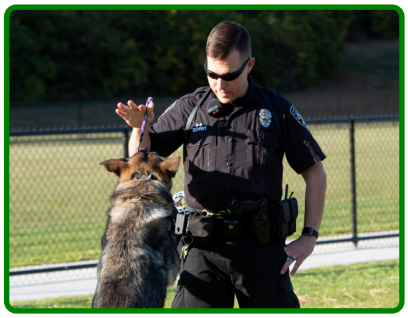
POLICE OFFICER
JOB ANNOUNCEMENT

CITY OF MASON OHIO
more than you imagine.



imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolis and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 35,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the City is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,000 students. The City also has two private schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.

Almost all of the day-to-day needs of families can be found right in the City, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. Two public golf courses, Great Wolf Lodge, the Mason Municipal Aquatic Center and Kings Island amusement park all lie within City boundaries. The city is also home to the annual Cincinnati Open, a championship men's and women's tennis tournament. Eight City parks cover over 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of City Council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The City's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served.

The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, service center director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team.

Police Officer

This job announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates for this position to possess, and provides background information on the community and the City of Mason.

Importantly, this job announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview, and for appointment consideration.

A completed application and résumé, must be received for consideration. All applications must be submitted online at *imaginemason.org*. A résumé will not be accepted in lieu of the aforementioned information. Certification documentation will not be accepted at this time and will be destroyed if forwarded.

This position will be on rotation with a 12-hour shift. Optional outer carriers are available.

Candidate Qualifications Profile

Hiring Range: FTR: $35.15 Regular: $39.02 to $49.77 hourly
Classification: Classified
Reports To: Chief of Police or Designee
FLSA: Non-Exempt
Posted: September 11, 2026
Closes: October 12, 2026
Department: Police
Status: Full-Time, 40 hours per week

General Statement of Duties and Distinguishing Features of Class
The City of Mason Police Department is a community-oriented policing agency and believes that contemporary challenges require the police to provide full-service policing, proactive and reactive, by involving the community directly with them as partners in the process of identifying, prioritizing, and solving problems. Citizens share in the rights and responsibilities implicit in identifying, prioritizing, and solving problems as full-fledged partners with the police.

The City of Mason provides police services to the citizens with an efficient complement of police officers who must operate in a broad range of police activities. There are few specialized duty assignments in the Mason Police Department. The Police Officer is relied upon by the City and the citizens for protection of life and property through the enforcement of state and local laws.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)
- Patrols the city in a police cruiser for long periods of time. In performing this function, is frequently confined to a sitting position in the cruiser for periods of at least two hours at a time, also frequently experiences activity requiring the officer to get in and out of the vehicle quickly and repeatedly;
- Engages in emergency driving activities including high speed response and high speed pursuit with emergency lights and siren;
- Pursues suspects on foot and, when performing this function, is called upon to run, jump, crawl, and climb;
- Arrests violators of the law and in performing this function, under some circumstances, physically subdues the violator and lifts the violator or otherwise physically places the violator into the police vehicle for transport;
- Carries a loaded handgun and, when circumstances require, fires it rapidly and accurately with either hand from a variety of positions in a variety of climatic and urban environments;
- Renders first aid including CPR at accident scenes and at calls for service;
- Reads and studies training materials, reports, evidence, and files;
- Writes reports, takes witness statements, and keeps/maintains daily activity logs or journals;
- Observes events, persons, and circumstances which must be remembered and accurately related through testimony in court;
- Through spoken word, establishes order in unruly crowds and in small groups of individuals who are under great stress from fear, anxiety, or other emotional disturbance;
- Works rotating shifts, hours may vary;
- Communicates by using radio equipment and must be able to hear and speak clearly, especially when excited and under stress.

Skills, Knowledge, and Abilities
The following is preferred:
- The Police Officer must maintain competency in firearms qualification requirements promulgated under the Ohio Revised Code and departmental policy;
- Mentally, must be able to understand, interpret, and apply principles of police procedure in a variety of situations, must be able to comprehend, remember, and apply legal concepts involved in the administration of due process of law;
- Must have a high degree of skill in interpersonal relations since Mason Police Officers have a great deal of public contact and must, by necessity, interact cooperatively within the Police Department;
- The Police Officer operates in a paramilitary organization and must be able to accept and obey authority.

Minimum Education, Experience, and Requirements
- Applicants must be a U.S. citizen and must be a minimum of 21 years of age at time of NTN Testing;
- Applicants must possess or be able to obtain a valid Ohio driver's license by time of appointment and have a good driving record;
- Must possess a minimum of a high school diploma or equivalent;
- Non-Certified officers must complete state mandated training of 20 weeks;
- All officers must complete a City of Mason Police Field Training Program lasting 3 to 4 months;
- Officers are required to qualify several times a year with on and off-duty weapons, as well as additional training on an electronic firearms system that focuses on prudent decision making in the use of force.

