

POLICE OFFICER

The City of Waterville is accepting applications for the full-time position of Police Officer. Duties include patrol, traffic enforcement, investigating crimes, completing written reports, testifying in court, interacting with citizens, and other related duties. Applicants must be at least 21 years of age, possess a high school diploma or GED (College degree is preferred), have a valid Ohio driver's license and a current Ohio Peace Officer Certification that meets the requirements of ORC §109.77. A copy of the OPOTA Peace Officer Certification must be submitted at the time of appointment. A copy of the diploma/degree must be submitted with the application.

Applicants may not have any felony or domestic violence convictions. Position requires working varied hours, weekends and/or holidays, in all weather conditions. A pre-employment physical, drug test and background check are required. Current starting salary is \$24.507 per hour.

Applications may be obtained at waterville.org or at the Waterville City Hall, 25 N. Second St., Waterville, OH 43566; 8 a.m. to 4:30 p.m. Applications must be received no later than 4:00 PM on May 27, 2022. The City of Waterville is an Equal Opportunity Employer (EOE).

Village of Waterville

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Police Officer

Employment Status: Full-time
FLSA Status: Non-Exempt
Supervises: 0

Dept./Div: Police
Reports To: Chief of Police

GENERAL STATEMENT:

Under the direction of a Sergeant, Acting Sergeant, or higher-ranking officer, the Police officer is responsible for maintaining law and order, investigating crimes and accidents, and protecting life and property throughout the village

ESSENTIAL FUNCTIONS OF THE POSITION:

- Enforces laws; patrols area in patrol vehicle and on foot; issues warnings and citations for minor traffic and criminal offenses; apprehends and arrests suspected violators of the law; transports and books prisoners; testifies in court; makes business and residential security checks; directs traffic; watches for stolen property and wanted or missing persons.
- Investigates crimes and accidents; responds to domestic disturbances and reports of criminal activity or accidents; interviews witnesses, victims, and suspects; secures crime and accident scenes; searches scenes for clues and evidence; collects, records, and preserves evidence for laboratory analysis; maintains security of evidence and submits to property room officer; takes photographs; lifts latent fingerprints; prepares investigative reports; prepares affidavits and obtains search warrants; conducts searches; communicates with the public, property owners, and complainants to notify of property recovery, case dispositions, or to notify next-of-kin; prepares and maintains information of a confidential or sensitive nature.
- Responds to calls for assistance and civil complaints; serves local, civil and legal papers (e.g., eviction notices, etc.); assists with crowd control at festivals, etc.; receives and responds to routine inquiries in person or via telephone; provides assistance to general public, motorists, etc.; prepares daily activity logs; demonstrates regular and predictable attendance.
- Maintains required certifications and licenses; attends a minimum of sixteen (16) hours of professional training, education, seminars and workshops annually (e.g., bloodborne pathogens, domestic violence, hazardous materials, etc.).
- Meets all job safety requirements and all applicable IOSHA safety standards that pertain to essential functions.
- Develops information sources throughout the community to further investigative leads.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned. Examples would be foot patrol, bike patrol, motorcycle patrol, K-9, investigations (formerly detective), crime prevention, field training (FTO), firearms, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of departmental policies and procedures; local and state ordinances and laws; traffic laws; arrest procedures; criminal apprehension techniques; self-defense techniques; crime prevention techniques; court procedures; civil disobedience control techniques; and first aid.
- Ability to interpret and apply local and state laws and ordinances.
- Demonstrates physical agility.
- Arrest violent offenders.
- Ability to define problems, collect data, establish facts and reach conclusions, deal with problems involving several variables.
- Ability to communicate effectively in oral and written form
- Demonstrate firearms competency.
- Works in adverse weather conditions
- Develops and maintains effective working relationships with the public, officials, co-workers and supervisor
- Remain calm in emergency situations.
- Meet age limitations established by the village of Waterville.

QUALIFICATIONS, EXPERIENCE AND/OR CERTIFICATON REQUIREMENTS:

High school diploma; Ohio Peace Officer's Training Certificate; valid driver's license and be eligible for coverage under the village's vehicle insurance provider; meet the physical and age limitations established by the Village of Waterville; pass an extensive personal background check; pass a physical fitness exam; pass a physical examination including drug screening. Anyone who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date

Revised August, 2002



EMPLOYMENT APPLICATION

THE CITY OF WATERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

Position Applied For _____ Date _____

APPLICANT INFORMATION

Name _____
Last First Middle

Address _____
Street Address Apartment/Unit #

City State ZIP Code E-Mail Address

Phone _____ Alt. Phone _____ Social Security # (Optional) _____

Are you at least 18 years of age ? YES NO Are you a citizen of the United States or otherwise legally eligible to work in the U. S. ? YES NO
If are you under the age of 18, a work permit may be required

Have you previously applied to the City of Waterville? YES NO If yes, when ? _____

Have you ever been employed by the State of Ohio or any county or municipality in Ohio ? YES NO

If "YES," please list the location of previous municipal or state employment in Ohio

EMPLOYMENT PREFERENCE

PLEASE DESCRIBE, IN ONE OR TWO SENTENCES, THE TYPE AND NATURE OF EMPLOYMENT YOU ARE SEEKING.

