



# BRUNSWICK HILLS POLICE DEPARTMENT

TIM SOPKOVICH  
Chief of Police

505 Substation Rd  
Brunswick Hills, Ohio 44212  
[www.brunswickhillspolice.org](http://www.brunswickhillspolice.org)

Phone 330-273-3722  
Fax 330-273-2721

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## Police Officer Recruitment and Selection

Sworn Police Officers of this department are discernible representatives of Brunswick Hills Township, accountable to the citizens they serve. They are responsible for protecting and serving the public and are trusted with substantial authority to carry out these responsibilities. The public has the right to expect that such authority and trust be placed in only those individuals of the highest caliber who have demonstrated by their conduct that they can uphold and enforce the law fairly and impartially within the scope of their authority.

In an effort to maintain an equitable standard for hiring applicants for the position of Police Officer, the following minimum guidelines have been established. Failing to meet any of the standards will NOT result in the rejection of your application. These guidelines are not all-inclusive but are among the principal factors to be considered by the hiring authority of the Brunswick Hills Police Department in evaluating an applicant's candidacy. Candidates may be considered for disqualification for conduct which is not specifically outlined in these guidelines. Circumstances surrounding certain events within an applicant's background which may be considered disputable will be subject to examination by the hiring authority.

Brunswick Hills Township is a Non-discrimination and Equal Opportunity Employer that will provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

This information is being provided to help applicants decide if they wish to continue processing for the position for Police Officer.

### **A. REQUIREMENTS**

- High School diploma, GED, or equivalent certification
- 21 years old at time of appointment
- Peace Officer Certification meeting all requirements of the Ohio Peace Officer Training Academy, (ORC § 109.73).
- Valid State of Ohio Driver's License and proof of current insurance
- Must be a United States citizen
- No conviction of a felony or serious misdemeanor

- Must be physically capable of successfully performing the essential job functions of the Police Officer classification and be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others.
- Visual acuity must be correctable to 20/20 and vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.
- Hearing level shall not exceed 30 decibels of loss at any of the following frequencies: 500 Hz, 1000 Hz, 2000 Hz, & 3000 Hz in each ear.

## **B. HIRING PROCESS**

### **1. Announcement / Advertisement & Applications**

- Formal applications will be accepted through the joint Medina Township Testing Web Site.
- Each applicant will be required to complete the online Employment Application.
- Without the completion of the online Employment Application, the candidate will not be given further consideration for employment with the Township.
- Upon completion of the online Employment Application, each candidate will receive notification of receipts of the application materials as well as his/hers status with respect to his/hers eligibility to participate in the written examination.

### **2. Written Examination**

- A written examination will be obtained from an established, recognized, and credible test development organization.
- In order to increase testing integrity, each candidate shall be required to show at least one source of identification containing his/hers picture at the time of the examination.
- Testing start times will be strictly enforced. No Applicants will be allowed to enter the testing area after the scheduled start time.

### **3. Physical Fitness Assessment**

- Each applicant who scores 70 % or higher on the written exam shall be required to complete a Physical Fitness Assessment to determine his/her readiness by OPOTA standards. **Candidates who are eligible to complete the Physical Fitness Assessment will be notified of the date, time and location.**

#### **4. Panel Interview**

- Candidates finishing in at least the top twenty (20) places on the preliminary examination will participate in a structured panel interview. Panel members include the Chief of Police and the Field Training Sergeant, and one (1) Officer.

#### **5. Eligibility List**

- Applicants that successfully complete the Written, Physical Fitness Assessment and Panel Interview will be placed on an Eligibility List and ranked highest to lowest.
- Continued eligibility will be conditional upon successful completion of the remaining components of the selection process as described in the remainder of this Administrative Order. Candidates who are disqualified during subsequent phases of the selection process will be removed from the Preliminary and/or Final Eligibility List, as applicable.
- The Preliminary and/or Final Eligibility List will be valid until completion of the current recruitment and selection process at which time vacancy(ies) have been filled. The Preliminary and/or Final Eligibility List may also be extended for an additional period by the Chief of Police.

#### **6. Brunswick Hills Personal History Statement**

- Brunswick Hills Personal History Statements will be provided to the applicants to be completed and returned to the Department.

#### **7. Background Investigation and Record Check**

- The Chief of Police, or his or her designee, will initiate a full background investigation on the following mandatory checks, Criminal Record, Employee History, Financial Standing, Military History, Theft, Drug usage /Possession/Distribution, Gambling, Driving History.
- Findings of the background investigation may be used in combination with the results of other phases of the process in determining whether a candidate should be disqualified from the process or should be given further consideration.
- The findings of the investigator may, also, themselves alone be used as a reason for disqualification from the process if the nature of these findings warrants disqualification.
- The candidates who have successfully participated in and completed all selection process components leading up to the final interview stage of the selection process will be placed on a Final Eligibility List.

#### **8. Interview with the Brunswick Hills Board of Trustees**

#### **9. Conditional Offer of Employment**

- Candidates are notified that the Brunswick Hills Township Police is extending them a conditional offer of employment. Certain conditions must be met prior to their employment. Conditions of employment include successful completion of the following:
  1. Pre-employment Police Officer Medical Exam.
  2. Polygraph Examination
  3. Psychological Evaluation and Interview
  4. Pre-employment Drug Screen
  5. Full Background Investigation
  6. Appointment would be probationary in nature for a period of at least one (1) year from the beginning of the field officer training program

### **C. CRIMINAL HISTORY / ACTIVITY**

**FELONY CONVICTIONS.** All applicants for the position of Police Officer shall be subject to a check of their criminal history as recorded by Federal, State, County, City, Foreign or other government body. No applicant for the position of Police Officer shall have been convicted for a criminal offense classified as a felony within his / her lifetime.

**MISDEMEANOR CONVICTIONS.** Applicants for the position of Police Officer , who have been convicted of a serious misdemeanor offense within their lifetime, shall be deemed unacceptable. The nature of the offense(s) committed must have not been associated with crimes denoting moral turpitude or disrespect for law enforcement authorities or crimes of an aggravated nature, including but not limited to crimes against public order and safety, public morals and standards, sexual offenses, domestic violence, crimes against children, etc. For the purpose of this section, violations of traffic laws are not included. The hiring authority will examine the applicant's involvement on a case by case basis.

**DOMESTIC VIOLENCE.** Applicants for the position of Police Officer who have been convicted for a crime of domestic violence of the degree of felony or misdemeanor or repeated past history of reported family violence shall be unacceptable.

### **D. EMPLOYEE HISTORY**

**TERMINATIONS.** Applicants for the position of Police Officer may not have been involuntary terminated and/or discharged from a place of employment more than three times within the five-year period preceding the date of the applicant's hiring process. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment. Applicants who have been terminated for cause or resigned in lieu of discipline from a federal, state, county, or municipal Civil Service are unacceptable. Applicants whose Ohio Peace Officer Training Academy (or similar state agency) records reflect adverse findings, are not acceptable.

**STABLE EMPLOYMENT.** Applicants for the position of Police Officer should have a stable employment history. The quantity and type of employment history required is at the discretion of the hiring authority.

## **E. FINANCIAL STANDING**

**CURRENT STATUS.** Applicants for the position of Police Officer must be in good credit standing having no debts currently assigned to collections with a history that reflects no pattern of credit instability. Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq). The applicant must not have a pending garnishment or judgment which may cause undue hardship while employed with this agency. No personal state or federal tax liability unless applicant on approved payment plan. The hiring authority shall determine the status of applicant's credit history on a case by case basis.

**BANKRUPTCIES.** Applicants for the position of Police Officer must not have filed bankruptcy more than one time within the ten-year period prior to the initiation of the individual hiring process. Applicants may not have a bankruptcy in progress. Applicants currently under a granted bankruptcy which is part of a repayment plan are not affected by this section.

**LAWSUITS.** Applicants who are the plaintiff or defendant in any pending lawsuit involving liability or damages will have their situation evaluated independently by the hiring authority. Divorces are not included in this section.

## **F. THEFTS**

**FELONY THEFTS.** No applicant for the position of Police Officer shall have ever been involved in a theft of a felony nature. The standard for determining the class of the theft shall be the Ohio Revised Code which was in effect at the time of the theft. This applies to both detected and undetected thefts.

**MISDEMEANOR THEFTS.** No applicant for the position of Police Officer shall have been involved in a pattern of thefts of a misdemeanor nature within his / her lifetime. The applicable Ohio Revised Code in effect at the time of the commission of the theft will be the determining factor of whether or not the theft was a felony or a misdemeanor. The hiring authority will examine the applicant's involvement on a case by case basis.

## **G. MILITARY HISTORY**

**VETERANS PREFERENCE.** Veterans or reservists of the United States Armed Forces who are residents of Ohio, separated from the armed forces under honorable conditions following more than six months of active duty and are candidates for job openings shall receive preference as applicable (ORC § 124.23(C)). In the event that ratings are equal, candidates who are eligible for veteran's preference shall receive priority in rank on eligibility lists and in original appointments over non-veterans on the list. Ties among veterans or reservists shall be decided by priority of filing the application. A tie between a veteran and a reservist shall be decided in favor of the veteran (ORC § 124.26).

**CHARACTER OF DISCHARGE.** Applicants for the position of Police Officer who have served in the armed forces of the United States or of foreign governments will not be considered with a dishonorable discharge.

**DISCIPLINARY ACTIONS WHILE IN THE MILITARY.** The military records of applicants for the position of Police Officer must not show a pattern of violations under the Uniform Code of Military Justice including punitive judgments or punishments, i e. Article 15, Captain's Mast, etc. Applicants must have never been convicted by a General or Special court martial that would be the equivalent to a felony under the Ohio Revised Code.

## **H. GAMBLING HABITS**

COMMERCIAL GAMBLING. Applicants for the position of Police Officer must not have a history of involvement in illegal commercial gambling, bookmaking, loan sharking, or related activities. No convictions of a gambling offense, within the last five years.

GAMBLING DEBTS. Applicants must not have current debts owed to any agency, firm, organization, or person for gambling debts.

## **I. DRUG USAGE / POSSESSION / DISTRIBUTION**

CONVICTIONS FOR DRUG RELATED VIOLATIONS. No applicant for the position of Police Officer may have in his / her lifetime, any convictions for any type drug use, possession, sale, or, involvement. First Offender treatments are considered convictions.

ILLEGAL DRUG ACTIVITY. The following sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the Brunswick Hills Police Department to maintain a drug-free workplace and the public integrity necessary to accomplish the law enforcement missions. Applicants who do not meet the listed criteria should not apply for the position of Police Officer .

### **CRITERIA:**

You can easily determine whether you meet the Brunswick Hills Police Departments illegal drug criteria by answering the following questions:

- Have you used marijuana at all within the last three years?
- Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all in the past 10 years?
- Have you ever sold any illegal drug?
- Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?
- Have you ever used any prescription drug in its original intended manner, but without the proper prescription or legal justification for use within one year (12 months) preceding the date of the preliminary application?
- Have you ever used any prescription drug or used a legally obtained substance in a manner for which it was not intended within three years (36 months) preceding the date of the preliminary application for employment?

If you answered Yes to any of these questions, you are not eligible for the position of Police Officer with the Brunswick Hills Police Department at this time.

## **J. DRIVER'S HISTORY**

DRIVER'S LICENSE. Applicant for the position of Police Officer shall have a valid driver's license. No more than one suspension or revocation of a driver's license in the last three years due to points violation, or Financial Responsibility Act violation or by the court preceding the date of the preliminary application.

