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

**SUMMARY:** Otterbein Police Sergeants are responsible for safety and security of persons and property on campus and to manage the day-to-day operations of the department and Police Officers.

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

**Enforcement:** Police Sergeants will enforce all local, state, and federal criminal laws, as well as University judicial 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:** Police Sergeants will investigate criminal violations, judicial violations, traffic crashes, and citizen complaints. Officers will protect crime scenes and preserve evidence.

**Patrol:** Police Sergeants 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:** Police Sergeants will correctly maintain and safely operate patrol vehicles, and all departmental equipment including but not limited to: firearms, Taser, pepper spray, baton, handcuffs, radios, computers, copier, fax machine, 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:** Police Sergeants will demonstrate competency in verbal and written communications with all constituencies.

**General Conditions and Work Environment:** Police Sergeants 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:** Police Sergeants 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 Sergeant.
SUPERVISORY RESPONSIBILITIES: Police Sergeants will supervise student security workers, Police Officers, and Administrative Support Personnel. Police Sergeants are required to obey all lawful orders from supervisors or University officials. Police Sergeants: supervise assigned shifts, plans, directs, monitors activities, and duties of employees, trains Police Officers, participates in selection process, approves leaves and requests approval of overtime from appropriate vice president, conducts employee evaluations, recommends promotions, investigates complaints, issues recommendations for disciplinary actions. Monitors, evaluates, and completes departmental objectives, motivates employees, inspects equipment, provides leadership and customer service to the community, reviews documentation for accuracy and compliance with criminal and University laws, processes evidence, keeps accurate records and confidential files, coordinates special events, performs duties of the Deputy Police Chief in his/her absence. May conduct specialized training, ensures departmental policies and procedures are followed. Police Sergeants serve at the direction of the Deputy Police Chief.

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: Police Sergeants shall possess a minimum of a High School diploma or equivalent, pass an extensive background investigation to include a criminal history; must be a current police officer for at least two years; must be at least 21 years of age, and have both eyes corrected to 20/20 vision and no color blindness; must meet the department’s standards for the hiring process to include: physical fitness test, medical evaluation, psychological, written/academic testing, physical agility testing and truth verification at the discretion of the chief of police. Police Sergeants shall have the ability to: define problems and recommend solutions, collect data, establish facts, draw valid conclusions, maintain accurate records, prepare meaningful reports, possess knowledge of department policy and procedures; demonstrate: supervisory skills in organization, fairness, initiative and decisiveness, effective verbal and written skills, and the ability to lead and direct others.

CERTIFICATES, LICENSES, REGISTRATIONS: Police Sergeants must possess and maintain a current Ohio Peace Officer Training Commission certificate in good standing with the State of Ohio. Must maintain all required certifications. 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, and calculate percentages.

REASONING ABILITY: Police Sergeants shall have the ability to establish and maintain effective working relationships in an academic and law enforcement environment. Must utilize sound judgment and appropriate decision making. 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: Police Sergeants 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. Police Sergeants shall fully be able to participate and satisfactory complete any physical training requirements as set forth by the department. 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 four flights of stairs without pause. Must be
able to run, stoop and bend, on an occasional basis. Must be able to sit regularly for two-to-four hours while seated at a computer desk.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those a Police Sergeant 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. Police Sergeants are 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
Otterbein Police Sergeant - Minimum Qualifications:

- Be at least 21 years of age at time application is submitted
- Have a valid driver’s license, and possess a valid Ohio driver’s license prior to employment
- Have a high school diploma, GED or equivalent
- Be able to read, write and speak the English language
- Must be a United States citizen
- Must currently be an Ohio O.P.O.T.A. certified peace officer
- Successfully complete the hiring process to include: physical agility test, personal history questionnaire, written examination, Police Department oral review board, Human Resources overview, Student Affairs interview, polygraph examination, background investigation, psychological examination, and medical examination.

Otterbein Police Sergeant - Removal Standards - The following items will be cause for automatic removal of the applicant from the hiring process:

- Any felony conviction.
- Any misdemeanor conviction (other than minor traffic violations) within the past five (5) years.
- More than three (3) moving violation convictions in the past three (3) years.
- Any driver’s license suspension within the past 12 months.
- Any Dishonorable, General, or Other than Honorable Discharge from any branch of the Armed Forces.
- On probation or parole with any city, county, state or federal agency for any offense.
- Used, tried, tasted, experimented with, delivered, sold or possessed any illegal controlled substance that would constitute a misdemeanor violation of Ohio Revised Code within three (3) years prior to application.
- Any lifetime use, trial of, taste of, experiment with, delivery of, sell or possession of any illegal controlled substance that would constitute a felony violation of Ohio Revised Code, whether detected or undetected.
- Have two or more convictions for driving under the influence within a candidate's lifetime or one conviction within five (5) years of the application date.
- Have any lifetime conviction for the traffic offenses of hit and run, vehicular homicide, or fleeing and eluding as defined by Ohio or other similar state or municipal laws regardless of law titles.
- Have any lifetime convictions of any offenses of moral turpitude, disrespect for law enforcement officials, crimes of an aggravated nature, sexual offenses, domestic violence, crimes against children, or any violation involving drug sale, distribution, or manufacture.
- Have any conviction for reckless driving or racing within a five year period prior to the application date as defined by Ohio law or other similar state or municipal laws regardless of law titles.
- Refusal to submit to a polygraph examination.
- Currently under active investigation by Federal, State, County or Local authorities law enforcement agencies.
- Failure or refusal to successfully complete any and all portions of the hiring process.
- Applicants must answer truthfully and fully all questions asked of them. Any misrepresentation or omission of any material fact on the application; during the background investigation; or in any phase of the selection process shall disqualify the applicant. If an investigation discloses a willful misrepresentation, omission, or falsification, the application will be rejected.

Otterbein Police Sergeant - Potential Removal Standards - The following list may cause removal of the applicant from the hiring process:

- Terminated for cause from another public safety agency.
- Released from another public safety agency during probationary period.
- Driving record that indicates a pattern of unsafe driving.
- Discipline history indicating a pattern of negative work performance at past employers.

If during the hiring process one or more of the above listed factors becomes applicable to an applicant, such as the applicant is arrested, taken into custody, detained for investigation, charged with a crime or declares bankruptcy, the applicant must immediately notify the recruiting contact or background investigator conducting the applicant’s background investigation.