



EMPLOYMENT OPPORTUNITY

OBERLIN POLICE DEPARTMENT PART-TIME PATROL OFFICER

The City of Oberlin Police Department is accepting applications on a rolling basis for **Part-Time Patrol Officers**. Duties include patrolling the City of Oberlin and protecting all properties therein, enforcing all applicable laws, making arrests when necessary, responding to emergency situations and offering aid as necessary.

Minimum Qualifications: Must be 21 years of age or older, a U.S. citizen or applying to be a U.S. citizen, possess a high school diploma or equivalent, and meet the requirements of the Ohio Peace Officer Basic Training Program prior to appointment. Must be able to obtain an Ohio driver's license and have good driving skills.

All candidates will be required to pass a physical examination, background investigation, drug screen, and psychological test.

Starting Hourly Rate: \$18.00/hour

Applications and full job description are available at www.cityofoberlin.com and at Oberlin City Hall (85 South Main Street, Oberlin, Ohio 44074).

Applications may be returned via email to:
hr@cityofoberlin.com

Or mailed to:
City of Oberlin Human Resources Department
85 South Main Street
Oberlin, Ohio 44074

OPEN UNTIL ALL POSITIONS FILLED

The City of Oberlin is a Drug-Free Workplace and an Equal Employment Opportunity employer.

CITY OF OBERLIN JOB DESCRIPTION

Part-Time Patrol Officer

Title:	Part-Time Patrol Officer	Department:	Police
Supervisor:	Police Sergeants	Positions Supervised:	Auxiliary Police Members
Status:	Part-Time	Civil Service Status:	Unclassified
FLSA Status:	Non-Exempt		
Bargaining Unit:	N/A	Exemption Category:	N/A
Pay Grade:	Not Categorized	Schedule:	As directed by Police Chief

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Patrol the City of Oberlin and protect all properties therein. Enforce all applicable laws, arrest when necessary; respond to emergency situations and offer aid as necessary.

The Part-Time Patrol Officer shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Part-Time Patrol Officer shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

High school diploma or equivalent. Must be U.S. citizen or applying to be U.S. citizen. Must pass physical examination, drug screen, background investigation and psychological examination. Must be 21 years of age or older and meet the Ohio Peace Officer Basic Training Program, Physical Fitness Standards prior to appointment.

Ability to read, write and speak clearly. Must be able to respond to an emergency without panic. Must complete the required basic police training for certification within one year of hire date. Must have good driving skills and be able to obtain Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the supervision of the Police Chief, Lieutenants, Sergeants and all senior officers. May supervise auxiliary police members.

Primary Job Duties: *(Essential functions are identified by an "**")*

- Instruct, assign and supervise subordinates. *
- Patrol the City of Oberlin. Enforce all laws and make arrests as needed. *
- Answer emergency calls and provide assistance and aid as needed. *
- Maintain all equipment used in the performance of law enforcement.
- Maintain records and give accounts of observed criminal activity during the performance of one's duty. *
- Inspect all properties of the City for security, including residential vacation homes. *
- Perform additional duties as required including accident investigation, bicycle registrations, stolen bicycle reports, fingerprinting civilians and criminals, dispatching, and breathalyzer, serving subpoenas and warrants, corrections. *
- Attend various police related schools and seminars, i.e., auto theft, radar, breathalyzer, arson, first aid, CPR, corrections, crime prevention, felony stops, accident investigations, and drug identification. Maintain all current certifications. *
- Conducts investigations of incidents occurring on the shift. *
- Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. *
- Perform a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. *
- Must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients and stretchers. *
- Perform other related duties as assigned. *

Required Knowledge, Skills and Abilities:

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the " strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including coworkers, other professionals, appointed and elected officials and the general public.

Licenses and/or Certifications:

- Current Peace Officer's Certification
- LEADS certification; any and all State of Ohio required licenses and certifications
- Valid Ohio driver's license

Work Environment:

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at an incident scene
- Communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Running, walking, crouching or crawling during emergency operations
- Moving equipment and injured/deceased persons
- Climbing stairs/ladders
- Performing life-saving and rescue procedures

Effectively deal with personal danger which may include exposure to:

- Confined or high work places
- Violent or hostile subjects
- Dangerous animals
- Extremely loud noises
- Hazards of emergency driving
- Hazards associated with traffic control and working in and near traffic
- Natural and man-made disasters

Material and Equipment Used:

Motor Vehicle

Computer

Protective and Safety Equipment

Communication Equipment

Firearms

Office and Technology Equipment

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours and potential exposure to hazardous or physically demanding working conditions experienced by law enforcement personnel. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

Rosalind Weber

Human Resources Signature/Date

Robert Weber

Appointing Authority Signature/Date

[Signature] 08/27/2018

Supervisor Signature/Date

[Signature] 8/13/18

Law Director Signature/Date

Reviewed by Civil Service Comm: 6/6/18

Reviewed by City Council: 7/2/18

City of Oberlin

85 South Main Street

Oberlin, Ohio 44074

(P): (440) 775-1531

(F): (440) 776-4840

(E): hr@cityofoberlin.com



EMPLOYMENT APPLICATION

Position Applied For: _____**Date of Application:** _____

We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status, as long as they are able to perform the essential functions of the job with or without reasonable accommodation. We will not refuse to hire an applicant because of disability so long as the disabled applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.

