The Otterbein Police Department accepts applications for the position of Police Officer based on position availability. Potential candidates are encouraged to view all application documents as well as the minimum qualifications before submitting an application.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

**Enforcement:** Officers will enforce all local, state and federal criminal laws, as well as University judicial rules and regulations; traffic and parking regulations; officers will obtain warrants, apprehend, arrest, search, pat down, handcuff, pursue, physically secure resisting suspects with the appropriate amount of force. Officers will safely transport prisoners and professionally testify in criminal court or University judicial hearings as required.

**Investigation:** Officers will investigate criminal violations, judicial violations, traffic crashes, and citizen complaints. Officers will protect crime scenes and preserve evidence.

**Patrol:** Officers will patrol on foot, in motor vehicles including University owned golf carts. They will protect persons and property and provide assistance as needed. Officers will lock and unlock buildings, provide escorts for citizens on campus, manage traffic and parking, and report any safety or security concerns to supervisors and appropriate campus personnel.

**Operation and Maintenance of Police and Campus Equipment:** Officers will correctly maintain and safely operate patrol vehicles, and all departmental equipment including but not limited to: firearms, tasers, pepper spray, batons, handcuffs, radios, computers, copiers, fax machines, telephones, and first aid equipment. Officers will also correctly operate the campus emergency notification system, the Clery notification system, all panic alarm systems, fire panel systems, WOCC TV system, and camera system on campus. Officers will enter work orders as needed.

**Language and Written Communication:** Officers will demonstrate competency in verbal and written communications with all constituencies; will use proper spoken English, grammar, spelling and punctuation on all University documents including but not limited to reports, tickets, daily logs, and property/person receipts.

**General Conditions and Work Environment:** Officers must be able to occasionally work overtime, change shifts, work special duty events, be called in while off duty for a crisis on campus, perform dispatch or administrative assistant responsibilities, fire prevention responsibilities, train new officers and student workers, attend meetings, research and conduct safety presentations on campus. Officers shall positively interact, enhance relations, and represent the University with local law enforcement and fire protective agencies.

**Training Requirements:** Officers will fully participate in required training operations to include any methods of instruction such as, but not limited to: lecture, practical hands-on training including first aid, self-defense, firearms, taser, pepper spray, tactical training, and computer based training. Instruction may be on or off site.

The above statements reflect the general duties considered necessary to perform the essential functions of the position and shall not be considered a detailed description of all duties and responsibilities that may be inherent in the position of an Otterbein University Police Officer.
SUPERVISORY RESPONSIBILITIES: Police Officers will supervise student security workers and new officers when serving as a field training officer. Patrol Officers are required to obey all lawful orders from supervisors and University officials.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/MINIMUM REQUIREMENTS: Officers shall possess a minimum of a High School diploma or equivalent, pass an extensive background investigation to include a criminal history and credit check; must be at least 21 years of age, and have both eyes corrected to 20/20 vision and no color blindness; must successfully complete and meet all standards to include: academic, physical fitness, medical, psychological, and truth verification.

CERTIFICATES, LICENSES, REGISTRATIONS: Officers must possess and maintain a current Ohio Peace Officer Training Commission certificate in good standing with the State of Ohio. Must possess and maintain a valid Ohio driver’s license. The current driver’s license record must not reflect six points or more.

MATHEMATICAL SKILLS: Required to be able to accurately manipulate data using basic addition, subtraction, multiplications, division, skills.

REASONING ABILITY: Officers shall have the ability to establish and maintain effective working relationships in an academic and law enforcement environment. Must demonstrate sound judgment and appropriate decision making skills. Must maintain confidential information. Must demonstrate a high degree of initiative, independent judgment, and flexibility. Must be able to read and understand a map. Must be able to give and follow instructions according to established protocol.

PHYSICAL DEMANDS: Officers shall be in good physical and mental condition to make arrests and secure uncooperative/resisting violators, as well as utilize and be proficient with all the protective equipment provided by the University. Officers shall fully be able to participate and satisfactory complete any physical training requirements as set forth by the agency. Strength demands include the ability to drag or carry human bodies in emergency situations, sit in a vehicle or stand for long periods of time, walk up and down at least 4 flights of stairs without pause. Must be able to run, stoop and bend, on an occasional basis. Must be able to sit regularly for 2-4 hours at a computer desk.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a police officer encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in a variety of settings across campus and in the Westerville, Ohio area; also exposed to environmentally controlled office conditions, as well as seasonal weather conditions including heat, cold, wind, precipitation; sound levels consist with alarm sirens; conditions present at emergency scenes including smoke, hazardous materials, various sound levels, etc.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall be construed as declaring what the
specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer