

**WATERVILLE POLICE DEPARTMENT**  
**25 N SECOND STREET**  
**WATERVILLE, OHIO 43566**  
Updated: December 2024

**Position Title: Police Officer**

The City of Waterville is accepting applications for both entry-level and lateral full-time positions of Police Officers. **Officers must have already attended, or are currently in, a state-certified police academy to apply.** Duties include patrol, traffic enforcement, investigating crimes, completing written reports, testifying in court, interacting with citizens, and other related duties.

Applicants **MUST** 1) be at least 21 years of age, 2) possess a high school diploma or GED, 3) have a valid Ohio driver's license, and 4) have a current Ohio Peace Officer Certification that meets the requirements of ORC §109.77. A copy of the OPOTA Peace Officer Certification shall be submitted at the time of appointment. Applicants may not have any felony or domestic violence convictions. The position requires working varied hours, weekends and/or holidays, in all weather conditions. A pre-employment physical, drug test, and background check are required.

**Entry-level candidates:** must complete a written test through the National Testing Network, Inc. To schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Law Enforcement, and sign up for the City of Waterville Police Department. A City of Waterville application **MUST** also be completed. They can be found at [www.Waterville.org](http://www.Waterville.org) or the Waterville Municipal Building, 25 N. Second St., Waterville, OH 43566, 8 a.m.to 4:30 p.m. Please submit applications to City Administrator Jon Gochenour [jgoch@waterville.org](mailto:jgoch@waterville.org). A copy of the diploma/degree **MUST** be submitted with the application.

**Lateral candidates:** National Testing Network test is **NOT** required. To apply as a lateral, submit a City of Waterville application. They can be found at [www.Waterville.org](http://www.Waterville.org) or the Waterville Municipal Building, 25 N. Second St., Waterville, OH 43566, 8 a.m.to 4:30 p.m. Please submit applications to City Administrator Jon Gochenour [jgoch@waterville.org](mailto:jgoch@waterville.org). A copy of the diploma/degree **MUST** be submitted with the application. Lateral candidates **MUST** have a minimum of two (2) consecutive years of full-time law enforcement experience.

**Salary Information:** Starting salary for entry-level positions is \$28.35 per hour. The pay range for lateral positions is \$31.03-\$36.38, depending on years of experience, per hour. 5% raises for 2025, negotiations for new contract starting in 2026. The City of Waterville is an Equal Opportunity Employer (EOE).

**Benefit Information:**

The City of Waterville offers an excellent comprehensive benefits package, including medical/prescription/dental/vision coverage, life insurance, and participation in Ohio Police & Fire Pension Fund. The City of Waterville offers 12 paid holidays, sick leave accrual, vacation accrual, comp time, and officer-in-charge pay.

**Department Contact:** Joe Valvano, Chief of Police  
**Phone:** 419-878-8184  
[JValvano@waterville.org](mailto:JValvano@waterville.org)

**Department Overview:**

The Waterville Police Department is a proactive community-oriented department. We are a progressive and well- equipped agency. We focus on Community Policing by promoting programs with our residents and creating a partnership with merchants and local organizations. We continue to progress with the most up-to-date training available. Our officers are trained in and are provided with the most up-to-date technology available in order to keep them safe and help them serve the citizens of Waterville.

**City Information:** The City of Waterville is 5 sq. miles located along the Maumee River. Waterville is also home to Farnsworth Metro Park. The City has an excellent school system as well as great food and shopping. Population: 6,000

**Job Requirements:**

**Age:** Must be 21 years of age Citizenship

**Required:** Yes, High School Grad/GED: Yes

**Valid OHIO Driver's License:** Yes

**Ability to Read/Speak English:** Yes

**Vision:** Yes, corrected to 20/20

**College:** Preferred, but not required

**Academy Certification:** Yes, at the time of swearing-in.

**Prior Experience:** No

**Necessary Certifications:** Ohio Peace Officers Training Academy (OPOTA) Certificate

**Additional Requirements:** All applicants must fill out a City of Waterville employment application found on our website, [waterville.org](http://waterville.org)

**Hiring Process:**

- City of Waterville Civil Service Commission Rules.
- NTN testing
- Physical Ability Testing (for all applicants, including lateral candidates)
- Qualified lateral candidates added to the pool of qualified NTN-tested applicants
- Interviews
- Background
- Physical examination and psychological fitness evaluation.

**Disqualifiers for Employment as A Police Officer:**

The Waterville Police Department expects its employees to be people of integrity, good character, and high moral standards. Therefore, we are very selective with our police officer candidates. The following is a non-exhaustive list of past conduct that will eliminate a candidate from consideration:

- Failure to appear for any required step in the selection process or any acts of non-compliance.
- Failure to pass a required examination or test, including any psychological or physical fitness test administered by the City of Waterville.
- Prior disqualification for any material reason from the Waterville Police Department hiring process within the past two years.
- Falsification or intentional omission of any material fact(s) during the application process.
- A finding of deliberate deception during any part of the hiring process.
- Any attempt to manipulate the results of a truth verification examination.
- Any admission or conviction of a crime of violence as defined by federal, state, or local law.

- Any use or purchase of drugs of abuse (except prescribed medications) within three (3) years of application or while employed as a law enforcement officer.
- Any use, purchase, or cultivation of marijuana while employed as a law enforcement officer.
- The prior use of marijuana at a level that would indicate more than casual or experimental use.
- The current use of alcohol at a level that would indicate abuse, dependency, or a level of inability to function without the use of alcohol for any period of time.
- Illegal sale of or conviction for illegal sales of, distribution, or manufacture of any controlled substance or contraband.
- Admission or conviction of any felony-level offense committed as an adult or juvenile.
- Any conviction of an M-1 or M-2 criminal misdemeanor as defined by the federal, state, or local law of the jurisdiction where the offense occurred, as an adult in the past five years, more than one M-1 or M-2 conviction as an adult, or at any time while employed as a law enforcement officer.
- Any pattern of theft offenses during the course of employment from an employer as an adult.
- Having six (6) points or more on driving record within the past two (2) year period prior to the time of application.
- Having a conviction of OVI within the past six (6) years prior to application, or at any time while employed as a law enforcement officer, or having been convicted of multiple OVI violations.
- Having been placed under a 12-point suspension within the past six (6) year period prior to the time of application.
- Any conviction of vehicular homicide.
- Having received a Dishonorable Discharge or Other Than Honorable Discharge from military service.
- Filing fraudulent claims for insurance, welfare, unemployment compensation, or other public assistance programs.
- Having a continuing history of financial or credit problems to include; garnishments and bankruptcy.
- An employment history that includes a pattern of any of the following: termination, resignation in lieu of discharge, excessive absence/tardiness, inability to get along with others, or disciplinary actions.
- Any conviction for a violation of a protection or restraining order.
- Any instances where the candidate would be legally prohibited from possessing a firearm
- Verified or admitted physical, sexual, or emotional abuse of one's spouse, ex-spouse, child, stepchild, parent, or any other relative or person with whom one had lived with or has had a relationship with or a conviction of a crime of domestic violence involving the use of force or threatened use of a deadly weapon (permanent disqualifier).
- Noncompliance with a court order or legal contract to provide for family/dependents, child support, alimony, or other financial responsibility determined by the finding of any court of law.
- A past history of association or involvement with any organized criminal organization or any documented or admitted history of racial, ethnic, or social intolerance. Again, this is not an exhaustive list of all of the instances that could disqualify a potential police officer candidate