**DRIVER'S LICENSE RESTRICTIONS.** Applicants' driver's license shall not contain restrictions which would hinder or restrict their ability to operate emergency vehicles in accordance with the policies of this department and the laws of this state.

**ASSESSED POINTS.** The driver's license of applicants for the position of Police Officer shall not have been assessed more than six (6) Points at the time of the initiation of their individual hiring process

**DRIVING UNDER THE INFLUENCE.** No applicant for the position of Police Officer can have been convicted for the offense of Driving Under the Influence more than one time within his/her driving history. That conviction cannot have occurred within the 10 year period prior to the initiation of the hiring process.

**PROHIBITED TRAFFIC CONVICTIONS.** Applicants for the position of Police Officer who have had within their driving history, convictions or pleas for the offenses of Hit and Run (or similar statute), Homicide by Vehicle, Attempting to Elude, or Habitual Violator, shall not be acceptable. In addition, Police Officer applicants must not have had a conviction of Reckless Driving or Racing within the five year period preceding the date of the initiation of the applicant's hiring process. No involvement as a driver in two or more chargeable (at Fault) collisions within three years prior to date of application. No applicant may have a driving history which reflects a recurring pattern of traffic violations which may represent a perpetual disrespect for traffic laws.

#### **K. POSSIBLE DISQUALIFICATIONS**

**The following occurrences, incidents, events, conduct or behaviors in an applicant's background may result in disqualification from the selection process:**

- Failure to return Personal History Statement, or to respond to phone calls or correspondence from Background personnel.
- Failure to appear for pre-interview, interview, and oral board.
- Felony conviction;
- Admission of an adult offense defined as a felony in the Ohio Revised Code (ORC);
- Admission or conviction of a juvenile offense for aggravated felony as defined by the Ohio Revised Code (ORC);
- Fraudulent activity (i.e. filing fraudulent insurance claims or fraudulent applications for Worker's Compensation, welfare, unemployment compensation or other public assistance programs);
- Conviction as an adult for M-1 or M-2 misdemeanors as listed in the ORC;
- Conviction as a juvenile for M-1 or M-2 misdemeanors as listed in the ORC (does not include traffic or minor misdemeanors);
- Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the ORC;
- A pattern of theft offenses or admission of such a pattern;

- Conviction of a gambling offense (“gambling” as defined by federal, state or local law);
- Engaging in the promotion of illegal gambling activity wherein the applicant gains a financial benefit;
- Illegal use or sale of controlled substances and/or conviction for controlled substance violations;
- Abuse of alcohol and/or chemical agents/solvent-based substances;
- Verified or admitted physical or emotional abuse of one’s spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one has lived or has had a relationship;
- Non-compliance with a court order or legal contract to provide child support, alimony, or other financial responsibility determined by a finding of any court of law;
- Intentional violation of any protective or temporary restraining order as determined by a court of law;
- Verified or admitted sexual abuse of one’s spouse, ex-spouse, child, stepchild, parent, or other relative or person with whom one has lived or has had a relationship;
- Poor work record, especially a discharge or resignation in lieu of discipline from a criminal justice occupation;
- Poor driving record (i.e. numerous accidents or numerous convictions for moving traffic violations, suspension of driver’s license);
- Numerous debts which are not being regularly paid-off
- Failure or refusal to answer or respond to oral or written questions during any phase of the selection process.
- Failure to appear for polygraph examination and/ or attempt to distort the polygraph examination results.
- Other related and/or similar occurrences, incidents, events, conduct, or behaviors that would be unacceptable or undesirable in a Police Officer given the power and responsibilities incumbent to the position

**L. CONDITIONAL OFFER OF EMPLOYMENT**

- Applicants selected for available vacancies, shall be extended (both verbally and in writing) a conditional offer of employment and, at that time, be advised that they will be appointed based on the condition that they pass a polygraph examination, full background investigation, psychological evaluation, medical examination, and a drug test, and that their appointments would be probationary in nature for a period of at least one (1) year.



