THE VILLAGE OF INDIAN HILL

Job Vacancy Announcement

Patrol Officer (Lateral Entry)

Description

The Village of Indian Hill is currently accepting lateral entry applicants for the position of Patrol Officer. The Police Department for the Village, the Indian Hill Rangers, provides full police services with 25 sworn officers to a predominately residential community covering approximately 20 square miles with a population of 6,087. The position of Patrol Officer serves and protects the lives and property of the people of Indian Hill; enforces law and ordinances; diligently and conscientiously performs patrol of assigned areas by the squad supervisor; responds to all dispatched calls for service within the City, as well as mutual aid requests from other jurisdictions; assists with traffic control, performs investigations, off-duty details and other civic functions. The Village is looking for individuals with a commitment to integrity, service, and excellence.

Minimum Qualifications

Applicants must meet all of the minimum qualifications for lateral entry:

- Must be currently employed as a full-time peace officer possessing an OPOTA peace officer certification. Full-time is defined as continuous employment with a minimum of 32 hours worked weekly.
- Must have performed full-time peace officer duties for a minimum of 5 years and shall not exceed 17 years of experience. Experience shall be in conducting police patrol or other comparable law enforcement duties and responsibilities. Experience as part-time, corrections, court officer, auxiliary or reserve will not be counted as related full-time police patrol experience.
- Must be employed by the State of Ohio or one of its political subdivisions located within the State of Ohio, including counties, townships or municipalities.
- Must possess a valid Ohio Driver's License and must demonstrate excellent driving skills under all driving conditions.
- Must be at least 21 years of age.
- Must have a high school diploma or equivalent.
- Must be a citizen of the United States (permanent residency is not accepted).
- Must be able to meet the health standards and medical examinations pursuant to the rules and regulations of the City of the Village of Indian Hill Code of Ordinances.

Essential Duties and Responsibilities

Preventive Assertive Patrol:

- Protects the lives and property of the people of the City of Indian Hill by enforcing the laws of the state and the ordinances of the City. Officers will uphold the Constitutional rights of all people and enforce laws and ordinances fairly and without bias.
- Patrols an assigned area and concentrate on known trouble spots, special watch notifications and residences that have confidential reports on file.
- Responds to all dispatched calls for service within the City, as well as mutual aid requests from other jurisdictions, while investigating suspicious circumstances and complaints and take the necessary corrective action such as interviewing suspicious persons and completing the field interview report cards.

Traffic Control:

- Controls and regulates the movement of vehicular traffic within the City and observe the flow of traffic to ensure safety, correct violations and issue warnings or citations to violators.
- Investigates traffic accidents, initiate reports and provide any services necessary to resume the normal traffic flow such as arranging for towing service and traffic direction.
- Monitors the roadways for unsafe conditions and take appropriate action to ensure the safety of the public.

Investigations:

- Investigates all police related matters which occur within the jurisdiction and determine what, if any, criminal offense has occurred.
- Reports all such activity in the prescribed manner, gathers and assumes control of evidence, interview witnesses and conduct complete follow-up investigations.
- Whenever necessary, make arrests (misdemeanor and felony) and complete arrest and booking paperwork, filing the criminal charges in the appropriate court system and processing of the prisoner through the booking process as well as transportation to the appropriate detention facility.
- Prosecutes the criminal charges through the appropriate court system and testify, when necessary, in traffic, criminal and civil matters.

Other Services:

- Performs other services to the citizens as they are assigned by supervisory personnel and shall be ever observant for the opportunity to serve the citizens in their professional capacity.
- Maintains good relations with fellow officers, public officials, citizens and other police agencies as part of the patrol operation effort.
- Conducts routine preventive maintenance on departmental and personal equipment and care for all assigned personal and City equipment entrusted to their care.
- Performs civic functions by providing public education and crime prevention information through various programs and provide other public safety information or activities as needed.
- Maintains a highly competent level of job knowledge and proficiency by attending training on a regular basis as provided and assigned by supervisory personnel.
- Completes assigned specialized secondary responsibilities and be responsible for maintaining current knowledge on procedures and up-to-date techniques on the assigned secondary responsibility by attending training as scheduled.
- Performs the duties of desk dispatcher as assigned by the shift supervisor and shall use computer, mobile data computer and other communication devices and systems as necessary to complete the task.
- Completes all special projects, assignments and investigations as assigned by supervisory personnel in a timely fashion.
- Possesses the authority to make decisions in carrying out the daily responsibilities. However, each officer shall be held accountable for the use of such authority. Every officer shall keep the chain of command briefed on unusual and important matters as necessary.

Knowledge, Skills and Abilities

- Must possess an understanding of the modern principles, methods, and procedures of the technical aspects of law enforcement, including criminal investigation and identification, patrol, intelligence, traffic control, police training and public relations as well as a thorough and current knowledge of state and local laws and ordinances and the court decisions that affect their application.
- Possess a thorough knowledge of departmental rules, orders, policies and procedures. Must be familiar with and have a working knowledge of organizational, departmental, administrative, and management programs.

- Possess the ability to prepare, understand and execute complex oral and written instructions and ability to prepare clear and comprehensive reports. Must have the ability to be an effective written and oral communicator, and facilitate the flow of information and influence the outcome of events.
- Possess the ability to communicate and record information utilizing computer programs. Must have a working knowledge of commonly used computer programs and programs particular to the law enforcement profession (RCIC, NCIC and Sundance CAD/RMS).
- Demonstrate the ability to function well under stress and demonstrate stability of performance under pressure, hostility or opposition. Must demonstrate decisiveness and a readiness to make decisions or render judgements, tempered with the ability to reach logical conclusions based on the evidence at hand and then react in an appropriate manner based upon priorities.
- Demonstrate ability to interact in a positive manner to establish and maintain effective working relationships with fellow officers, subordinates, supervisors, residents, other village departments, outside local, state, and federal law enforcement agencies, and the general public. Must accomplish tasks and responsibilities in a community and police organization that is sensitive to a variety of diversified interests and needs.
- Demonstrate and exemplify, personal characteristics of professionalism which provide a standard of excellence for which to strive by members of the entire organization.
- Demonstrate initiative and tenacity to actively influence events rather than passively accepting results of the actions of others. Exhibit good judgement in resolving conflicts among disparate individuals and groups.
- Exhibit and maintain proficiency through training and qualification with on and off duty firearms, other less than lethal weapons as well as proficiency with defensive tactics.
- Ability to periodically engage in strenuous physical activity to make an arrest or to defend oneself or others.
- Must be able and willing to work a rotating schedule, including overtime, special details and off-duty details as needed.
- Ability to meet and maintain the personal hygiene and appearance standards of the department.
- Must be able to meet the health standards and medical examinations pursuant to the rules and regulations of the City of the Village of Indian Hill Code of Ordinances.

Job Benefits

Salary range pursuant to the Ohio Patrolmen's Benevolent Association (OPBA) Collective Bargaining Unit. Lateral hires may be placed at the step commensurate with their current salary, experience, and certification upon the recommendation of the Chief of Police and approval of the City Manager.

Wages effective January 1, 2027:

	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	$44.45	$48.99	$51.44	$54.01	$56.70
Salary	$97,078.80	$106,994.16	$112,344.96	$117,957.84	$123,832.80

Current benefits include:

- 12 hour shifts with shift differential pay for evening and overnight hours worked
- Participation in the Ohio Police and Fire Pension Fund
- Deferred Compensation Plans
- Comprehensive Health, Dental, Vision with employer contribution to Health Savings Account
- Employer paid Basic Life & AD&D in the amount of $75,000

- On-duty workout program and access to Beacon Tactical Performance and Rehabilitation Program/Employee Wellness Program
- Employee Assistance Program
- Education Assistance through Tuition Reimbursement
- 12 Paid Holidays including super holiday compensation for certain holidays
- Paid leave, including vacation, personal, sick and compensatory time including two hours of compensatory time every 14 days (each pay period)
- Longevity pay annually after 5 years of service with the City
- Years of service credit for those candidates who have prior service with other governmental units for vacation leave and eligibility to transfer unused sick leave with written verification from previous employer
- Supplemental Retirement Plan

Application Process

Application packets may be obtained in-person at the Indian Hill Ranger Station, located at 6525 Drake Road, Cincinnati, OH 45243, at any time prior to the application deadline. Completed application packets must be submitted no later than **4:00 p.m. on Friday, December 18, 2026**.

