



Lewisburg Police Department
100 W. Cumberland St.
Lewisburg, Ohio 45338
(937) 962-4677



Job Description

A challenging and rewarding career awaits you as a Police Officer with the Village of Lewisburg Police Department.

The Village of Lewisburg is accepting applications for the position of Police Officer. This process is open to those individuals certified through the Ohio Peace Officer Training Commission (OPOTC). Lewisburg Police Department is a law enforcement agency with a tradition of service excellence and a strong community-oriented policing philosophy. We serve a growing, progressive community situated in the northeastern portion of Preble County, Ohio along Interstate 70. The community has a diverse retail, commercial, and industrial base with an approximate population of 1,800.

Minimum Qualifications

Applicants for the position must meet the following minimum qualifications at the time of appointment:

- Must possess an Ohio Peace Officer Certification through the Ohio Peace Officer Training Academy (OPOTA) and be at least 21 years of age at the time of appointment to Police Officer.
- Lawfully eligible to work in the United States and a citizen of the United States.
- Possess a valid State of Ohio driver's license.
- Possess a high school diploma or GED equivalent.
- Must be able to work a minimum 80-hour biweekly rotational schedule including weekends, evenings, nights and holidays on an assigned shift and available for on-call work.
- Must pass a normal background check, psychological testing, polygraph exam, and drug screening; no conviction record(s) for a felony, domestic violence, or crime of moral turpitude if selected for the position.

Additional Qualifications

- Must maintain a qualifying firearms score.
- Must possess leadership skills, be proficient in problem-solving, have the ability to develop long-range goals and objectives, and have strong communications and interpersonal skills.
- Exercise reasonable judgment in determining probable cause to arrest, search or use force.
- Be able to effect an arrest using force if necessary, use weapons, hands, and feet and other approved self-defense weapons.
- Must be able to perform searches of people, vehicles, and buildings and conduct visual and audio surveillance.
- Must be able to gather information, interview victims, witnesses, and suspects.
- Must be able to operate a patrol cruiser including rapid entrance and exits as well as at night or in fog, snow, rain, or other such conditions.
- Must be able to pursue fleeing suspects and perform rescue operations which may require lifting, carrying, dragging, and climbing.
- Must be able to communicate effectively, and coherently over law enforcement radio channels while responding to the communication.
- Must be able to process and transport prisoners, including those who are mentally or physically impaired.
- Must be able to communicate effectively in court and other formal settings.



Lewisburg Police Department
100 W. Cumberland St.
Lewisburg, Ohio 45338
(937) 962-4677



- Ability to think critically and operate judiciously under pressure as well as endure verbal and mentally challenging situations.
- Must be able to write reports, including sketches and diagrams using appropriate English and grammar and type accurately on a computer keyboard.
- Must be able to take photographs when required.
- Must be able to read and comprehend legal documents.
- Must be able to operate or use a fire extinguisher (used to extinguish small fires), and other safety equipment.

Applicant Disqualification

The following background occurrences or combination of occurrences are examples that may result in rejection of an applicant's consideration:

- Felony conviction
- Conviction for drug related violations and/or use of illegal drugs
- Conviction for any crime of violence (misdemeanor included)
- Abuse of alcohol and/or drugs
- Anti-Social behavior
- Poor work record
- Poor driving record
- Dishonorable discharge from the military

Salary and Benefits

The successful applicant will receive salary and benefits that compare favorably with those offered in business or industry. The starting salary range based on experience is \$16.55-\$23.40. Police Officers receive paid vacations, twelve paid holidays, bonus time for working on holidays, as well as opportunities for overtime and/or compensatory time.

Additional benefits include:

- Group Medical Insurance for individual or family
- Group Life Insurance
- Health Savings Account Contributions
- Enrollment in Ohio Police & Fire Retirement System

Application Process

Applicants must submit a resume to the Assistant Chief of Police (gparker@lewisburgpolice.com) along with documentation of their OPOTA appointment certification. Those who successfully complete the Background Investigation/Pre-Employment CVSA Examination will be invited for an oral interview with the Chief of Police. The Chief of Police may choose any number of applicants to interview from the eligibility list depending on the number of current or anticipated vacancies. The Chief may also choose not to conduct interviews until a vacancy occurs.

If an applicant is chosen, the Chief of Police will forward a recommendation to the Village Manager for consideration. If a conditional offer of employment is extended to the applicant, they will participate in the remaining phases of the hiring process.