

Chagrin Falls Police Department

Please check the application prior to filling it out to make sure you have all of the following:

- Information and Instructions for Police Officer Applicants (5 pages)
- Patrol Officer Job Description (2 pages)
- Police Application (7 pages)
- Supplemental Application (6 pages)
- Authorization To Conduct Background Check (1 page)

If you are missing a section or have any questions please contact:

Lisa Mariola
Chagrin Falls Police Department
21 W Washington Street
Chagrin Falls, Ohio 44022
440-247-5036



Chagrin Falls Police Department

Information and Instructions for Police Officer Applicants

KEEP THIS STAPLED PACKET OF INFORMATION FOR FUTURE REFERENCE

Read over the following minimum qualifications below before you begin to fill out the application. If you do not meet the minimum qualifications, do not submit an application.

(NOTE: If you cannot meet one or more qualifications due to a disability, you may submit an application. We may consider your situation on an individual basis to determine whether a reasonable accommodation can be made.)

MINIMUM QUALIFICATIONS

1. Must be willing to:
 - Work irregular hours and days
 - Enforce laws regardless of personal ethics or feelings
 - Wear the uniform furnished by the department and comply with the department grooming standards
 - Carry a firearm
 - Work under adverse or potentially hazardous conditions

2. Must be:
 - Of good moral character
 - Non-smoker
 - Physically fit as set forth by the Ohio Peace Officer Training Commission. Must have a Standardized Police Agility Test Certificate, dated within the last 12 months, or must be able to successfully complete an agility test administered by the Chagrin Falls Police Department.
 - Mentally aware that the possibility exists that you may have to take the life of another if justified in terms of existing laws, policies and procedures
 - Minimum 21 years of age at time of original appointment
 - Maximum age of 35 years of age for original appointment. Applicants who have service credit in one of the three qualified Ohio law enforcement pension systems (Ohio Police and Fire Pension Fund, Ohio Public Employees Retirement System, Ohio Highway Patrol Retirement System) are granted up to a five year extension to the maximum age of original appointment. For such Applicants, the Village hereby establishes 40 years of age as the maximum age for original appointment.
 - A citizen of the United States of America
 - High School Graduate or General Equivalence Diploma



- Upon appointment, must be a graduate of a Basic Police Academy authorized and supervised by the Ohio Peace Officer Training Commission and hold State of Ohio Peace Officer Certification.
3. Must possess a valid Ohio driver's license or be qualified to obtain one upon appointment. Good driving record is required.
 4. Must have skill to read and interpret complex technical documents written in English, such as: laws, ordinances, court decisions, and training bulletins.

Chagrin Falls Police Department

Information and Instructions for Police Officer Applicants

If you meet the minimum qualifications, carefully read and comply with the following instructions.

1. This is a two-part application. Make sure you have both the "Employment Application" and the "Supplemental Application for Police Officer."
2. Read all the instructions on each page before you begin to work on that page.
3. **All of your responses must be clear, legible, and handwritten. (Typed responses will not be accepted.)**
4. Make sure your responses are as complete and detailed as possible. Use extra paper as needed. Include your name, the date, and the position you are applying for on all extra pages. Remember that the information you provide will help us determine the extent of your qualifications.
5. All information on the application is subject to verification through an interview or a reference check.
6. Please do not submit a resume with this application. Simply respond to each item completely and accurately.
7. COPIES of the following must accompany your application:
 - Birth Certificate or U.S. Passport
 - Social Security Card
 - Driver's License
 - High School Diploma or General Equivalence Diploma
 - Naturalized U.S. Citizens must also submit copies of the citizenship papers



- Copy of Military Service DD Form 214, Honorable Discharge, or other proof of satisfactory service – If applicable.
- Standardized Police Agility Test Certificate – (completed in the last 12 months) If applicable.

We are unable to make copies for you, so be sure to have them with you when you return your application.

Chagrin Falls Police Department

Information and Instructions for Police Officer Applicants

- 8.** Complete all information requested in the application packet. The completed application (including all required attachments and signatures) is to be filed **in person** with the Chagrin Falls Police Department.

The Chagrin Falls Police Department assumes no responsibility for receipt of applications that are sent by mail.

NOTE: SUBMISSION OF FALSE INFORMATION WILL RESULT IN DISQUALIFICATION FROM THE EXAMINATION AND/OR FROM APPOINTMENT.

- 9.** If you should change residence address or telephone number at any stage of the application process, you must notify the Chagrin Falls Police Department of your new address or phone number. The Chagrin Falls Police Department does not assume responsibility for locating candidates who have changed their address or phone number. The burden of reporting changes rests with the applicant.
- 10.** Inquiries regarding these instructions or any other matter raised herein should be directed to:

Lisa Mariola
Chagrin Falls Police Department
21 West Washington Street
Chagrin Falls, Ohio 44022
(440) 247-5036



Chagrin Falls Police Department Removal Standards

The following items will be cause for automatic removal of the applicant from the hiring process:

- Any felony conviction.
- Any misdemeanor conviction (other than minor traffic violations) within the past five (5) years.
- More than three (3) moving violation convictions in the past three (3) years.
- Any driver's license suspension within the past 12 months.
- Any Dishonorable, General, or Other than Honorable Discharge from any branch of the Armed Forces.
- On probation or parole with any city, county, state or federal agency for any offense.
- Used, tried, tasted, experimented with, delivered, sold or possessed any illegal controlled substance that would constitute a misdemeanor violation of Ohio Revised Code within three (3) years prior to application, with the exception of marijuana.
- Any lifetime use, trial of, taste of, experiment with, delivery of, sell or possession of any illegal controlled substance that would constitute a felony violation of Ohio Revised Code, whether detected or undetected.
- Have two or more convictions for driving under the influence within a candidate's lifetime or one conviction within five (5) years of the application date.
- Have any lifetime conviction for the traffic offenses of hit and run, vehicular homicide, or fleeing and eluding as defined by Ohio or other similar state or municipal laws regardless of law titles.
- Have any lifetime convictions of any offenses of moral turpitude, disrespect for law enforcement officials, crimes of an aggravated nature, sexual offenses, domestic violence, crimes against children, or any violation involving drug sale, distribution, or manufacture.
- Have any conviction for reckless driving or racing within a five year period prior to the application date as defined by Ohio law or other similar state or municipal laws regardless of law titles.
- Refusal to submit to a polygraph examination.
- Currently under active investigation by Federal, State, County or Local authorities law enforcement agencies.
- Failure or refusal to successfully complete any and all portions of the hiring process.
- Applicants must answer truthfully and fully all questions asked of them. Any misrepresentation or omission of any material fact on the application; during the background investigation; or in any phase of the selection process shall disqualify



the applicant. If an investigation discloses a willful misrepresentation, omission, or falsification, the application will be rejected.

Chagrin Falls Police Department Potential Removal Standard

The following list **may cause** removal of the applicant from the hiring process:

- Terminated for cause from another public safety agency.
- Released from another public safety agency during probationary period.
- Driving record that indicates a pattern of unsafe driving.
- Discipline history indicating a pattern of negative work performance at past employers.
- Prior use of marijuana may be cause for removal, but will be considered on a case by case basis. Any prior sale, or possession with intent to sell, will be cause for removal.

If during the hiring process one or more of the above listed factors becomes applicable to an applicant, such as the applicant is arrested, taken into custody, detained for investigation, charged with a crime or declares bankruptcy, the applicant must immediately notify the recruiting contact or background investigator conducting the applicant's background investigation.



Chagrin Falls Police Department Job Description

Patrol Officer

A. General Consideration and Guidelines

The Patrol Officer performs general duty police work which includes patrolling designated areas of the Village for the purpose of maintaining order, enforcing laws and ordinances, protecting the life and property of citizens, and promoting good public relations. A Patrol Officer's duties range from periods of physical inactivity to situations requiring extreme physical exertion, and which may involve an element of danger. Patrol officers must be able to act without immediate supervision and exercise independent judgement in meeting emergencies. The Patrol Officer must be self-disciplined in both his professional and private life, and conduct himself in a manner that fosters confidence and respect from the community and her fellow officers.