Candidate Qualifications Profile (Continued)

Physical Requirements

- The physical demands of the job are in the medium range;
- The Police Officer encounters with regularity situations requiring varied and unpredictable physical movements, must be able to walk and run over uneven ground since the officer is frequently called upon to pursue a fleeing violator or inspect or investigate accident scenes which are off the pavement, and frequently arrives at accident scenes before emergency medical personnel and is required to lift, carry, and pull materials of varying types and weights which are entrapping victims;
- Must be able to speak clearly and audibly into a radio microphone in order to call for back-up in emergency situations and must be able to speak clearly and audibly to the officers with whom he/she is working;
- Mentally, must be able to understand, interpret, and apply principles of police procedure in a variety of situations, must be able to comprehend, remember, and apply legal concepts involved in the administration of due process of law, and must have a high degree of skill in interpersonal relations since Mason Police Officers have a great deal of public contact and must, by necessity, interact cooperatively within the Police Department;
- The Police Officer operates in a paramilitary organization and must be able to accept and obey authority;
- Must be psychologically stable since the officer is frequently required to perform in volatile situations involving persons who are distraught, hostile, or violent;
- The Police Officer shall not display tattoos or other body art that are visible when in duty attire;
- Any tattoos that would offend the sensibilities of the average person are prohibited and may subject the Police officer to disciplinary action. Such tattoos include those that are visible to the public in off-duty attire, including swimwear. Prohibited tattoos include, but are not limited to the following:
- Tattoos that contain or depict a bias against any person.
- Tattoos that are obscene or depict nudity.
- Tattoos that in pictorial form display material that would otherwise be a violation of the rules of conduct of the City of Mason or Police Department.
- The Police Officer must maintain competency in firearms qualification requirements promulgated under the Ohio Revised Code and departmental policy and;
- Must have normal vision and color perception sufficient to identify the color of a traffic signal, the numbers on a license plate, and environmental detail;
- The Police Officer must be a current certified OPOTA officer and meet the OPOTA physical requirements at the time of appointment.

Police Department

The City of Mason is served by a full-service, fully-accredited municipal police agency. The department has a Chief of Police, Assistant Chiefs, Lieutenants, Sergeants, and Officers including Campus Safety, K9, D.A.R.E, Traffic Detectives, Incident Command for Cincinnati Open, Warren County Tactical Response Unit, Cyber Fraud Task Force with the U.S. Secret Service, the Southern Ohio Digitized Organized Crime Group Task Force with the FBI, and the United States Marshals Service's Southern Ohio Fugitive Apprehension Strike Team (SOFAST). The department operates five community policing patrol districts.

AGENCY BACKGROUND

The City of Mason police department is an experienced department both in the profession and within the city. Officer employment with the city ranges from one year to over 25 years. The department maintains an in-service training program for all personnel, including a tuition reimbursement program.

COMMUNITY PATROL DISTRICTS AND COMMITMENT

Local police are supported, in large measure, because citizens prefer policing that is responsive to local desires for service and the opportunity to base policing priorities on citizen needs. To this end, the City of Mason Police Department is a community-oriented policing agency. Citizens are asked to take a more active role in the solution of problems. In exchange, the community policing officers are free to work with people on developing immediate, as well as long-term, solutions for community concerns in ways that encourage mutual accountability and respect. Community policing broadens the City of Mason police role to make a greater impact on facilitating changes today that hold the promise of making the community safer and more attractive tomorrow. Community policing officers respond to calls for service, make arrests, and write traffic citations, but they also go beyond this narrow focus to develop and monitor broad-based, long-term initiatives that can involve all elements of the community in efforts to improve the overall quality of life. As the community's ombudsman, the community-policing officer acts as a link to other public and private agencies that can help in any given situation. Officers are assigned to each of the five patrol districts. They spend time focusing on problems identified by the residents and businesses in each district, and they facilitate resolutions to these problems.

ACCREDITATION

The City of Mason Police Department is an internationally accredited police agency. Approximately 500 law enforcement agencies have achieved this distinction worldwide. The Mason Police Department is voluntarily measuring up to a body of standards representing the highest professional levels. Accreditation standards address six major areas: 1) law enforcement roles, responsibilities, and relationships with other agencies; 2) organization, management, and administration; 3) personnel administration; 4) law enforcement operations; 5) prisoner and court-related services; 6) auxiliary and technical services.

