



## City of Upper Arlington Police Officer

|                     |                                     |                     |                                                |
|---------------------|-------------------------------------|---------------------|------------------------------------------------|
| <b>SALARY</b>       | \$77,801.86 - \$121,913.68 Annually | <b>LOCATION</b>     | 3600 Tremont Rd, Upper Arlington, OH 43221, OH |
| <b>JOB TYPE</b>     | Regular, Full-Time                  | <b>JOB NUMBER</b>   | 00997                                          |
| <b>DEPARTMENT</b>   | Police                              | <b>OPENING DATE</b> | 08/18/2026                                     |
| <b>CLOSING DATE</b> | 9/10/2026 11:59 PM Eastern          |                     |                                                |

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### Description

**JOB RESPONSIBILITIES:** Under the direct supervision of Patrol Sergeant, responsible for preserving the peace, the protection of life and property, law enforcement, implementation of crime prevention measures, and the apprehension of criminals.

Applicants may apply for this Police Officer position as either an **entry-level/non-lateral applicant** or a **lateral transfer applicant**.

**Lateral Transfer Applicants** have the option to either complete the written examination OR waive the need to test and take the base score of 70%.

**A Lateral transfer applicant is an individual who:**

- Currently serves as a police officer in good standing with another law enforcement agency;
- Has served in that capacity for at least one year; and
- Holds the certifications required for the Police Officer position.

**Entry-Level/Non-Lateral Applicants** must complete the written examination through the National Testing Network.

#### Instructions to Take the Exam:

1. **Applicants must register for the exam at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).** You may call National Testing Network (NTN) at 1-866-563-3882 with any questions regarding scheduling your exam.
2. Locate the Upper Arlington Police Division Job Page to send in your scores:
3. Your exam score will remain valid with National Testing Network for a period of one (1) year. When registering, be sure to choose Upper Arlington as one of the agencies to send your scores to. Our NTN Agency Page can be viewed here: <https://nationaltestingnetwork.com/publicsafetyjobs/fullJobDetails.cfm?agentid=250&jobid=1&agencyjobid=299>
4. After you have tested, the City will receive your scores and will be in contact with all passing candidates about completing the next step in the process.

As part of the hiring process, City of Upper Arlington will be accepting applications **until Thursday, September 10th, 2026** for an anticipated **hire date of early 2027**. An **invitation-only** Physical Ability Test will be held on **Saturday, September 12th, 2026**. This is a **mandatory** part of the hiring process so please plan accordingly. After the application window closes, the selection process **may take up to six months**. We appreciate your patience during this time

Want to know more about our hiring process? [Click here to explore the details.](#)

**The City of Upper Arlington is an equal opportunity employer, striving to foster an equitable work environment. Our public safety hiring process is conducted in accordance with the City's [Civil Service Commission Rules and Regulations](#).**

## Examples of Duties

### **ESSENTIAL FUNCTIONS:** *For purposes of 42 USC 12101:*

1. Under direct supervision, patrols assigned area in police cruiser, bicycle, motorcycle, or on foot to serve citizens and enforce governing laws and city ordinances; responds to citizen complaints; interviews witnesses to crimes, accidents, and disturbances; arrests persons in violation of laws and ordinances; checks doors and windows and examines premises of unoccupied buildings or residences to detect suspicious conditions; acts as peace officer in fights and domestic disturbances; conducts crime investigations.
2. Directs traffic flow and enforces traffic and parking laws; issues traffic violation tickets; secures crime scene, takes photographs, and lifts fingerprints; watches for stolen property and wanted or missing persons.
3. Generates detailed reports documenting daily activities, stolen property, incidents, complaints, investigations, missing persons, accidents, crime scenes, etc., as required in a timely manner; maintains appropriately documented records in accordance with department policy; conducts intensive and continuing criminal investigations of felonies and misdemeanors.
4. Provides assistance concerning laws, ordinances, and general information to the general public; provides public services to children, elderly, and others in need of assistance; responds to citizen concerns and complaints; appears in court as a witness or an arresting officer; confers with the chief and immediate supervisor regarding court cases.
5. Maintains order in crowds; attends public gatherings (e.g., funerals, parades, etc.); provides security escorts and traffic control; attends fires or accidents in assigned area as directed; responds to emergency situations; assists in removing victims from hazardous locations; transports prisoners; appears in court and at the grand jury to provide testimony regarding incidents, investigations, and results of inquiries; assists the prosecutor in case preparation or presentation as needed; must successfully qualify with the designated service weapon as directed; maintains firearms and equipment in functional, presentable condition, promptly correcting and reporting defects to the supervisor.
6. Maintains licenses and certifications as required, if any.
7. Demonstrates regular and predictable attendance.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### **OTHER DUTIES AND RESPONSIBILITIES:**

