



An employment opportunity for a career as a

Professional Police Officer

City of Bellbrook

15 East Franklin Street
Bellbrook, Ohio 45305

T (937) 848-4666

F (937) 848-5190

www.cityofbellbrook.org

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.
- ⇒ The current salary schedule range is \$60,382 - \$74,214 during the first year of service, \$66,102 - \$80,496 after two years of service, \$72,072-\$87,027 after three years of service in the position of officer.
- ⇒ Benefits currently include
- 13 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, 200 hours annually for 20 or more years of service and 240 hours for 25 or more years of service.
 - Sick time is accrued at 4.615 hours per pay period.
- ⇒ Pension at age 48 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, be able to obtain an Ohio Peace Officer Training Council Certification.
- Education: Must have a high school diploma or GED equivalent.

HOW TO APPLY:

Applications: When applications are scheduled to be received, 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

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.

The City of Bellbrook is and Equal Opportunity Employer.