of Police Officer. The position performs administrative and functional duties related to law enforcement operations. Candidates should have knowledge of local government, the principles and practices of modern law enforcement and community policing, and the ability to interpret and administer regulations, policies and procedures. Possession of an Ohio Peace Officer Training Council Certification at time of appointment is required. Ideal candidates will have a bachelor's degree in Criminal Justice Administration or related field, or any combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Salary range \$58,198 to \$78,332 with a generous benefits and retirement package. Go to [cityofbellbrook.org](http://cityofbellbrook.org) for more info. Qualified individuals may submit a letter of interest, current resume and completed Job Application to [jobs@cityofbellbrook.org](mailto:jobs@cityofbellbrook.org) or send to City of Bellbrook Attn: Human Resources 15 E. Franklin St. Bellbrook. OH 45305. Applications open until positions filled. Minorities and women are encouraged to apply. The City of Bellbrook is an Equal Opportunity Employer.

# CITY OF BELLBROOK

## JOB DESCRIPTION

**Title:** Police Officer  
**Department:** Police  
**Status:** Non-Exempt  
**Effective Date:** January 10, 2023

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### **Job Summary**

Provide full-service law enforcement services to the City of Bellbrook through response to calls for service, patrol, and other administrative assignments to enforce laws and protect the general public. Duties may include enforcement of laws, protection of life and property, crime prevention, policing of public areas, and disaster assistance.

### **Supervision**

This position is appointed by the City Manager with supervision by the Police Chief and his/her designee(s).

### **ESSENTIAL DUTIES:**

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- It is the responsibility of every employee to represent the City of Bellbrook by responding to the public, citizens, its employees, and others promptly, professionally, equitably and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating all relevant equipment, systems, and motor vehicles safely, ethically, and legally while on City business.
- Interacts with community and business groups to establish partnerships; educate and garner support for projects and initiatives.
- Responds to law enforcement calls for assistance and initiates appropriate action on observed activity.
- Performs traffic enforcement and issues citations for violations of traffic laws. Investigates automobile accidents.
- Performs routine security inspections on city facilities, private businesses, and residential properties.
- Drives department vehicles and operates other law enforcement equipment. Properly utilizes and maintains equipment.
- Conducts or assists with investigations and/or responds to criminal and civil

complaints. Watches for and makes investigations of wanted or missing persons and property.

- Completes and maintains detailed written reports using a computer.
- Makes arrests when necessary. Transports prisoners.
- Uses firearm when necessary.
- Testifies in court.
- Provides first aid, CPR and use of AED and other medical equipment when necessary.
- Drives department vehicles and operates other law enforcement equipment. Properly utilizes and maintains equipment.
- Completes and maintains detailed written reports using a computer.
- Participates in training to include law enforcement, crime prevention, specialized skills, public education, community involvement projects and other law enforcement related subjects.
- Responds to off-duty emergency calls as needed.
- Assists in the coordination of safety educational programs for the Police Department and general public.
- Other duties as assigned.

### **MINIMUM REQUIREMENTS:**

Bachelor's degree in Criminal Justice Administration or related field preferred; or, or any combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position. Must be at least 21 years old and able to present State of Ohio Peace Officer Certification and valid Ohio Driver's License at time of appointment.

### **Knowledge and Skills Required**

- Thorough knowledge of the principles and practices of law enforcement and community policing.
- Knowledge of the methods, techniques, and equipment used in crime investigation and criminal detection.
- Knowledge of applicable Federal, State, City, and other local ordinances and regulations affecting departmental operations.
- Knowledge of general City operations.
- Knowledge of public safety dispatching procedures.
- Knowledge of City Streets and navigation of community.
- Knowledge of hazards and generally accepted safety standards.
- Knowledge of first aid and CPR, and use of other basic medical equipment