Applications received after the deadline will not be considered.

Applicants must provide a valid email address, which will serve as the primary method of communication throughout the testing process.

Incomplete applications or applications missing any required materials will not be considered. Applicants who do not meet the qualifications for lateral entry will be rejected.

Required Application Materials

Applicants must complete and submit an Application for Employment along with the following:

1. Cover letter and resume outlining previous law enforcement experience and training.
2. Copy of High School Diploma or GED.
3. Copy of educational degree(s) or official transcripts if degree not awarded.
4. Copy of DD Form 214, if applicable for military veterans.
5. Copy of OPOTA Peace Officer Certification or Ohio State Highway Patrol Certification
6. Copy of valid Driver's License.
7. Signed Physical Aptitude and Agility Test Waiver and Release of All Claims Form.

Meeting the minimum entrance qualifications for the lateral entry examination does not guarantee placement on the eligible list or appointment to the position.

Selection and Testing Process

Lateral entry applicants must successfully complete the following additional requirements to be considered for appointment:

1. Physical Aptitude and Agility Test. Applicants must successfully complete a physical aptitude and agility test administered by the Indian Hill Rangers. The physical aptitude and agility test is a pass/fail component of the selection process. Testing is scheduled for: Saturday, January 9, 2027 at 0900 hours.

2. Structured Oral Interview. Applicants who successfully complete the physical aptitude and agility test will participate in a structured oral interview panel conducted by the Indian Hill Rangers Command Staff. The oral examination is rated on a scale of 100 for maximum possible attainment and 70 as the passing grade. These interviews will be conducted at a predetermined date and time. Tentatively scheduled for the week of January 18, 2027.
3. Final Eligibility List. Applicants who successfully complete the testing process will be placed on the final eligibility list in descending order of their examination grade. For each vacancy, the Village may consider the five highest-ranking candidates on the appropriate eligibility list for appointment.
4. Polygraph Examination and Background Investigation. Applicants being considered for appointment must successfully complete a polygraph examination and background investigation. All individuals who apply for appointment to the Indian Hill Rangers must submit to a background investigation. As a prerequisite to the background investigation, applicants must complete a Personal History Questionnaire as a supplemental application. All information provided by applicants must be complete and accurate. Information submitted on the Personal History Questionnaire will be reviewed and evaluated as part of the background investigation.
5. Final Interview. Candidates advancing through the selection process will participate in a final interview with the Appointing Authority and Chief of Police.
6. Conditional Offer of Employment. Following a conditional offer of employment, the successful candidate will be required to complete a medical examination, drug screen, and a psychological evaluation.
7. Additional Evaluation. The Village may utilize any other examination, evaluation, or selection method deemed necessary to determine the qualifications and abilities of an applicant, as determined by the Director of Administrative Services.

Important Information

Applicants are expected to meet the Indian Hill Rangers Police Department Personal Appearance Standards under Policy 1019 at the time of hire. The Chief of Police will not recommend an offer of employment unless the individual meets the following professional appearance directives.

Any established eligibility list is valid for a period of one year from date of certification.

Applicants are responsible for ensuring that all required documentation is submitted with their application packet.

Failure to provide all required materials, failure to meet the minimum qualifications, or failure to successfully complete any required component of the selection process may result in disqualification from further consideration.

Application Deadline:
4:00 p.m., Friday, December 18, 2026

Application Location:
Indian Hill Ranger Station
6525 Drake Road
Cincinnati, Ohio 45243