Supervision Received:

The Patrol Officer reports directly to the Police Sergeant to which he has been assigned, or to the Executive Lieutenant in the Sergeant's absence.

B. General Duties and Responsibilities

1. Enforces the laws of the State of Ohio and the Village of Chagrin Falls.
2. Performs routine patrols in police vehicle and responds to calls for police assistance.
3. Investigates and reports crimes or complaints; questions any witnesses or suspects, obtains preliminary statements to get an account of the occurrence; tends to victims and calls rescue squad if necessary; maintains order at scene of crime or accident; collects evidence, and may photograph scene; escorts prisoners to jail.
4. Writes reports and keeps records as necessary.
5. Enforces traffic laws, writes traffic citations, handles accident reports and investigates same.
6. Testifies in criminal and civil courts when required.
7. May participate in special projects or programs assigned to Police Officers.



8. Performs related duties as required.
9. Works with and within the community for the purposes of criminal apprehension and suppression, and to foster good working relationships with citizens, businesses and visitors.

C. Minimum Qualifications

Required Knowledge, Skills and Abilities:

- Knowledge of laws, the rules, policies and procedure of the Police Department.
- Ability to handle emergencies and exercise good judgement.
- Ability to follow orders.
- Ability to effectively communicate with co-workers, and the general public.
- Skill in the use of maintenance of weapons, police equipment, and vehicles.
- Ability to prepare and maintain reports.

Education:

High School graduate; prefer college education or extensive training in law enforcement or management topics.

Experience:

None; prefer experience as part-time Officer in this or an equivalent Police Department.

Other:

- Valid Operator's license
- Prefer Ohio Peace Officer Certification
- Ability to pass a physical exam, psychological exam, polygraph or CVSA, and a background investigation.



1. Are you a U.S. Citizen? () Yes () No

2. Have you reached the age of 21? () Yes () No

3. Who should be notified in case of an emergency?

Name: _____

Address: _____

Telephone Number: _____

4. List all previous Addresses

Address	From (month – year)	To (month – year)

5. Education

Did you graduate from High School? () Yes () No

If no, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name of High School attended: _____

Location: _____

College, Universities, or Trade School Attended	Dates Attended	Total Credit Hours	Degree	Major Subjects



6. Work Experience: List all jobs you have had in the last ten years, listing your most recent job first. If you need more space, you may attach additional sheets.

Name and Address of Employer	From:	Salary per Month:
	To:	Reason for Leaving:
	Exact Title of Position:	
	Name and Title of your Supervisor:	
	Your Duties:	
Telephone: () -		

Name and Address of Employer	From:	Salary per Month:
	To:	Reason for Leaving:
	Exact Title of Position:	
	Name and Title of your Supervisor:	
	Your Duties:	
Telephone: () -		

Name and Address of Employer	From:	Salary per Month:
	To:	Reason for Leaving:
	Exact Title of Position:	
	Name and Title of your Supervisor:	
	Your Duties:	
Telephone: () -		



Name and Address of Employer	From:	Salary per Month:
	To:	Reason for Leaving:
	Exact Title of Position:	
	Name and Title of your Supervisor:	
	Your Duties:	
Telephone: () -		

Name and Address of Employer	From:	Salary per Month:
	To:	Reason for Leaving:
	Exact Title of Position:	
	Name and Title of your Supervisor:	
	Your Duties:	
Telephone: () -		

Name and Address of Employer	From:	Salary per Month:
	To:	Reason for Leaving:
	Exact Title of Position:	
	Name and Title of your Supervisor:	
	Your Duties:	
Telephone: () -		



7. Military Service

Date of Service	Branch:
From:	
To:	Rank at Discharge:

8. Any Special Qualifications?

Special training, experience or abilities that you have which would be of value in the position for which you are applying.