## **M. POLYGRAPH EXAMINATION**

1. Concurrent with the background investigation and record check phase of the process, a polygraph examination shall be administered by a trained and certified polygraph examiner.
2. The subject areas to be explored by the polygraph examiner during the examination will include employment history, general background, personal conduct, childhood, educational history, illegal drug use, criminal activity resulting from illegal drug use, criminal activity resulting from alcohol use, gambling activity, driving history, military history, arrest record (juvenile and adult), general criminal activity, theft, fighting, and criminal sexual activity.
3. Admissions concerning inappropriate or illegal conduct/behavior made during the polygraph examination shall be scrutinized for the purpose of determining the applicant's continued eligibility.
4. The applicant may or may not be advised of the results of the polygraph by the examiner upon completion of the exam.
5. A finding regarding whether the applicant has been truthful during the polygraph exam shall not be used as a single determinant of continued eligibility. However, deception to relevant questions during any part of the polygraph exam that is corroborated by other investigative means may be used as the basis for disqualification.

## **N. PSYCHOLOGICAL EVALUATION**

1. A psychological evaluation shall be conducted on each candidate to whom a conditional offer of employment has been extended. The purpose of this psychological evaluation shall be to determine whether the candidate possesses an appropriate, acceptable, or desirable psychological, emotional, and personality profile, and/or the appropriate, acceptable, and desirable characteristics, traits, qualities, attributes, tendencies, etc. to perform the essential functions of the Police Officer position and with no direct threat to the candidate's own health or safety or that of others.
2. Each candidate shall be administered a variety of psychological tests and participate in a variety of procedures and exercises, the purpose of which shall be to identify a variety of personality, emotional, and psychological characteristics, traits, qualities, attributes, tendencies, etc. Candidates who possess identifiable personality, emotional, and psychological characteristics, traits, qualities, attributes, tendencies, etc. which, in the judgment of the Township's consulting psychological or psychiatric professional and/or the Chief of Police and or his/her designee, reflect a significant potential for unacceptable or undesirable performance of the essential functions of the job or would pose a direct threat to the candidate's own health or safety or that of others, may result in a revocation of the conditional employment offer. In particular, the following characteristics, traits, qualities, attributes, tendencies, etc. are considered to be unacceptable, undesirable, or inappropriate, and may result in revocation of a conditional employment offer:
  - Anti-social behavioral patterns and attitudes;
  - Quick temperedness";

- Inability/unwillingness to accept super-vision and to carry out orders of a superior;
  - Lack of compassion, sympathy;
  - Low level of self-esteem or confidence; or an inordinately high level of same;
  - Deceptiveness in answering questions;
  - Inability to accept constructive criticism;
  - Inability to deal with verbal abuse in a proper and effective manner;
  - Inability to deal effectively with the stress inherent to police work;
  - Racial/sexual prejudice; and,
  - Other related and/or similar traits, tendencies, characteristics, qualities, or attributes that would be unacceptable, undesirable, or inappropriate in a Police Officer given
3. The purpose of administering a variety of psychological tests and having each candidate participate in a variety of procedures and exercises is to; furthermore, determine whether each candidate has the ability to endure the stress associated with the nature of the job.
  4. The psychological evaluation shall be conducted by qualified psychological or psychiatric professionals.

#### **O. MEDICAL EXAMINATION**

1. A complete and thorough medical examination shall be conducted on each candidate to whom a conditional offer of employment has been extended. The medical examination shall be conducted by a licensed physician, as selected by the Township of Brunswick Hills, and shall be at the Townships expense. The medical examination shall be administered for the purpose of ensuring that a candidate possesses the general health status necessary to perform the essential job functions of the Police Officer job classification in the Township of Brunswick Hills and that no medical condition exists that would pose a direct threat to the health or safety of himself/herself or others.
2. The candidate shall be certified by the Township's examining physician as being in good general health and free of any medical conditions which would pose a direct threat to the health or safety of himself/herself or others, or which may preclude the candidate from performing the essential job functions of a Brunswick Hills Police Officer; generally accepted medical and health standards shall be the basis of this examination process.
3. The Township of Brunswick Hills examining physician (and his assistants) shall examine candidates for the position of Police Officer based in part upon the following general requirements. A candidate may be disqualified if he/she fails to meet any valid requirement, including the following, if such failure would preclude that candidate from performing the essential job functions of the Police Officer job classification or would pose a direct threat to the health or safety of himself/herself or others:

- a. Candidate shall be free of cardiovascular and pulmonary diseases;
  - b. Vision requirements are based on vision acuity, depth perception and color perception; a candidate shall have both eyes correctable to 20/20 by use of eyeglasses or contact lenses; there shall be no disease of the eye; vision must be free of color deficiencies;
  - c. Candidate shall be free of parasitic and systemic skin disease;
  - d. There shall be no evidence of intemperate or illegal use of stimulants, depressants or other drugs;
  - e. There shall be no obstruction to free breathing, or severe sinus disease;
  - f. There shall be no serious disease of the ear, nose, or throat; candidate should possess normal hearing in both ears without Hearing Aids;
  - g. There shall be no actual or potential hernia or lower back problem(s);
  - h. Each candidate shall possess an index, middle, and ring finger and thumb on each hand;
  - i. The brain and nervous system shall be free from defects; there shall be no epilepsy; and,
  - j. The kidneys shall be healthy; the urine normal.
4. Results of the medical examination shall be submitted to the Chief of Police or his/her designee for consideration. The results of medical examinations shall be kept strictly confidential in a separate medical file.

**P. DRUG TESTING**

- 1. Each candidate to whom a conditional offer of employment is extended shall be required to submit to and pass a urinalysis to detect the presence of illegal drugs, or legal drugs which may have been obtained and used illegally, in his/her system.
- 2. It is the policy of the Township not to appoint any candidate who does not consent to a drug test or whose test results are confirmed to be positive for the presence of illegal drugs or legal drugs for which the candidate cannot submit sufficient proof that such drugs were legally obtained or used.
- 3. At the time of application and prior to the testing of any candidate, the candidate shall be advised that a drug test is a required part of the Townships selection process and that said test will be administered only after the extension of a conditional offer of employment; that after the extension of said conditional offer, he/she will be required to submit to and pass such a test in order to be appointed; that the test will screen for the presence of drugs in his/her bodily fluids; that he/she will be provided the opportunity to identify any recent legally prescribed drug use which might be detected in the test results (such explanation shall be sought and accepted only after the candidate has been extended a conditional offer of employment); and that he/she is required to sign the Pre-Employment Drug Testing Consent, which includes consent that notice of the test results will be provided to Brunswick Hills Police Department.

4. Each candidate to whom a drug test is administered shall be notified of the test results and be advised whether he/she will be disqualified due to said results. Any explanation a candidate may have as to why a positive test result was obtained shall be carefully considered.
5. Drug testing shall be conducted in the following manner:
  - a. No candidate shall be administered a drug test until he/she has been extended a conditional offer of employment; the conditional nature of the offer shall be that appointment is contingent upon passage of a drug test.
  - b. After notifying a candidate that he/she will be appointed contingent upon passage of a drug test, and only after he/she has consented to testing, he/she shall be directed to an authorized collection site where, after showing proper identification, a urine specimen shall be collected. Sites authorized for the collection of specimens shall be selected at the sole discretion of the Chief of Police or his/her designee.
  - c. In screening for the presence of drugs, generally accepted screening procedures shall be used and the threshold level for determination shall be established in accordance with generally accepted medical procedures and existing laws and/or regulations. If the presence of drugs is found in the specimen, that specimen shall be submitted for further verification (confirmatory) testing.
  - d. After the initial screening and confirmatory screening (if applicable) has been completed, the results shall be provided to the Chief of Police or his/her designee.