The City of Mason Police provided proofs of compliance with over 189 standards. Compliance is verified by independent, credible, outside observers. The police department has been recognized as an internationally accredited agency since 1997.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Police and Fire Pension Fund to reflect up to 19.5% contribution paid by the City of Mason. Employee pays 12.25%.
- High-deductible insurance plan with optional HSA. Employee portion of the plan is $91/month single, $182/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision combination coverage of $3,100 or $4,500 for $100 per month or less.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of 8 hours of sick leave for every 30 days worked (sick leave may not be taken while on probation). Sick leave does not accrue until employee has successfully completed 6 months of employment.
- Holiday Repay Leave of 132 hours. Holiday Repay Leave can be used or paid out.
- Life insurance policy of $25,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%
- Comprehensive wellness program available to all full-time employees with opportunities to earn Health Savings Account (HSA) contributions and other incentives.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply

Please Apply Online

imaginemason.org

2026 Police Officer Selection Process

Hiring Timeline & Expectations

Thank you for applying for the Police Officer position with the City of Mason. This document is intended to provide a general timeline for all anticipated dates and requirements related to the hiring process for the Police Officer position. Please read all information carefully.

Step One: Submit Application	
Date:	Prior to October 12, 2026
Location:	www.imaginemason.org
Online Application: Interested candidates must complete a City of Mason application by visiting the City of Mason website.	
Step Two: Written Test	
Last Date to Test:	October 12, 2026
Location:	www.nationaltestingnetwork.com
NTN Testing: All candidates must complete the National Testing Network's law enforcement test and request results to be sent to the City of Mason. Passing score for the written test is 70 and above. Candidates who score below a 70 on the written test will be eliminated from the hiring process. Candidates that score 70 or higher will be ranked in order from highest score to lowest. The candidates who score 70 or higher will be invited to participate in the City of Mason's Virtual Panel Interview. **Test must be completed by October 12, 2026.**	
Step Three: Virtual Panel Interview	
Date:	October 21-23, 2026
Time:	Candidates will be assigned a specific interview date & time.
Location:	Online Interview
Virtual Panel Interview: The City of Mason's Human Resources team will contact the candidates from the written test to participate in an virtual interview. Candidates selected to move forward after this interview will advance to the Community Panel and Administrative Panel Interview.	
Step Four: Community Panel & Administrative Panel Interview	
Date:	November 3-5, 2026
Time:	Candidates will be assigned a specific interview date & time.
Location:	Mason Municipal Building, 6000 Mason Montgomery Road, Mason OH 45040

2026 Police Officer Selection Process

Hiring Timeline & Expectations

Community Panel and Administrative Panel Interview: The City of Mason's Human Resource Team will contact the top candidates from the Virtual Panel Interviews to participate in the Community Panel and Administrative Panel Interviews. Candidates will be given a specific date and time for the in-person interviews at the Mason Municipal Center.

Candidates selected to move forward after these interviews will advance to the Ride Along.

Step Five: Ride Along

Date:	November 11-16, 2026
Time:	Candidates will be assigned a specific ride along date & time.
Location:	Mason Municipal Building, 6000 Mason Montgomery Road, Mason OH 45040

Candidates will be contacted by Human Resources with a specific date and time for a ride along with the Mason Police Department.

Step Six: Final Interview

Date:	November 17-19, 2026
Time:	Candidates will be assigned a specific interview date & time.
Location:	Mason Municipal Building, 6000 Mason Montgomery Road, Mason OH 45040

Final Interview: Candidates will be contacted by Human Resources with a specific date and time for an in-person interview at the Mason Municipal Center.

Step Seven: Conditional Offer

Date:	November 20-December 20, 2026

Candidates who have been selected to move forward after the Final Interview will be presented with a conditional offer of employment. Pre-employment assessments will include an extensive background investigation including a polygraph examination, psychological screening, physical fitness test for those non-certified, drug screening and a complete medical examination that meets Ohio Police & Fire Pension Fund requirements.

Candidates should be mindful that confidentiality cannot be guaranteed during any phase of the selection process including information discovered as part of the extensive background investigation.

Please note that the polygraph examination will focus on the following areas: work and

performance history, personal background, drug usage, criminal history, driving record, family background and financial history.

Important Information for Consideration

The City of Mason does not advise candidates to quit or resign from their current position until you have been notified by the City of Mason Human Resources Department that you have successfully passed all pre-employment assessments, and a probationary appointment has been offered.

The City of Mason Police Offer Selection Process may take up to 180 days from the date of the written test until the date of the probationary appointment. The City of Mason has discretion to extend the selection process timeline or ask candidates to participate in additional interviews on an as needed basis.

Candidates not selected to continue in the process may reapply during any future application period.

Physical Fitness Test Requirements (Non-Certified Officers)

The non-certified candidates will be required to pass the physical fitness test prior to starting the Academy. Mason Police fitness testing follows the established OPOTA guidelines listed below, and testing is done at a location decided by the agency.

