



JOB DESCRIPTION

Administrative Services
240 Columbus Avenue
Sandusky, Ohio 44870
419.627.5968
www.cityofsandusky.com

Job Title:	Police Officer
Reports to:	Sergeant, Lieutenant or Chief of Police
Department:	Division of Police
Supervises Directly:	None
Supervises Through Subordinates:	None
Position Type:	Full-Time, Non-Exempt
Pay Range:	18A – 20A (\$40,243 - \$67,278)

About the Role

Under general supervision, is responsible for serving and protecting the community by performing crime prevention, criminal investigations, and law enforcement activities; performs related duties as required.

Requirements

- Must be a United States citizen;
- Must have attained the age of 21 on or prior to the date of appointment
- Valid Ohio Driver's License and be insurable under the city's vehicle insurance program
- Must successfully pass background and pre-employment screening

Core Competencies

Adaptability/Decisiveness

Ability and confidence to vary between being flexible and holding firm on a decision, depending on what the situation requires; showing leadership by adjusting one's approach to the demands of a particular task or by taking and maintaining a position in a self-assured manner.

Conscientiousness

Degree to which someone is honest; has integrity; accepts responsibility for their actions; has high ethical standards; earns the trust of others by consistently demonstrating sound moral principles; does the right thing; reliably fulfills commitments through self-discipline and sense of duty.

Initiative/ Perseverance

Willingness to take action to address needs without being requested to do so; staying on task to completion, particularly in the face of obstacles or other trying circumstances.

Core Competencies cont.

Interpersonal Skills

Ability to work effectively with different people and teams of people, by putting others at ease, acknowledging diverse opinions, addressing relevant concerns, minimizing conflict, promoting harmony, cooperating with others, and working toward consensual solutions to achieve group objectives.

Judgment/ Problem Solving

Ability to assess situations and problems; identify possible actions/solutions; and make sound decisions based on facts, logic, and probable outcomes.

Learning-Memory-Recall

Ability to acquire and apply knowledge and skills on the job; to observe, remember, and recall significant information and events (e.g., people, vehicles, facts, suspicious behavior, environmental details, etc.)

Organization Skills

Ability to identify and set priorities; to plan and effectively allocate resources; to attend to details so that relevant issues are addressed and high quality outcomes result.

Stress Management

Ability to work well under pressure; maintaining effectiveness and self-control in the midst of any one or combination of stressors, including emotional strain, ambiguity, risk to self, and fatigue.

Valuing Service & Diversity

Sensitivity to client and community needs and perceptions by providing prompt, efficient and equitable service; involving clients and community in the resolution of problems that affect them.

Verbal & Written Communication Skills

Ability to communicate in both oral and written form, including giving (speaking and writing) and receiving (listening and reading) information, in a way that ensures messages are understood.

Responsibilities

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Prepares for duty by properly wearing a uniform, ensuring all worn equipment is operational (i.e., body-worn camera, firearm, etc.), and inspecting the vehicle and its equipment to ensure readiness for duty;

Responsibilities cont.

Interacts with members of the community to promote public safety and crime prevention; patrols an assigned area for the prevention of crimes; responds to questions, concerns, and complaints to resolve situations and to provide law enforcement services;

Responds to calls for police service by assessing the information attained through dispatch, training, and experience to determine the type of situation and response needed; drives at appropriate speeds to safely arrive on scene;

Appears at scenes of crimes, disputes, and vehicle accidents; visually and audibly evaluates victims, suspects, and scene layout to make an initial determination of safety and threat level; evaluates the needs of victims and bystanders;

Investigates reports of crimes and complaints by collecting accounts of the incident and physical evidence to ensure the integrity of and to corroborate statements; identifies, collects, and protects evidence used in the commission of crimes or traffic offenses;

Intervenes in disputes by actively listening to involved parties, maintaining visual contact with disputants, and asking relevant questions to determine the most appropriate strategy to protect the public and mediate disputes;

Conducts pat-down searches, vehicle searches, and premises searches following proper procedures to ensure officer safety, public safety, and collection of evidence;

Pursues suspects on foot or via bicycle, boat, or motor vehicle to effect an arrest;

Apprehends and/or charges persons responsible for criminal or traffic violations; confirms and executes existing warrants through the Law Enforcement Automated Data System (LEADS);

Determines appropriate violations of law by referring to the Ohio Revised Code or City Ordinance to reflect accurate charges in citations, incident reports, accident reports, and arrest reports; issues initial court dates;

Appears in court as a testifying officer, serves subpoenas, and assists in the enforcement of court orders;

Assists with facilitating medical or mental health treatment and social services for individuals and arranges the transportation of individuals to these facilities;

Explains policies, directives, the Ohio Revised Code, Sandusky City Ordinance, or court activities to individuals to foster understanding of what is under an officer's jurisdiction;

Prepares official forms and reports and submits to superiors for appropriate actions;

Responds to disasters as a first responder; manages evacuations, controls traffic in disaster areas, and

uses protective equipment where hazardous materials may be present;

Continuously learns, reviews, and stays up-to-date on current division policies, trainings, and procedures; maintains first aid, firearms, and other required certifications.

Educational Requirements

- High School Diploma or GED
- OPOTC Certified or obtained within one year

Skills/Abilities

Knowledge of de-escalation and conflict resolution strategies and techniques; ability to act with integrity in words and actions; ability to show respect, empathy, and compassion; ability to communicate verbally and actively listen, including in high duress situations; ability to learn and understand policies, rules, instructions, laws, regulations, first aid, and police related literature; ability to take proper law enforcement actions; ability to write clear and accurate reports; ability to understand and follow oral directions; ability to explain and defend reasoning, conclusions, and actions; ability to operate and provide ordinary care of motor vehicles and firearms; ability to meet current standards established by OPOTC; ability to obtain and maintain LEADS access; ability to accept individuals of diverse cultures; ability to deal effectively and equitably with persons of a different race, cultural background, or gender without racist, sexist, homophobic, and xenophobic attitudes; ability to subdue person(s) resisting arrest; ability to pursue fleeing suspect(s); ability to run while wearing a duty belt and bulletproof vest; ability to drag or pull person(s); ability to climb up and over objects; ability to assess emergency needs; ability to diffuse situations; ability to recognize underlying problems; ability to recognize sounds and understand their significance; ability to visually recognize persons and their activities; ability to remain focused despite distractions; ability to multi-task; ability to maintain a professional demeanor in volatile, highly emotional, and high duress situations.

Submitting an Application

A completed application and personal history questionnaire should be submitted to the City of Sandusky, Department of Administrative Services / Civil Service, Attn: Erica Taylor | etaylor@cityofsandusky.com | 240 Columbus Avenue, Sandusky, OH 44870.

Link to Application: <http://www.cityofsandusky.com/PoliceCareers>

Application Deadline: The review of applications will be ongoing and will continue as positions are filled.