

# **BEAVER POLICE DEPARTMENT**

**601 W. SOUTH RANGE RD • NORTH LIMA, OHIO 44452**

**ERIC D. DATTILO • CHIEF OF POLICE**

<b>EMERGENCY</b>	<b>911</b>
<b>TELEPHONE</b>	<b>(330) 549-5338</b>
<b>FAX</b>	<b>(330) 549-9357</b>
<b>EMAIL</b>	<b>eddattilo@beavertwp-oh.gov</b>
<b>WEBSITE</b>	<b>www.beavertwp-oh.gov</b>

## **BEAVER POLICE DEPARTMENT**

Is accepting applications for the position of:

### **POLICE OFFICER**

Beaver Police Department is accepting applications for the position of Full-Time and Part-Time Police Officer. Applications can be picked up at the **Beaver Police Department 601 West South Range Road North Lima, Ohio 44452**, and on our website at:

<https://www.beavertwp-oh.gov/police>

**Deadline for submission of application: n/a**

#### **Requirements:**

Applicants must meet the following requirements: United States citizen, valid driver's license, 21 years of age or older, high school diploma, or G.E.D., certificate of Basic Police Officer Training Program, no felony convictions, legally able to possess firearm in the State of Ohio, no drug trafficking incidents, and previous felony drug usage will be reviewed on a case by case basis.

#### **Steps in the Hiring Process:**

Application  
Interview with a Lieutenant  
Testing – Ohio Law Enforcement Selection Inventory (OH-Select), Writing Examination, and Computer Voice Stress Analyzer  
Interview with Command Staff  
Background Investigation  
Conditional Offer of Employment  
Medical Examination and Drug Screening  
Psychological Examination  
Final Acceptance/Rejection for Employment

Please see the attached form for the requirements of the position of: **Police Officer**

#### **EQUAL OPPORTUNITY EMPLOYER**

The Township of Beaver is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The Township of Beaver does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.



# BEAVER POLICE DEPARTMENT

## Patrol Division

<b>Application for Employment</b>		Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of any non-job related medical condition or handicap.	
Application Date		Referred by	Positions(s) Applied For: [check box below]
<b>Personal Information</b>	Social Security #: _____ - _____ - _____	License #: State: _____ Number: _____	<input type="checkbox"/> Full-Time Sworn Police Officer <input type="checkbox"/> Part-Time Sworn Police Officer <input type="checkbox"/> Reserve Sworn Police Officer
NAME (Last, First, Middle)			Area Code & Phone Number
CURRENT ADDRESS (Street, Apt, City, State, Zip Code)			Length of Time at Address
PREVIOUS ADDRESS (Street, Apt, City, State, Zip Code)			Length of Time at Address
Cell. Phone Number & Area Code		Work Phone Number & Area Code (ext.#)	Email Address:
<b>Education High School</b>	SCHOOL NAME: FULL ADDRESS:		Diploma Received G.E.D. Received  Date Received:
GPA	Course of Study	Awards/Honors/Offices	Extracurricular Activities
Attendance Record		Favorite Class	
<b>Education Undergraduate</b>	SCHOOL NAME: FULL ADDRESS:		Associate Degree Bachelors Degree  Date Received:
GPA	Major / Minor	Awards/Honors/Offices	Extracurricular Activities
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Education Graduate</b>	SCHOOL NAME: FULL ADDRESS:		Masters Degree  Date Received:
GPA	Major / Minor	Awards/Honors/Offices	Extracurricular Activities
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Education Other/Academy</b>	SCHOOL NAME: FULL ADDRESS:		Completion  Date Received:
GPA	Course of Study	Awards/Honors/Offices	Extracurricular Activities
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Military Information</b>	Branch	From:                      To	
Highest Rank or Grade	Terminal Rank or Grade	Type of Discharge	
Nature of Duties:			
Awards/Honors:			

**Over**

**BEAVER POLICE DEPARTMENT: PATROL DIVISION APPLICATION**

<b>Employment Information</b>	List <b>ALL</b> employment starting with your present position, then the last position before that, and so forth. Use additional forms if needed.		
<b>#1:</b> From:                      To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:  What did you like most about your job?  What did you least enjoy?  Reasons for leaving:  Compensation:  Attendance Record:  Permission to contact for background check?    Yes    No    Signature:			
<b>#2:</b> From:                      To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:  What did you like most about your job?  What did you least enjoy?  Reasons for leaving:  Compensation:  Attendance Record:  Permission to contact for background check?    Yes    No    Signature:			
<b>#3:</b> From:                      To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:  What did you like most about your job?  What did you least enjoy?  Reasons for leaving:  Compensation:  Attendance Record:  Permission to contact for background check?    Yes    No    Signature:			

**Over**

**BEAVER POLICE DEPARTMENT: PATROL DIVISION APPLICATION**

<b>#4:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:  What did you like most about your job?  What did you least enjoy?  Reasons for leaving:  Compensation:  Attendance Record:  Permission to contact for background check?    Yes    No    Signature:			
<b>#5:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:  What did you like most about your job?  What did you least enjoy?  Reasons for leaving:  Compensation:  Attendance Record:  Permission to contact for background check?    Yes    No    Signature:			
<b>#6:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:  What did you like most about your job?  What did you least enjoy?  Reasons for leaving:  Compensation:  Attendance Record:  Permission to contact for background check?    Yes    No    Signature:			

