

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Police Officer

**SERIES NO.:**

2661

**MAJOR AGENCIES:**Mental Health, Developmental Disabilities, Public Safety, Veterans  
Home**EFFECTIVE:**

10/04/2015

**SERIES PURPOSE:**

The purpose of the police officer occupation is to protect lives & property, prevent crimes & enforce laws.

At the entry level, incumbents assist higher-level police officers in patrolling grounds & buildings & performing security functions at special events. At the full performance level, incumbents patrol grounds & perform security functions at special events. The middle level supervises lower-level police officers. At the advanced levels, incumbents plan & direct comprehensive police programs as well as supervise lower-level police officers. At the management level, incumbents direct all activities of comprehensive law enforcement & police administration.

Employees of developmental centers & of institutions for those with mental illness are prohibited from storing, possessing, carrying or discharging firearms pursuant to Section 5123-13-07 of administrative code (i.e., in Developmental Disabilities) & Section 5122-7-04 of administrative code (i.e., in Department Of Mental Health).

**JOB TITLE**

Police Officer 1

**JOB CODE**

26611

**PAY GRADE**

08

**EFFECTIVE**

10/04/2015

**CLASS CONCEPT:**

The entry level class works under immediate supervision & requires some knowledge of security & law enforcement procedures & techniques in order to assist highway patrol officers & other police officers in protecting lives & securing building & property or to patrol assigned area to protect lives & secure buildings & property.

**JOB TITLE**

Police Officer 2

**JOB CODE**

26612

**PAY GRADE**

10

**EFFECTIVE**

10/04/2015

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires working knowledge of security & law enforcement procedures & techniques in order to protect lives & secure buildings & property.

**JOB TITLE**

Police Sergeant

**JOB CODE**

26615

**PAY GRADE**

10

**EFFECTIVE**

10/04/2015

**CLASS CONCEPT:**

The supervisory level class works under direction & requires considerable knowledge of security & law enforcement procedures & techniques in order to supervise lower-level police officers for one entire shift & to protect lives & secure buildings & property.

**JOB TITLE**

Police Lieutenant

**JOB CODE**

26616

**PAY GRADE**

11

**EFFECTIVE**

09/12/1999

**CLASS CONCEPT:**

The second supervisory level class works under general direction & requires thorough knowledge of security & law enforcement procedures & techniques in order to plan security & law enforcement programs, supervise lower-level police officers & perform administrative duties.

**JOB TITLE**

Police Chief

**JOB CODE**

26617

**PAY GRADE**

13

**EFFECTIVE**

09/12/1999

**CLASS CONCEPT:**

The manager level class works under administrative direction & requires extensive knowledge of law enforcement & police administration in order to direct all activities of comprehensive law enforcement & security program & supervise

lower-level police personnel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Police Officer 1	26611	02	10/04/2015	08

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists state highway patrol officers in patrolling (i.e., in Department Of Highway Safety) or patrols grounds & buildings on foot & in car, protects lives of consumers/clients, visitors & employees, checks property for open doors, gates, windows, fires or other hazards, prevents crimes & enforces laws, rules & regulations & checks identity of persons on grounds & nature of business.

Assists state highway patrol officers & performs security functions at special events (i.e., in Department Of Highway Safety) or performs security functions at special events; makes emergency medical runs in patrol car or ambulance; escorts, protects & assists visitors; instructs fire safety classes (i.e., excluding Department Of Highway Safety) or assists fire coordinator with routine fire drill exercises; performs other special service functions as directed; assists in handling/restraining, transporting & checking curfew of consumers/clients; issues keys to employees & assists in opening/starting cars for employees & visitors having mechanical problems; fingerprints employees (i.e., excluding Department Of Highway Safety); conducts safety inspections of client & staff area; monitors traffic conditions & parking facilities to ensure efficient flow of traffic; checks parking permits & issues traffic tickets as necessary; handles monies from gate receipts, parking & other job-related activities.

Assists in conducting investigations of criminal or administrative nature & traffic accidents; makes inquiries & documents findings with general public regarding sensitive issues.

Assists other police officers in apprehending, arresting & processing criminal violators; files affidavits; serves warrants & subpoenas; appears in court & testifies in criminal proceedings; assists other law enforcement agencies; assists nursing, medical or direct care personnel in restraining aggressive consumers when requested.

