



**Date of Notice: April 8, 2022**

**Butler Township Police Department  
Notice of Open Positions**

**Police Officer / Lateral Entry**

**Minimum Qualifications:**

- Current Police Officer Certification by the Ohio Peace Officers Training Commission
  - 2 years of Full Time Service as a Police Officer from an agency with a similar call load.
- US Citizen & at least 21 years old
- HS Graduate or GED
- Valid Ohio Driver's License; good driving record
- Eye sight correctable to 20/30
- Possess the physical ability to perform the tasks associated with the position
- No previous felony convictions

**Scope of Selection Process:**

- **Oral Interview(s) Panel**

Applicants will participate in a structured oral panel interview and then ranked. The panel will generally consist of members of the Butler Township Police Department. In addition to police department personnel, the panel may consist of other township administrative staff, local citizens, or school and community leaders.
- **Background Investigation**

A thorough background investigation will be completed on each candidate advancing to this phase of the process. The purpose of the background investigation and record check is to assist the township in reaching a determination regarding each candidate's suitability for employment. Each candidate must complete a Background Investigation Questionnaire and sign a release authorizing the department to obtain personal, legal, civil, work, credit history, or other information deemed pertinent to the background investigation. Each candidate will submit fingerprints for state and federal screening. The

background investigation consists of , but is not necessarily limited to, the following:

- Verification of the candidate's credentials, education, achievements, past and present employment, age, residence, citizenship, and driver's license;
- Interviews with past and present employers, neighbors, school officials, and personal references;
- A review of each candidate's history (i.e. criminal, civil, traffic, family, military, gambling, and substance abuse);

The township may use the findings, in combination with the results of the other phases of the process, to determine whether a candidate should be disqualified from the process or should be given further consideration.

- **Computer Voice Stress Analysis (CVSA)**

A trained and certified CVSA examiner will administer a CVSA examination to those candidates advancing to the phase of this process. The results of the CVSA examination will not be a single determination of employment status; however, any finding of deception to relevant questions during any part of the CVSA examination may eliminate the candidate from further consideration.

- **Physical/Medical Exam/Pre-Employment Drug Screen**

Each candidate that is offered a conditional offer of employment shall complete a thorough physical/medical examination. The examination is to ensure a candidate possesses the general health status necessary to perform the essential job functions of a police officer and that no medical condition exists that would pose a direct threat to the health or safety of the candidate or others.

Each candidate that is offered a conditional offer of employment shall complete a pre-employment drug screen.

- **Psychological Exam**

A qualified psychological or psychiatric professional will conduct a complete and thorough psychological evaluation. Each candidate will be administered a variety of psychological tests and participate in a variety of procedures and exercises, the purpose of which will be to identify a variety of personality, emotional, and psychological characteristics, traits, qualities, attributes and tendencies. Candidates who possess identifiable personality, emotional, and psychological characteristics, traits, qualities, attributes or tendencies which in the judgment of the consulting psychological or psychiatric professional reflect a significant potential for unacceptable or undesirable performance of the essential function of the job or would pose a direct threat to the candidate's own health or safety or that of others, will not be considered for employment.

### **Nature of Work:**

Employees in this class are responsible for protection of life and property, prevention of crime, apprehension of criminals, and general enforcement of laws and ordinances.

Work is performed in accordance with Department rules and regulations, and normally consists of duties and routine patrol and both initial and follow-up investigations. Work involves an element of personal danger. Employees must be able to act without direct supervision and to exercise independent discretion in meeting emergencies; however, advice and consultation from a superior officer is usually available.

### **Summary of Benefits**

- **Hours of Work:** Full-time employees work 8.5 hour shifts, 5 days on, 2 days off, 5 days on, 3 days off. Current shifts are 2130-0600 (first watch), 0530-1400 (second watch), and 1330-2200 (third watch).
- **Sick Leave:** Employees accrue 4.6 hours of sick leave per pay period. Employees are entitled to accumulate an unlimited amount of sick leave.
  - **Wellness Incentive:** Employees may earn one (1) additional wellness incentive day for every four (4) months of the year, for not utilizing any sick time for a four (4) month period.
- **Compensatory Time:** Employees may elect to receive compensatory (comp) time in lieu of overtime payment. Employees may accrue a maximum of 100 hours of comp time.
- **Court Time:** Employees will be paid a minimum of 3 hours overtime for court appearances on their off time not connected to their shift.
- **Holidays:** The Township observes 11 holidays. All employees earn eight (8) hours of Holiday Pay for each holiday, paid in a lump sum with the first pay period in October of each year. Employees who work a scheduled shift on a holiday will receive compensation at two (2) times their straight hourly base rate of pay for hours worked, in addition to their eight (8) hours of Holiday pay.
- **Vacation Leave:** Full-time employees earn vacation leave according to the schedule below. Vacation leave is accrued at the start of employment; however, an employee is not eligible to use vacation leave until their probationary period has been successfully completed.
  - **1-4 years:** 85 hours (2 weeks)
  - **5-11 years:** 127.5 hours (3 weeks)
  - **12-19 years:** 170 hours (4 weeks)
  - **20 or more years:** 212.5 hours (5 weeks)

**Vacation leave can be accrued up to the limits above.** Any vacation accrued over the above limits must be used before the employee's anniversary date. (Example: you earn 85 hours during your first year. By your 2<sup>nd</sup> anniversary date, you have to have used the 85 hours you earned during your first year.)

- **Personal Absence (PA) Days:** After completing 1 year of service, all employees are entitled to 3 personal days each calendar year.
- **Health & Life Insurance:** The Township provides health insurance coverage and benefits as provided to all other township employees. Employees are responsible to pay 15% of the premium cost of coverage. Dental and Vision are included. The Township provides a group term life insurance policy for each

employee that equals one time your annual salary to a maximum of \$120,000.

- **Uniforms/Equipment:** The Township provides all uniforms, duty gear, bullet resistant vest, and a firearm. In addition to the issued uniforms, the Township provides external load-bearing vests, and permits officers to wear facial hair and display non-offensive tattoos.

**Salary Range:** \$61,921 to \$72,404 per year

**Application Process:**

The application process begins with submission of a current Resume along with completion of the Butler Township Employment Application. Application Packets may be picked up at the Butler Township Offices located at 3510 Sudachi Dr. Dayton, Ohio 45414 or obtained online at [www.butlertownship.com](http://www.butlertownship.com). Applicants meeting the minimum qualification will be emailed a Background Investigation Questionnaire. Questions or inquiries may be addressed to [police@butlertownship.com](mailto:police@butlertownship.com).

**Application deadline is 4:00 PM, Friday, April 29, 2022.**

**Butler Township is an Equal Opportunity Employer**