9. Performs other duties as required. (5%)

## Typical Qualifications

**QUALIFICATIONS:** High School diploma or GED; certification from Basic Police Officer Training School; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess a valid state of Ohio driver's license and maintain insurability under the city's vehicle insurance policy; Ohio Peace Officer certification; LEADS certification and specific training certificates as required by assignment (i.e., firearms, evidence, radar).

**OHIO PEACE OFFICER CERTIFICATION:** Applicants who possess a current Ohio Peace Officer certification but do not currently serve as a police officer with another agency are welcome to apply. However, possession of an Ohio Peace Officer certification alone does not automatically qualify ability to waive the written examination under the Civil Service Rules. Ohio Peace Officer certification, prior law enforcement service, and other relevant experience may be considered separately when determining academy requirements, eligibility for appointment, and starting salary placement.

## Supplemental Information

### Salary Information for 2027:

| PAY PERIOD  | STEP A      | STEP B       | STEP C       | STEP D       |
|-------------|-------------|--------------|--------------|--------------|
| HOURLY      | \$37.4047   | \$48.4474    | \$52.2073    | \$58.6100    |
| ANNUALIZED* | \$77,801.86 | \$100,770.55 | \$108,591.24 | \$121,900.00 |

*\*Annualized amount is hourly multiplied by 2,080 hours. If a work year had more than 2,080 hours, the annualized amount may exceed the number above*

*\*Applicants with prior full-time law enforcement in Ohio can start at either Step B, C or D.*

### KNOWLEDGE, SKILLS, AND ABILITIES: (developed after employment)

**Knowledge of:** city policies and procedures; LEADS computer operations; public safety radio dispatching procedures; two-way radio operations; department goals and objectives; department policies and procedures; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; community resources and services; courtroom procedures; civil procedure; legal terminology; Ohio Revised Criminal Code; records management; case management; local geographical area; traffic laws governing vehicle operations; criminal procedure; workplace safety; interviewing; emergency rescue techniques.

**Skill in:** data entry; computer operation; use of modern office equipment; motor vehicle operation; operation and care of firearms; use of restraint devices; fingerprinting.

**Ability to:** carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving few variables within familiar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; answer routine telephone inquiries; cooperate with co-workers on group projects; develop and maintain positive effective working relationships; resolve complaints; maintain fitness standards; subdue and/or restrain criminals/prisoners; recognize safety warnings.

**EQUIPMENT USED:** The following are examples only and are not intended to be all inclusive. Personal computer, printer, copy machine, fax machine, and other standard business office equipment; firearms, handcuffs and restraint devices, speed measuring devices, fire extinguisher, breath testing devices, department vehicles, pepper spray, TASER, AED, computer crime scene equipment, drug testing kits, police radio, camera, digital fingerprint capturing equipment, audio/video recording equipment, flashlight, baton, radar, data communications equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** The employee: works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in the vicinity of dock boards (bridge plates); works in an area in which the means of egress is or can be obstructed; works on and a round powered platforms and/or vehicle mounted platforms (e.g., manlifts, firetrucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db caused by firearms, alarms, and sirens; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury

as a result of electrical shock; is exposed to possible injury as a result of falling from high places; is exposed to possible injury from explosions; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals and life threatening situations; has exposure to fire and hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work second or third shifts and/or rotating shift; is periodically exposed to blood and other bodily fluids; has exposure to second-hand smoke; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly while lifting, carrying, pushing, or pulling objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work. In cases of emergency, unpredictable situation, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**CITY VALUES:** Incumbent must model the following established city values: teamwork/collaboration, integrity, service, leadership, communication, growth, professionalism & ethics.

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**Employer**

City of Upper Arlington

**Address**

3600 Tremont Rd

Upper Arlington, Ohio, 43221

**Website**

<https://upperarlingtonoh.gov>