Performs routine administrative duties related to police work (e.g., keeps log of security conditions; writes incident report; & answers telephone, relays messages); reviews changes in laws & regulations & how to handle emergency situations.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of security & safety procedures & techniques\*; investigation procedures & techniques\*; state & federal regulations, policies & procedures related to law enforcement\*; reporting procedures\*; basic first aid techniques\*, English vocabulary, fractions, decimals & percentages. Skill in operation of police equipment\*; operation of firearms\*. Ability to deal with variety of variables in somewhat unfamiliar context; orally present evidence in legal proceedings; read & understand technical material relating to police work; demonstrate physical fitness & agility.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes fractions, decimals & percentages & in reading & writing English vocabulary; valid driver's license. Probationary period is one year.

-Or possession of certificate having successfully completed approved basic peace officer training program or completion of 20 yrs. active duty as peace officer per Section 109.78 (D) of Ohio revised code for developmental disabilities & mental health facility employees. Probationary period is one year.

Note: Applicant must be able to successfully perform Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards for New Recruits.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must successfully complete basic peace officer training & possesses a valid OPOTA Certification Training Certificate within one year from date of hire. Upon successful completion of basic peace officer training & one year of permanent service (i.e. completion of probationary period) shall be reassigned to Police Officer 2. Effective 1/1/89, all new hires must successfully complete basic peace officer training before carrying firearms or making arrests.

**UNUSUAL WORKING CONDITIONS:**

May work weekends & nights; works outside exposed to inclement weather; subject to call in emergency situations; exposed to unpredictable client behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Police Officer 2	26612	02	10/04/2015	10

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Patrols grounds & buildings on foot & in car, protects lives of consumers/clients, visitors & employees, checks property for open doors, gates, windows, fires or other hazards, prevents crimes & enforces laws, rules & regulations, checks identity of persons on grounds & nature of business, monitors traffic conditions & parking facilities to ensure efficient flow of traffic, checks parking permits, issues traffic tickets as necessary, carries firearms unless specifically prohibited (i.e., Developmental Disabilities & Mental Health employees) &/or apprehends & arrests violators, files affidavits, serves warrants & testifies in court as required.

Investigates complaints, conducts criminal & accident investigations, makes inquiries, documents findings & communicates with general public regarding sensitive issues.

Performs variety of service functions (e.g., performs security duty at special events, responds to emergencies & makes emergency runs in patrol car, escorts, protects & assists visitors, assists nursing, medical or direct care personnel in handling/restraining, transporting & checking curfew of aggressive consumers/clients) when requested.

Performs routine administrative duties related to police work (e.g., keeps log of security conditions, writes unusual incident reports, answers telephone, relays messages via radio & telephone, files & types reports; plans daily duties for self & others to include fire drills, vehicle inspections, fire extinguisher inspections & other safety/security inspection) & reviews changes in law enforcement & emergency procedures.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of security & safety procedures & techniques; criminal/civil investigation procedures & techniques\*; state & federal regulations, policies & procedures related to law enforcement; employee training & development\*; first aid techniques; English vocabulary. Skill in operation of police equipment; operation of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; orally present evidence in legal proceedings; read & understand technical material relating to police work; demonstrate physical fitness & agility.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Possession of certificate having successfully completed approved basic peace officer training program or completion of 20 yrs. active duty as peace officer per Section 109.78(D) of Ohio revised code; valid driver's license. Probationary period is one year.

Note: Applicant must be able to successfully perform Ohio Peace Officer Basic Training Program (OPOTC) Fitness Testing Entry Standards for New Recruits.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Satisfactory completion of mandated topics with Ohio Peace Officer Training Council.

**UNUSUAL WORKING CONDITIONS:**

May work weekends & nights; works outside exposed to inclement weather; subject to call in emergency situations; exposed to unpredictable client behavior; may be exposed to physical attacks.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Police Sergeant	26615	EX	10/04/2015	10

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises lower-level police officers assigned to shift.

Conducts & assists with criminal & accident investigations & personally investigates major crimes or unusual circumstances, consults with other law enforcement agencies & courts, patrols grounds & buildings on foot & in car, protects lives of consumers/clients, visitors & employees & enforces laws, rules & regulations, issues citations, carries firearms unless specifically prohibited &/or apprehends & arrests violators & testifies in court; assists nursing, medical or direct care personnel in restraining aggressive consumers when requested (i.e., Developmental Disabilities & Mental Health employees).

