



Chagrin Falls Police Department

Job Vacancy Announcement General Information

Position/Classification Title:	Police Officer – Full-Time
Department:	Safety
Division:	Police
Immediate Supervisor:	Sergeant
Pay Range:	\$72,010 - \$87,360 annually
Benefits:	12-hour shifts Medical Insurance Dental Insurance 2-5 weeks paid vacation 10 Holidays 2 Personal Days Uniform Allowance

Deadline for Application: Friday July 8th, 2022

Information and Instructions for Police Officer Applicants

KEEP THIS 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
 - For full-time original appointment the maximum age is 35 years. 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 skills to read and interpret complex technical documents written in English, such as: laws, ordinances, court decisions, and training bulletins.

EXPERIENCED OFFICER CONSIDERATIONS

1. Officers who possess three consecutive years of full-time employment with another police agency, and who otherwise meet the minimum standards set forth above, will also be eligible for the following consideration:
 - Sick time transfer of up to 120 Days (assuming no buy-out)
 - Years of service credit towards vacation calculation (based on Village Employee manual) – Effective January 1st of the next calendar year
 - Starting salary “step” consideration within the established classification scale.

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 complete both the “Employment Application” and the “Supplemental Application.”
2. Read all the instructions on each page before you begin to work on that page.
3. 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.
4. All information on the application is subject to verification through an interview or a reference check.
5. Please do not submit a resume with this application. Simply respond to each item completely and accurately.
6. 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.
 - Background Check release form – Can be downloaded from website.

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

7. **The completed application must be filed in person with the Chagrin Falls Police Department. Applications can be filed Monday through Friday, 08:00 a.m. – 4:00 p.m. Applications are due by 4:00 p.m. Friday July 8th, 2022.**

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

8. If you should change your 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.
9. 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 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
- Self-obtained Ohio Peace Officer Certification
- Ability to pass a physical exam, psychological exam, polygraph or CVSA, and a background investigation.