### **Ability to:**

- Prepare a variety of investigative and administrative reports
- Maintain firearm certification, safely and effectively discharge a firearm, and maintain Ohio Peace Officer Certification
- Apply training, skills and knowledge of law enforcement services in normal and emergency situations
- Excellent service and communication skills
- Prioritize tasks and manage time
- Interpret and execute regulations, policies, and procedures
- Build strong relationships between the community and police
- Demonstrate independent problem solving and decision making
- Computer software including word processing, spreadsheet, and database applications
- Identify tasks, methods, materials, equipment, and safety procedures utilized in the proper execution of operational activities.
- Perform the duties and responsibilities in a variety of diverse work areas in a safe manner.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees, the public, and consultants.
- Learn new technology and effectively apply the technology to the job situation.
- Work independently.
- Make appropriate decisions about available options.
- Work well in a team environment

### **PERFORMANCE APTITUDES:**

**Physical Ability:** Tasks require the ability to exert physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of moderate to significant weight (generally 100 pounds and less). Tasks include physically restraining other persons in the course of law enforcement activities; giving chase on foot, maneuvering tight spaces. Tasks may involve withstanding physical and non-physical tasks outdoors including in extreme weather conditions. Tasks will include operating a vehicle both day and night in a variety of conditions. Tasks may include standing, walking and sitting for both long and short periods of time. Must be able to occasionally climb, balance, stoop, kneel, crouch or crawl. Visual ability to make observations in the course of duty both near and far. Hearing and speaking ability sufficient to understand and communicate with other individuals either in person or over the telephone or radio. Potential exposure to hazardous substances and contagious

diseases. Must be in good physical condition to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of Bellbrook.

Vehicle, Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of vehicles, equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Excellent oral communication skills; excellent written communication skills; ability to exercise good judgment, tact, and diplomacy; ability to focus and maintain strong morale in the community; demonstrated ability in respecting and understanding varying cultural and socio-economic backgrounds. Proven ability building, developing, and maintaining constructive and cooperative relationships with key stakeholders; demonstrated experience working with changing levels of expectation and tight deadlines.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

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

Department Director: \_\_\_\_\_ Date \_\_\_\_\_

City Manager: \_\_\_\_\_ Date \_\_\_\_\_

*An employment opportunity for a career as a*

## ***Professional Police Officer***

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### **WHO WE NEED:**

The City of Bellbrook requires persons of high character with intelligence, sound judgment and physical stamina who have an aptitude for police work and who can work together in a disciplined organization.

### **WHAT WE OFFER:**

- ⇒ This is a public servant job based on public trust, competency and credibility. It is a critical requirement of this position that the incumbent has the desire and the ability to perform and behave (on duty as well as off duty) in a manner that does not cause damage or endanger the loss of trust and credibility with the public, the court systems, co-workers or other law enforcement and public safety agencies.
- ⇒ The incumbent performs law enforcement duties and non-law enforcement duties directly related to public safety and service. These duties include but are not limited to: promoting and maintaining public image, responding to calls for service of a non-enforcement nature, preventing, detecting and investigating crime, enforcing violations of criminal and traffic statutes, serving criminal warrants and providing protection services.
- ⇒ The incumbent must have the competency, initiative and willingness to work a majority of assigned hours without direct supervision. He or she must have a cognitive ability and desire to understand and interpret organizational rules, policies and practices in a manner that solves problems while at the same time promotes this organization's public image and mission.
- ⇒ Because the majority of duties in this position are preventive and peacekeeping in nature, the incumbent, when not responding to calls for service or on assigned duties, must be willing to self-initiate public relations and preventative enforcement to work in those areas designated by management as priorities for this job. This means, in many instances, the incumbent must be able and willing to know what to do before having to be told what to do.
- ⇒ The incumbent must also be able to interact comfortably, lawfully, efficiently and often quickly with a wide variety and diversity of citizens and citizen's groups who may have a multiplicity of problems and have need for enforcement and safety related services.

