



# CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 319 S. WATER ST.. ■ KENT, OHIO 44240 ■ 330-678-8101

## THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF LATERAL POLICE OFFICER

**Rate of Pay:**

**\$38.76-\$43.58/hr**

*A competitive lateral transfer examination will be used to establish an eligible list to fill a vacancy for the position of Police Officer with the City of Kent Police Department.*

**Application:** To apply, a Civil Service application, resume, cover letter, and Ohio Peace Officer Training Commission certificate must be submitted to Civil Service. A Civil Service application can be found at <http://www.kentohio.gov/our-governement/job-opportunities>. Documents may be emailed to [civilservice@kentohio.gov](mailto:civilservice@kentohio.gov) or returned via mail to Kent Civil Service, 319 S. Water St., Kent, Ohio 44240.

**Examination Process:** For the first part of the examination applicants will be scored based on their achievements shown by their resume and cover letter. The second part of the examination process will be a panel interview conducted by the Chief of Police, the Administrative Lieutenant for the Police Department, and the Human Resources Manager for the City of Kent. A total of 65 points are possible, and applicants will be ranked in order of score with the highest score being the top of the list.

**Minimum Qualifications:** An applicant must have prior sworn experience as a law enforcement officer in the State of Ohio and be currently certified by the Ohio Peace Officer Training Commission as a peace officer.

**Responsibility:** Under general supervision, enforces laws and ordinances, maintains order, prevents crime, makes arrests; performs related work as required.

**Typical Tasks (Illustrative Only):** Patrols an assigned area on foot or in a vehicle; checks stores, businesses, houses, or other premises for fire, burglary, and other disturbances; investigates and reports suspicious or unsafe conditions. Responds to complaints of criminal occurrences, hazardous conditions, or breaches of the peace; submits reports or investigations of criminal or non-criminal matters; conducts continuing or follow-up investigations on reported incidents; conducts general patrol for detection and prevention of criminal acts. Observes traffic hazards and conditions and acts or recommends corrections for their abatement, investigates traffic accidents; administers first aid; enforces traffic and parking codes, assists motorists with stalled vehicles; directs traffic; observes and reports unsafe conditions throughout the City. Makes arrests for violations of laws or ordinances; prepares and files necessary court forms and papers; testifies in court; transports prisoners to police station, court, or jail, registers and books prisoners; detains and locates treatment for hazardous or self-endangering individuals; locates lost persons. May be assigned administrative duties such as special record maintenance, procedure or rule development; assists in preparation of administrative reports, may analyze report information to enhance enforcement, investigative, or safety efforts; may assist in the training of new personnel; may perform technical or specialized duties as assigned; operates and maintains departmental equipment; may assist with supervisory tasks during supervisor's absence;

attends training and/or instructional meetings; performs other related law enforcement duties as assigned; cooperates with governmental or law enforcement agencies; may be called on at any time for emergency duties.

**Essential Knowledge, Skills, and Abilities:** Ability to deal effectively and courteously with others; ability to see and hear to accurately observe situations; ability to analyze and record scenarios analytically and objectively; ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies; ability to express oneself clearly and concisely, orally, and in writing; ability to understand and interpret laws, ordinances, and regulations so as to enforce them with firmness, tact, and impartiality; ability to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment; ability to maintain consistent, regular, punctual and predictable attendance; ability to meet and maintain performance standards established for the position.

**Essential Job Functions:** The functions specified below are the fundamental job duties which an employee must be able to perform based on supervisory/ incumbent interviews relative to the purpose of this position; the availability of others to perform the function; and/or the serious nature of the consequences of not requiring the incumbent to perform the function.

**Physical Requirements:**

The majority of work is done while sitting with intermittent periods of standing and walking. Requirements include:

- Ability to communicate information both orally and in writing.
- Ability to run, walk, stand, or sit for extended or intermittent periods of time.
- Ability to listen, comprehend, and respond to discussions involving either one-on-one or group settings.
- Ability to remain alert and watchful during assigned duty hours.
- Ability to transport individuals, paperwork, or material evidence for short distances which may involve climbing stairs.
- Ability to address groups of assorted sizes in diverse settings.
- Ability to withstand extremes of climate exposure and potential exposure to health and safety hazards.
- Ability to demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 pounds and performing such functions as lifting, pulling, or pushing.
- Ability to operate job-related equipment, including a motor vehicle, while performing multiple tasks such as radio operations, observation, and note-taking.
- Ability to distinguish frequencies and sound sources.
- Ability to make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception.
- Sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, cameras, etc.
- Ability to affect physical restraint of angry or violent people.
- Ability to pass and maintain the standards of the department's general fitness examination as it relates to the essential functions of the position.

**Mental Requirements:**

The position involves investigative skills which demand accurate and effective mental activity. Requirements include:

- Ability to make decisions with limited information.
- Ability to logically order information to report or to react to a given situation which may include serious consequences.
- Ability to inspire the trust and confidence of others under stress.
- Ability to cope with and diffuse situations involving angry or difficult people.
- Ability to operate in the absence of clear expectations, precedence, or procedures.
- Ability to concentrate on a given task for extended periods of time.
- Ability to perform basic math functions (e.g., add, subtract, multiply, and divide whole numbers, fractions, and decimals, and to calculate percentages).

- Ability to compute job-related formulas in order to accurately measure distances and complete investigations.
- Reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature.
- Ability to prioritize work loads while coordinating multiple demands.
- Ability to visualize scenarios when presented as written plans or oral instructions.
- Ability to compare letters, numbers, or patterns quickly and accurately.
- Ability to demonstrate mature judgment and reasoning at all times.

**Special Requirements**

Must be a United States Citizen

Must have attained twenty-one years of age at the time of appointment

Must possess a valid Ohio driver's license

Must possess and maintain a good driving record. A "good driving record" is defined as having no more than two (2) two-point moving violations or their equivalent within the preceding three (3) years, and no convictions for six-point moving violations and/or felony traffic violations, or their equivalent, within the previous five years.

Must be legally qualified to own and carry a firearm or sidearm.

Must not have been convicted in a court of law of lesser misdemeanors including assault, attempted assault, stalking, menacing, and all other offenses which have as an element "the use or attempted use of any physical force or threatened use of a deadly weapon towards those persons that are generally covered by those statutes as related to family members."

Must not have been convicted in a court of law of any felony for any offense of violence.

Must not have any undetected criminality for which criminal liability may invoke.

Must have, within one hundred twenty (120) days prior to appointment, and during continued employment, passed a physical examination given by a licensed physician which examiner certifies that the applicant meets the physical requirements necessary to perform the duties of a Police Officer, and meets the qualifying medical requirements established by the Police and Fire Disability and Pension Fund of Ohio.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

*The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of race, color, religion, sex, nation origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state, and local laws.*

*The City of Kent is committed to fostering a workforce that's just as diverse as our community. If you share in this commitment, have a desire to make a difference, and are interested in a meaningful career serving the public, please consider a career with us.*

*Our commitment to diversity creates an atmosphere that is empathetic and understanding of our residents' needs and perspectives. The City of Kent actively seeks and encourages applications from persons with diverse backgrounds and characteristics to join our team.*