C A R E E R  I N T E R E S T  C A R D

The University of Toledo Police Department
Attn: Career Interest Card Database
2801 West Bancroft Street
Mail Stop 207
Toledo, Ohio 43606-3390

Phone: 419-530-2601
Fax: 419-530-4505
E-mail: utpolice@utoledo.edu
Web Site: http://police.utoledo.edu

For More Information
To be notified of future career openings, please feel free to detach the below listed ‘career interest card.’

Mail to:

The University of Toledo Police Department
Attn: Career Interest Card Database
2801 West Bancroft Street
Mail Stop 207
Toledo, Ohio 43606-3390

Monitor the UT Jobs Web Site:
http://jobs.utoledo.edu
Police Department Overview
The University of Toledo Police Department (UTPD) is located in the Transportation Center on the Main Campus and a substation in room 007 of the Mulford Library on the Health Science Campus. UTPD provides 24-hour uniformed police services to all three campuses serving a daily population of more than 31,000 students, faculty, staff, employees, patients and visitors, making UTPD one of the most active police departments in northwest Ohio.

Police Communications Center Overview
The University Police Communications Center operates with a well-trained professional staff of ten (10) police dispatchers: A full-time dispatch coordinator, 7 full-time dispatchers, and 2 part-time dispatchers. The office is open 24 hours a day, 365 days a year and is the hub of all manner of communications pertaining to the police department, including radios, pagers, and cell phones.

Dispatchers are trained and certified in the use of the county-wide 911 computer aided dispatch system, as well as the state Law Enforcement Automated Data System (LEADS). They are responsible for answering all incoming phone calls to the police department’s primary number (419) 530.2600 and for sending the appropriate public safety crews as needed. They are also able to access out of state records and information through the National Crime Information Center (NCIC) in Washington, D.C.

Mission Statement
The University of Toledo Police Department (UTPD) is a professional police agency dedicated to providing excellence in service and safety while promoting a rich educational experience.

Vision Statement
The vision of the UTPD is to become a formative leader and innovator in campus safety and law enforcement.

Core Values
Compassion, Professionalism and Respect
Discovery, Learning and Communication
Diversity, Integrity and Teamwork
Engagement, Outreach and Service
Excellence, Focus and Innovation
Wellness, Healing and Safety

Compensation and Benefits
Starting wage for Police Dispatchers is $14.39 per hour. The pay range aggressively increases with additional compensation provided for step increases and longevity. Extensive fringe benefits include: Medical care insurance; prescription drug benefits; vision/dental insurance; life insurance; attractive retirement plan under the Public Employees Retirement System (PERS); paid holidays; two weeks paid vacation after one year of service; earned accumulation of sick leave; tuition assistance opportunities for you and your family; free membership to the University Recreation Center; among other benefits.

Minimum Requirements
- 18 years of age on or before appointment
- A high school diploma or GED equivalent
- Four (4) months of law enforcement-like radio dispatching
- Twenty (20) hours of training in the operation of communication equipment (radio, teletype, etc.)
- Ability to add, subtract, multiply and divide whole numbers
- Read and write simple sentences
- Ability to type accurately at a working rate of speed
- Proficient in Microsoft Office and general computer skills
- Exceptional public relations skills

Selection Process Phases
Candidates will be required to successfully complete the following phases including, but not limited to: Interview assessment panel; thorough background investigation; psychological examination; medical / drug urinalysis examinations; rigorous field training program; and other required certifications and examination requirements.

For a more comprehensive listing of selection process phases, visit the police department web site and click 'job opportunities' on the left menu: http://police.utoledo.edu