(Please Print)

Last Name		First Name		Middle Name	
Address		City	State	Zip Code	
Telephone Numbers Cell		Other (Please Specify) _____			
E-Mail Address*:					

****E-Mail Addresses will be used to notify you of the status of your application***Are you age 18 or over? ☐ Yes ☐ NoAre you employed now? ☐ Yes ☐ NoMay we contact your present employer? (ONLY upon establishing mutual interest) ☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ TemporaryDo you currently possess a valid Ohio Driver's License? ☐ Yes ☐ NoDo you currently possess a valid Commercial Driver's License (CDL)? ☐ Yes ☐ NoIf yes, please complete the following: CDL Class: ☐ Class A ☐ Class B ☐ Class C

Endorsements / Restrictions: _____

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs? ☐ Yes ☐ No

Education

	High School or GED				Undergraduate College/University				Graduate/ Professional			
School Name and Address												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills, and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)

List professional, trade, business, or civic activities and offices held.

You may exclude memberships which would reveal gender, race, color, religion, national origin, age, ancestry, disability, political affiliation, or other protected status.

References

List three work references (not related to you) preferably in a supervisory role.

Name	Telephone Number	Position	Years Known
1. _____			
2. _____			
3. _____			

Special Skills and Qualifications

Summarize any special job-related skills and qualifications acquired from employment, military, or other experience.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, age, ancestry, gender, national origin, disabilities, political affiliation, or other protected status. If you need additional space, please continue on a separate sheet of paper.

This section must be filled out, even if you are attaching a résumé!

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title Supervisor	Starting	Final	
	Reason for <u>WANTING</u> to Leave			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title Supervisor	Starting	Final	
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title Supervisor	Starting	Final	
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title Supervisor	Starting	Final	
	Reason for Leaving			

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

If you have served in the U.S. Armed Forces, are you currently discharged from active duty? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No
(If you are hired by the City you must provide proof of your eligibility and any required documentation.)

Applicant's Statement

I, _____, understand that this is an application for employment and not
(Print Applicant Name Here)
an employment contract.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the City may make a **thorough investigation of my entire work and personal history** and may verify all data given in my application for employment, related documents or interviews. **I authorize such investigation and release from liability any person(s) giving or receiving such information. I understand that falsification of data so given, or other derogatory information discovered as a result of this investigation, may prevent my being hired, or, if hired, may subject me to immediate dismissal.**

Initial

Initial

I understand that if the City offers me employment, **the offer of employment will be contingent upon me taking and passing a drug test** as a condition of employment, and further understand that I may be **required to submit to additional pre-employment testing as may be required for the job.**

Initial

Initial

I understand that if the City offers me employment, I am required to abide by all rules and regulations of the City, and that the City retains the right to establish, modify and change those regulations including those pertaining to scheduling, overtime and shift assignments. I understand that if hired by the City, my employment can be terminated by the City subject only to applicable laws and regulations.

I am aware **this application is a "Public Record"** as defined by Ohio Public Records law and will be treated in accordance with that law.

Initial

Signature of Applicant

Date

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

(Read information below)

Please return this form with your completed application to the Human Resources Department in Oberlin City Hall at 85 South Main Street, Oberlin, Ohio 44074.

Name: _____

(Please Print)

Gender: ☐ Male ☐ Female

Education Level: _____

(i.e. GED/High School, Some College, 2-year degree, 4-year degree, Master's Degree)

Race: ☐ Black (Non-Hispanic)

☐ White (Non-Hispanic)

☐ Hispanic

☐ Asian/Pacific Islander

☐ American Indian/Alaska Native

☐ Other: _____

Do you have a physical or mental disability? (Answer is strictly voluntary) ☐ Yes ☐ No

Job applied for: _____

Date: _____

Where did you learn about this job posting?

☐ College/School Employment/Guidance Office

☐ Cable TV

☐ I am a Current Employee

☐ Church: _____ (Please Specify)

☐ Internet

☐ Word of Mouth

☐ Newspaper or Prof. Journal Advertisement: _____ (Please Specify)

☐ Other: _____ (Please Specify)

In which City, Village, or Township do you reside? _____

Thank you for your assistance

IMPORTANT INFORMATION

The data requested above will be kept strictly confidential and will **NOT** be a part of any personnel or job application records. This information will be accessible only to the Equal Employment Opportunity Officer and is being gathered in compliance with Federal Equal Employment opportunity regulations. It will be used to evaluate the City's policy of providing equal job opportunities to all applicants, and to respond to federal and state reporting requirements.

SPECIAL NOTE: Should you feel that you were discriminated against while seeking a particular job with the City of Oberlin, you are encouraged to file a written complaint to that effect with the Equal Employment Opportunity Officer.

PLEASE COMPLETE THE INFORMATION ABOVE!