Performs related routine administrative duties (e.g., checks & completes reports; maintains time cards, sick leave, vacation & performance records; inspects vehicles & makes recommendations for potential future needs; arranges for equipment & vehicle maintenance).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of security & safety procedures & techniques; criminal/civil investigation procedures & techniques; supervisory principles/techniques\*; employee training & development; state & federal regulations, policies & procedures related to law enforcement; basic first aid techniques; English vocabulary. Skill in operation of police equipment; operation of firearms. Ability to handle sensitive contacts with public & government officials; orally present evidence in legal proceedings; review & write technical reports relating to police work; demonstrate physical fitness & agility.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires possession of certificate of having successfully completed approved basic peace officer training program or completion of 20 yrs. active duty as peace officer per Section 109.78(D) of Ohio revised code; 4 mos. trg. or 4 mos. exp. in employee trg. & development; 4 mos. exp. as Police Officer 2, 26612, or 4 mos. exp. as law enforcement or police officer when applicant did not obtain certificate as result of 20 yrs. active police service; valid driver's license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Satisfactory completion of mandated topics with Ohio Peace Officer Training Commission.

**UNUSUAL WORKING CONDITIONS:**

May work weekends & nights; works outside exposed to inclement weather; subject to call in emergency situations; exposed to unpredictable client behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Police Lieutenant	26616	EX	09/12/1999	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Analyzes & plans comprehensive security & law enforcement program, participates in policy development & operating procedures, develops operating procedures & plans for allocation of manpower & equipment & supervises police sergeants, police officers, security officers & other supportive personnel.

Interprets & enforces law enforcement rules & regulations, arrests violators & testifies in court, conducts & directs others in criminal & administrative investigations, interviews patients, staff & others as required, evaluates findings & restrains aggressive residents.

Performs variety of routine & non-routine administrative duties (e.g., prepares & submits regular reports, attends committee meetings, arranges for ordering, inspection, maintenance & registration of vehicles, distributes keys).

Develops & promotes public confidence & support, establishes & maintains good working relationships with department heads, community officials, other law enforcement agencies & courts; responds to inquiries; develops & conducts public information programs & participates in press conferences.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of security & safety procedures & techniques; criminal/civil investigations & techniques; management policies & procedures\*; supervisory principles & techniques; state & federal regulations, policies & procedures related to law enforcement; public relations\*. Skill in operation of police equipment; operation of firearms. Ability to deal with multiple variables & determine specific course of action; ability to handle sensitive contacts with public & government officials; review & write technical & management level reports relating to police work.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires possession of certificate of having successfully completed approved basic peace officer training program or completion of 20 years active duty as peace officer per Section 109.78(D) of Ohio revised code; 1 course or 3 mos. exp. in supervisory principles/techniques; 4 mos. exp. as Police Sergeant, 26613, or 8 mos. exp. as law enforcement or security officer when applicant did not obtain certificate as result of 20 years of active police service; valid driver's license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Satisfactory completion of mandated topics with Ohio Peace Officer Training Commission.

**UNUSUAL WORKING CONDITIONS:**

May work weekends & nights; works outside exposed to weather; subject to call in emergency situations; exposed to unpredictable client behavior.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Police Chief	26617	EX	09/12/1999	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs all activities of comprehensive law enforcement & security program, plans, organizes & reviews security & law enforcement operations, develops operating procedures, establishes & implements policies, prepares & reviews budgets & screens expenditures, interprets & enforces laws, rules & regulations, supervises police lieutenants, police sergeants, police officers & other supportive personnel, provides formal employee training, safeguards recovered property, criminal evidence & contraband & returns or destroys as provided by law.

Conducts investigations for all criminal violations & violations of department policies; apprehends & arrests violators & testifies in court.

Establishes & maintains close working relationship with department heads, administrative officials, other law enforcement agencies & courts; researches changes in laws & rules applicable to law enforcement & safety programs; attends committee meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of security & police administration; supervisory principles & techniques; budgeting; criminal/civil investigation techniques; state & federal regulations, policies & procedures related to law enforcement; public relations. Skill in operation of police equipment; operation of firearms. Ability to deal with complex variables & determine priority for course of action; handle sensitive contacts with public & government officials; review & write technical and administrative reports relating to police work.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires possession of certificate of having successfully completed approved peace officer training program or completion of 20 yrs. active duty as peace officer per Section 109.78(D) of revised code; 1 course or 3 mos. exp. in management; 4 mos. exp. as Police Lieutenant, 26615, or 12 mos. exp. as law enforcement or security officer when applicant did not obtain certificate as result of 20 yrs. active police service; valid driver's license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Satisfactory completion of mandated topics with Ohio Peace Officer Training Commission.

**UNUSUAL WORKING CONDITIONS:**

Subject to call on evenings & weekends; may work outside exposed to weather; exposed to unpredictable client behavior.