9. Were you ever discharged or forced to resign because of misconduct or unsatisfactory service: () Yes () No

If yes, state circumstances and address of employers

Employer:	Circumstances:
Employer:	Circumstances:



10. Were you ever convicted for any moving traffic violations? () Yes () No

If yes, list the date, violation, city, and disposition.

Date	Nature of Violation	City	Disposition

11. Have you ever been in a traffic accident regardless of whether or not the accident was your fault? () Yes () No

If Yes:

Date:	Police Investigation: () Yes () No
Location (city and street):	
Cause of Accident:	
Injury or Non-Injury:	
Who was legally at fault:	

Date:	Police Investigation: () Yes () No
Location (city and street):	
Cause of Accident:	
Injury or Non-Injury:	
Who was legally at fault:	



12. Have you ever taken a police examination before? () Yes () No

Agency	Date	Position Applied For	Status

13. Please provide three references:

Name:
Address:
Phone Number:

Name:
Address:
Phone Number:

Name:
Address:
Phone Number:

The information set forth in this application for employment submitted to the Village of Chagrin Falls is true and accurate based upon my best information, knowledge and belief.

Name

Date



Chagrin Falls Police Department

Supplemental Application for Police Officer

Instructions

This part of the application is designed to further assess your qualifications for the job of police officer. It may look quite different from others you have seen.

Each of the following questions is designed to help us evaluate you. Prepare a detailed, thorough, and concise response for each question.

Provide specific and relevant examples from your background (schooling, employment, personal experiences, etc.) that relate to any qualifications mentioned. If there is an outstanding incident that demonstrates your qualifications, be sure to include it in your response.

Good writing skills are required for the position. Responses are expected to be clear, concise, and grammatically correct. Proper spelling is also required.

NOTE: All responses are subject to verification during both the background investigation and oral interview process. All responses must be printed or handwritten.

Typed responses will not be accepted.



Chagrin Falls Police Department

Supplemental Application for Police Officer

Applicant Name: _____ **Date:** _____

Question #1: Law enforcement officers are required to play a variety of roles as they perform their day to day duties. Officers often find themselves acting as counselors, teachers, social workers and caretakers to those they encounter, beyond the traditional role of crime prevention and apprehension. Please describe what you believe to be the most important role played by a police officer, and why you feel this way:



Applicant Name: _____

Question #2: Based upon your answer to Question #1, please describe what skills or abilities you possess that will make you effective in this role:



Applicant Name: _____

Question #3: The Chagrin Falls Police Department expects officers to display only the highest level of integrity in both their personal and professional lives. In your opinion, is it ever acceptable in either a personal or professional setting to lie? If yes, please give an example:



Applicant Name: _____

Question #4: Please describe three ways in which you believe a police officer can become proactive in his/her efforts to form positive relationships within the community he/she serves. How could these efforts impact the relationship between the police department (as an organization) and the community?



Applicant Name: _____

Question #5: What is your primary source of motivation in your life endeavors? In other words, what motivates you at your job, in your studies, in the police academy, toward achieving personal goals and objectives? Please select an area (or multiple areas) that is/are applicable to you currently and describe what motivates you:





**VILLAGE OF CHAGRIN FALLS
DIVISION OF POLICE**

21 West Washington Street • Chagrin Falls, Ohio 44022 • (440) 247-5036
Amber Dacek, Chief of Police

AUTHORIZATION TO CONDUCT BACKGROUND CHECK

As a prospective employee of the Village of Chagrin Falls, I acknowledge and authorize the Village or its employees or agents to conduct a criminal background check pursuant to and as mandated by law.

I understand that this offer of employment is conditioned upon authorizing this background check and that the offer may be revoked at the discretion of the Village of Chagrin Falls if I do not authorize a background check or in the event the check reveals a criminal record.

I also understand that the Village of Chagrin Falls will endeavor to keep the results of the background check confidential, to the extent allowed by law, but may disclose my background information in compliance with the Ohio Public Records Act.

Printed Name

Date

Signature

Social Security Number

Address

Date of Birth

City State Zip

Maiden (other) name