Position Desired Full Time Part Time No Preference Type of Position Permanent Intermittent Temporary Seasonal No Preference

Desired Salary \$ _____ Date Available _____ Are you able to perform all job-related functions of the specific position for which you are applying ? YES NO

Do you currently possess a valid Ohio Driver's License ? YES NO Commercial Driver's License ? YES NO

Are you willing and able to secure any license or certification required for this position ? YES NO If necessary, can you supply your own transportation for work use ? YES NO

MILITARY SERVICE

THIS SECTION IS OPTIONAL

COMPLETE ONLY IF YOU ARE CLAIMING A VETERAN'S PREFERENCE

Branch _____ From _____ To _____ Rank at Discharge _____

PREVIOUS EMPLOYMENT

LIST ALL EMPLOYMENT AND WORK EXPERIENCE DURING THE PAST 20 YEARS, IN DATE ORDER. BEGIN WITH YOUR CURRENT OR MOST RECENT EMPLOYMENT. OMISSION OF ANY EMPLOYMENT DURING THE PAST 20 YEARS MAY BE GROUNDS FOR DISQUALIFICATION. USE ADDITIONAL SHEETS, IF NECESSARY.

Current Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Current Salary \$ _____

Responsibilities _____

Starting Date _____ May we contact your supervisor for a reference? YES NO

Previous Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

Previous Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

Previous Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

Previous Employer _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

~ USE ADDITIONAL SHEETS, IF NECESSARY ~

EDUCATION

High School _____ City/State _____

Did you graduate ? YES NO

College _____ City/State _____

Did you graduate ? YES NO Degree _____

Technical School _____ City/State _____

Did you graduate ? YES NO Degree _____

Additional School _____ City/State _____

Did you graduate ? YES NO Degree _____

PLEASE DESCRIBE COURSES YOU COMPLETED OR TECHNICAL TRAINING YOU RECEIVED WHICH YOU BELIEVE WILL HELP YOU PERFORM THE JOB FOR WHICH YOU ARE APPLYING. INCLUDE SPECIAL MACHINERY OR EQUIPMENT YOU ARE QUALIFIED TO OPERATE, HOBBIES OR VOLUNTEER WORK PROJECTS WHICH TAUGHT YOU QUALIFYING SKILLS.

REFERENCES

PLEASE LIST THREE REFERENCES NOT RELATED TO YOU

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

ADDITIONAL EXPLANATION / INFORMATION

USE THIS SPACE FOR ANY ADDITIONAL EXPLANATION OR INFORMATION PERTINENT TO YOUR APPLICATION FOR EMPLOYMENT

ACKNOWLEDGEMENT AND SIGNATURE

1. *I understand and accept that if selected for employment, my employment may be conditioned upon my passing any medical examination the City of Waterville deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol or substance abuse testing.*

Initials

2. *If employed I understand and accept that, depending upon the department to which I am applying for employment, I may be required to work evening shifts, nights shifts, weekends, and may be on-call to work mandatory overtime hours.*

Initials

3. *I understand and accept that if any information required in this application is found to be false or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the City of Waterville, I may be subject to disciplinary action, including termination, if any information required by this application had been falsified or intentionally omitted.*

Initials

4. *I understand and accept that the various law enforcement and informational agencies that share information with the City of Waterville require that the City's employees do not possess a record of prior unlawful activities. Therefore I understand and accept that, depending on the department to which I am applying for employment, it may be necessary for the City of Waterville to investigate my background for evidence of prior criminal activity.*

Initials

I SOLEMNLY SWEAR THAT ALL INFORMATION FURNISHED IN THIS APPLICATION FOR EMPLOYMENT IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE CITY OF WATERVILLE TO FULLY INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY RESULT IN WITHDRAWAL OF ANY OFFER OF EMPLOYMENT, OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE CITY OF WATERVILLE WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.

I hereby authorize the employers, schools and other references named in this application to provide information regarding me, and to release personnel, academic or other records concerning myself, to the City of Waterville.

Signature

Date