



WATERVILLE POLICE DEPARTMENT

25 NORTH SECOND STREET
WATERVILLE, OHIO 43566

(419) 878-6666 - Emergency (419) 878-8184 - Office (419) 878-4256 - Fax

Qualifications and Requirements for Entry Level Police Officer for the City of Waterville.

The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. The Waterville Police Department offers capable applicants the opportunity to make the City of Waterville a safer community by providing efficient and effective services to its citizens, businesses, and people visiting our community.

Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.

Applicants must meet the following requirements – Be a United States Citizen, or are in the United States legally, with a visa, and are able to possess a firearm. The applicant must be 21 years of age at the time of appointment. The applicant must have a valid Ohio driver license and the Ohio Basic Peace Officer's Certification at the time of appointment. The Applicant must have visual acuity uncorrected within reasonable limits. Vision must be free of color deficiencies. The Applicant must also be able to pass a physical ability test. The Applicant must be physically capable to successfully perform the job duties of a Police Officer.

The selection process may take several months to complete. If the Applicant has any questions they should be directed to the Chief of Police.

Phase 1) After completing and submitting an application, qualified candidates will be notified of when and where a competitive exam/test will take place. The Waterville Police Department will give several test dates and times when possible to allow the Applicants flexibility with scheduling conflicts.

Phase 2) After the written exam/test is completed, Applicants will be administered the Physical Ability Test, see attached. The Physical Ability Test is graded with a pass or fail grade. This test will be conducted outside, weather permitting, and will be administered immediately after the written exam/test. You must pass the written exam/test with a 70 % or above and pass the Physical Ability Test to move onto the next phase.

Phase 3) The Applicants with the top six scores on the written exam/test will be contacted and scheduled for an oral interview with the City Administer and Chief of Police. The oral interview will be scored and used in conjunction with the written exam/test score. The City of Waterville reserves the right to select any of the top six Applicants on the list. If more than one Applicant is going to be hired the names on the list in the order they placed on the exam/test will be moved up into the top six to be interviewed.

Phase 4) Upon completion of the oral interview the selected Applicant will fill out a background packet. The Waterville Police Department will conduct a complete and thorough background investigation to determine the Applicants suitability for employment as a police officer. The following occurrences in your background could result in rejection of your employment opportunity with the Waterville Police Department: felony conviction; domestic violence convictions; conviction for drug-related violations or current use of illegal or misuse of legal substances; current abuse of alcohol; anti-social behavior; poor work record; poor driving record; numerous debts which are not being paid on a regular basis; not being truthful in any portion of the selection process.

Phase 5) Upon completion of the background and the Applicant is found to be in good standing, a conditional offer of employment would be offered. As part of the conditional offer of employment, the applicant must successfully complete the following prerequisites: 1) physical examination and drug screening 2) psychological evaluation. All three of these tests and evaluations are paid by the City of Waterville. A candidate who fails to satisfactorily complete any phase of the selection process will be notified in writing by the City of Waterville.

Phase 6) When a successful candidate satisfactorily completes all the prerequisites listed above, an employment start date and administration of the Oath of Office is scheduled by the Chief of Police. The Applicant, now a police recruit, begins his/her career as a Waterville Police Officer. The police recruit must satisfactorily complete all initial training requirements and a 12-month probationary period.

Equal Employment Opportunity: The City of Waterville and the Waterville Police Department shall provide equal terms and conditions of employment to individual regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability, this applies to all terms and conditions associated with the employment process, including selection, hiring, promotions, terminations, discipline, performance evaluations, and interviews.