The push-up test will be performed by placing both palms on the floor extended slightly wider than shoulder width. The applicant will start in the up position with elbows fully extended, back straight, and legs together. In this position the applicant will be in the up position on their hands and their toes. The applicant will lower himself or herself until their upper arms are parallel with his/her back and then return to the up position. This is one repetition. OPOTA standards require all applicants to perform the test in same manner.

The sit-up test will begin with the applicant lying flat on the back, with knees bent, heels flat on the floor and fingers interlaced behind the head. A spotter will hold candidate's feet firmly on the floor. Applicants will rise to the up position where their elbows touch their knees and return so their shoulder blades touch the floor. This is one repetition.

OPOTC BASIC TRAINING PHYSICAL ASSESSMENT REQUIREMENTS

AGE AND GENDER MINIMUM SCORES (50th PERCENTILE)

MALES

EXERCISE	(under 29)	(30-39)	(40-49)	(50-59)	(60+)
SIT-UPS	40	36	31	26	20

PUSH-UPS	33	27	21	15	15
1.5 MILE RUN	11:58	12:25	13:05	14:33	16:19

FEMALES

EXERCISE	(under 29)	(30-39)	(40-49)	(50-59)	(60+)
SIT-UPS	35	27	22	17	8
PUSH-UPS	18	14	11	13* Modified	8* Modified
1.5 MILE RUN	14:15	15:14	16:13	18:05	20:08

City of Mason Police Department Tattoo Policy

Police Officer shall not display tattoos or other body art that are visible when in duty attire.

Any tattoos that would offend the sensibilities of the average person are prohibited and may subject the officer to disciplinary action. Such tattoos include those that are visible to the public in off-duty attire, including swimwear.

Prohibited tattoos include, but are not limited to the following:

- Tattoos that contain or depict a bias against any person.
- Tattoos that are obscene or depict nudity.
- Tattoos that in pictorial form display material that would otherwise be a violation of the rules of conduct of the City or Police Department.

Candidates in violation of the Tattoo Policy will be removed from consideration.

2026 Police Officer Selection Process

Frequently Asked Questions

Thank you for applying for the Police Officer position with the City of Mason. This document is intended to provide answers to frequently asked questions. Please read all information carefully.

What is the salary structure for the Mason Police Department?

Salary Schedule

Field Training Rate: Current 35.15

Police Officer Rate:

STEP	1	2	3	4	5	6
TIME IN STEP	1 YR.	1 YR.	1 YR.	1 YR.	6 MOS.	///////
CURRENT	**39.02**	**40.49**	**42.66**	**44.89**	**47.28**	**49.77**

What pension fund does the Mason Police contribute to?

The City of Mason participates in the Ohio Police and Fire Pension Fund and will contribute up to 19.5%.

What work schedule does the Mason Police operate?

The Mason Police Department currently operates on a 12-hour rotating shift schedule for our road patrol units.

How much vacation/leave do officers receive?

YEARS OF SERVICE	ACCRUED HOURS PER PAY PERIOD	APPROXIMATE ANNUAL ACCRUAL	MAXIMUM VACATION BALANCE
During The First Four Years of Employment	3.08	80 Hours	240 Hours
During The Fifth Year Through the Ninth Year	4.62	120 Hours	360 Hours
After The Ninth Year of Employment	6.16	160 Hours	480 Hours

Officers receive 132 hours of Holiday Repay Leave (HRT) time each calendar year and may accumulate up to 48 hours of compensatory time in a single year.

2026 Police Officer Selection Process

Frequently Asked Questions

Do you need to have Ohio OPOTA certification to apply?

No. You do not need to be certified to apply.

Is there a residency requirement?

According to the contract employees shall reside within the State of Ohio and live within such proximity of the city that will permit them to report from home to the city limits within sixty (60) minutes under normal traffic conditions when driving at the posted speed limit.

What is tattoo policy?

The Police Officer shall not display tattoos or other body art that are visible when in duty attire.

Any tattoos that would offend the sensibilities of the average person are prohibited and may subject the Police to disciplinary action. Such tattoos include those that are visible to the public in off-duty attire, including swimwear.

Prohibited tattoos include, but are not limited to the following:

- Tattoos that contain or depict a bias against any person.
- Tattoos that are obscene or depict nudity.
- Tattoos that in pictorial form display material that would otherwise be a violation of the rules of conduct of the City or Police Department.

Candidates in violation of the Tattoo Policy will be removed from consideration.

Do you offer ride alongs?

Yes, ride alongs are part of the interview process. Candidates selected to move forward after Community and Administrative Panel interviews will be scheduled for a ride along prior to the final interview.

Does city offer lateral transfers?

Lateral Transfers are welcome. Pay is dependent on training and experience the candidate brings to the City of Mason Police department.