- ⇒ Duties are frequently performed under a variety of known and unknown working conditions. Calls for service are often repetitive and sedentary in nature, punctuated with diversity. Sudden changes in service demands tax the extremes of the incumbent's physical and mental resources. For these reasons, it is imperative that the incumbent poses and maintain a physical and mental condition which will enable him or her to perform the expected duties and tasks of this job.
- ⇒ Personal and public safety consciousness, knowledge of and strict adherence to the observation of the civil liberties of all persons and citizens, the ability and desire to demonstrate competent performance without direct supervision and the desire and ability to promote and project a positive public image are critical requirements of this position.
- ⇒ The incumbent reports directly to a first-line supervisor.
- ⇒ Current salary schedule provides \$58,198 during the first year of service, \$61,568 after one year service, \$64,854 after two years of service, \$68,203 after three years of service, \$71,531 after four years of service, \$74,963 after five years of service, and \$78,332 after six years of service in the position of officer.
- ⇒ Benefits currently include
- 12 paid holidays each year
  - 3 personal days per year
  - Annual vacation accrual scale provides 80 hours annually for first four years of service, 120 hours annually for 5-14 years of service, 160 hours annually for 15-19 years of service, and 200 hours annually for 20 or more years of service.
  - Sick time is accrued at 5 hours per pay period.
- ⇒ Pension at age 52 and after 25 years of service, eligibility for enrollment in Deferred Compensation Plan, Group Accident and Life Insurance and coverage in medical, vision, dental and hospitalization plan.

### **MINIMUM QUALIFICATIONS:**

- Age: Minimum 21 years of age as of final date of filing the application
- Citizenship: Must be a citizen of the United States of America
- Physical: Applicant must be in good physical condition. Must pass the physical abilities test and the medical examination at time of appointment
- Certification: Must, at the time of appointment, possess an Ohio Peace Officer Training Council Certification.
- Education: Must have a high school diploma or GED equivalent.

## **HOW TO APPLY:**

Applications: When applications are open, they may be obtained in person Monday through Friday from 8:00a.m. to 4:00 p.m. at the Bellbrook Police Department:  
15 E. Franklin Street Bellbrook, OH 45305 (937) 848-4666.

Downloaded at [www.cityofbellbrook.org](http://www.cityofbellbrook.org)

Filing: Each person must file a hardcopy completed application form to the City of Bellbrook.

## **LATERAL SELECTION PROCESS:**

### **Requisites, Credentials, and Qualifications Screening:**

The Screening Committee is responsible for reviewing all appropriate materials from the application, resume, and all ancillary documentation submitted by the applicants. The Screening Committee is comprised of members appointed by the Chief of Police and will consist of at least two members.

Each committee member will review the information and data in each applicant's file as evidence of requisites, credentials and qualifications specified for the position of police officer. Those requisites, credentials and qualifications are developed for this purpose and thoroughly explained to each committee member.

Interview: Those applicants who meet the requisites and qualifications, and stand within at least the top ten (10) for each number of positions to be hired from the list may be scheduled for an interview with the Interview Board. The City may choose to interview additional candidates for the open position(s). The Interview Board may consist of employees of the City of Bellbrook, other law enforcement or government agencies, members of the public, or any combination thereof. The interview will be structured and the applicant will be rated on their responses to the questions. A consensus rating of the candidates' interview/assessment results will be used to create the final list of candidates to progress through the selection process. This list is not ranked nor establishes an eligibility type list.

Chief's Review: Those candidates who successfully complete all previous steps will be forwarded to the Chief of Police for final review. This review will be based on the candidate's ability to meet the hiring needs of the agency as demonstrated through the screening and interview/assessment process. The final list of candidates forwarded to the Chief for review are not in order of eligibility; any candidate may be considered for final selection.



Candidates for the position are taken from the list of recommended applicants. All applicants on this list will be subject to an extensive background investigation that will be conducted by members of the Bellbrook Police Department. The Chief of Police may invoke the “Rule of Three” for the final list. Applicants on this list will be considered for any vacancies in the position of Police Officer.

Appointment:

An extensive background investigation, truth verification test, psychological examination and medical examination will be required of those persons in line for appointment to the position of Police Officer. Appointments will be made on a probationary basis for one year from the date of appointment.

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