**Q. UNCONDITIONAL OFFER OF EMPLOYMENT**

1. Upon passage of the required psychological evaluation, medical examination, physical assessment and drug test, the Chief of Police or his/her designee shall notify each selected candidate (both verbally and in writing) that the above referenced conditions have been satisfied and that the offer is unconditional in nature.
2. A start date shall then be identified for each selected candidate and notification of such shall be provided to the Brunswick Hills Board of Trustees.

**R. APPOINTMENT & PROBATIONARY PERIOD**

1. Upon written acceptance of the Township's employment offer by the selected candidate, the candidate shall be appointed to the position in probationary status for a period of at least one (1) year from date of such appointment.
2. The purpose of the probationary period shall be to provide the new employee with the opportunity to demonstrate that he/she has the knowledge, skills, abilities, work habits and other attributes necessary to obtain "regular" employment status.
3. An employee shall be retained beyond the probationary period and granted "regular" status only if the performance of the employee has been determined to be "satisfactory". Under certain circumstances, the probationary period may be extended, but only for valid reasons, only after

approval of the Chief of Police, and only for a specified period of time. The probationary period shall not be extended indefinitely. If, upon conclusion of this extended probationary period, the employee's performance is still deemed "unsatisfactory", the employee shall be dismissed from his/her position.

#### **S. WORKING CONDITIONS**

As a Brunswick Hills Police Officer you will and may be required to work under the following conditions.

- Work in a para-military organization that operates under a structured chain of command.
- Enforce the laws of the State of Ohio and the Resolutions of Brunswick Hills Township
- Work any shift and have little choice in vacations, days off, or assignments
- Work weekends and Holidays
- Work outdoors in inclement weather
- Follow the Brunswick Hills Police Department Policy Manual
- Investigate violent or brutal criminal acts
- Investigate traffic crashes
- Provide medical attention
- Deliver death notifications to next of kin
- Encounter hostile environments
- Perform dangerous tasks to assist others
- Complete large amounts of report writing, forms and paperwork
- Arrest individuals for various crimes
- Euthanize animals that have been seriously injured
- Be professional and respectful to the public
- Prepare and present criminal cases to the Prosecutors
- Credibility as a witness and testifying in a court of law
- Carry a firearm and complete yearly qualifications with various other weapons
- Ability to operate a motor vehicle at high speeds

#### **T. COMPENSATION AND BENEFITS**

- 2020 Probationary Wage \$25.00 per hourly hour.
- 2020 Full-time Patrol Wage \$30.95 per hourly  
\* Contract Expires 12-31-2020
- Medical Hospitalization Employees will be responsible for 15% of their premium
- Township provides group term life insurance in the amount of \$50,000.00 for all Police Officers. The full premium for this coverage is paid by the Township
- Ohio Public Employees Retirement System (OPERS) Employee who has prior OPERS or OP&F will be credited with such prior service time for the purpose of computing vacation entitlements.

- Police Officer accrue vacation leave based upon years of qualifying continuous active service with any state government or any political subdivision after completion of the probationary period.

0 Year – 1 Year	40 Hours	1 Week
2 Years – 5 Years	80 Hours	2 Weeks
6 Years – 9 Years	120 Hours	3 Weeks
10 Years – 14 Years	160 Hours	4 Weeks
15 Years or More	200 Hours	5 Weeks

- All Police Officers are entitled to sick leave with leave accrued at the rate of 4.6 hours per pay period, 120 hours per year. Sick leave with pay will accrue without limitation. Any Police Officer who has accrued sick leave with the State of Ohio, or any political subdivision of the State, is entitled to have this accrued sick leave transferred to the Brunswick Hills Township.
- Longevity after completion of five years of full-time service at the rate of \$75.00 per year.
- 10 Paid Holidays
- Effective the first pay period of January of each year each a Police Officer receives 16 hours of personal leave.
- Uniform Allowance of \$1000.00 per year
- Fraternal Order of Police Union Representation

Brunswick Hills Township is an Equal Opportunity Employer