**Over**

**BEAVER POLICE DEPARTMENT: PATROL DIVISION APPLICATION**

#7: From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:  What did you like most about your job?  What did you least enjoy?  Reasons for leaving:  Compensation:  Attendance Record:  Permission to contact for background check?    Yes    No    Signature:			
#8: From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:  What did you like most about your job?  What did you least enjoy?  Reasons for leaving:  Compensation:  Attendance Record:  Permission to contact for background check?    Yes    No    Signature:			
#9: From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:  What did you like most about your job?  What did you least enjoy?  Reasons for leaving:  Compensation:  Attendance Record:  Permission to contact for background check?    Yes    No    Signature:			
<b>Other Employment?</b> Yes    No.    If "Yes," please list all other employment on a separate sheet of paper and attach to this form! Applicant hereby certifies that all employment is hereby accounted for on this application, and further understands that failure to disclose any previous employment is grounds for termination in the event that applicant is hired with this agency. <div style="text-align: right;"><b>Signature:</b></div>			

**Over**

**BEAVER POLICE DEPARTMENT: PATROL DIVISION APPLICATION**



<b>Job Related Questions / Plans / Goals</b>	<b>Applicant's Name: (print)</b>
List all law enforcement or E.M.T. related certifications you have attained:	
What special skills, experiences or qualifications, related to the position(s) applied for, do you possess?	
List all departments at which you have current applications filed. Note status of employment opportunities for each application:	
If applying for a part time position: What are your available hours and days to train and work at this agency?	
What are your long-term goals for employment?	
Are you computer literate?    Yes    No.    If "Yes," please explain.  What programs are you familiar with?  To what extent?  Can you type?    Yes    No.	
I hereby authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal and/or termination from the civil service list.   <b>Date:</b> <b>Signature:</b>	

**Please feel free to include your current resume and copies of applicable certifications with this application.**

*The Township of Beaver is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The Township of Beaver does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.*

# Beaver Police Department

## WAIVER OF CONFIDENTIAL RECORDS

Name (print)		Date of Birth	Social Security Number	
Address:	Street	City	State	ZipCode

To Whom It May Concern: I am an applicant for a position with the Beaver Police Department, Township of Beaver, Ohio. The department needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Beaver Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Beaver Police Department, whether said records are of public private, or confidential nature. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Beaver Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in my case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Beaver Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

**Initial:** \_\_\_\_\_

For and in consideration of the Beaver Police Department's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Beaver Police Department. I understand my rights under Title 5, United States Code, section 552a, the Privacy Act of 1974 and related Ohio Revised Code sections, with regard to access and to disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the Beaver Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid upon my signature during the time associated with the selection process of the Beaver Police Department.

I agree to indemnify and hold harmless the person to whom this request and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

**The following information must be completed in the presence of a certified Notary Public:**

\_\_\_\_\_, having been duly sworn under oath states that this is his/her  
Name of Applicant/ Affiant

lawful affidavit and request for release of records.

\_\_\_\_\_  
Signature of Applicant

Sworn and subscribed before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**SEAL MUST BE AFFIXED**

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Printed Address of Notary

**(Out of state notary must submit Certificate)**



## Police Officer

### 1009.1 SECTION TITLE

#### SUMMARY:

Is a sworn member at the rank of police officer who performs a variety of duties and tasks related to the protection of life, limb and property. The police officer conducts investigations and patrols assigned areas, makes arrests, searches for suspects or missing persons, performs traffic enforcement activities, identifies and collects evidence, prepares offense reports and other documentation, testifies in court, depositions and hearings, performs public service functions including security checks, provides assistance and information to the public, assists other governmental agencies, assists and transports mentally impaired or intoxicated persons, responds to a wide variety of emergency and non-emergency calls for service.

The most important and essential job function of the position is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

### 1009.2 SECTION TITLE

#### ENVIRONMENTAL CONDITIONS:

Works with a great deal of autonomy requiring discretion and field decision-making

Physical acts requiring strength and endurance may be required

Works during inclement weather

Works under extreme varying degrees of stress

Subject to call 24 hours a day

Some exposure to morbid crime scenes involving the human body

Involves exposure to dangerous and sometimes life threatening situations, events or persons

Works with a firearm and other required weapons

Work may involve rotating 8 hour shifts

May have to inflict bodily harm or kill another human being

#### REQUIRED SKILLS AND KNOWLEDGE:

Knowledge of Beaver PD SOPP

Knowledge of Ohio Criminal Law

Knowledge of criminal justice system

Knowledge of geographical area

Knowledge of the Response-to-Resistance Continuum

Knowledge of field sobriety testing

Knowledge of crash investigating

Ability to operate public address system

Ability to conduct pat down and search for weapons

Ability to follow commands

# Beaver Police Department

## Procedures Manual

### *Police Officer*

---

Knowledge of communication radio codes, signals and badge numbers	Ability to recognize basic signs and causes of death
Knowledge of field reporting software	Ability to disassemble and reassemble firearm
Knowledge of manufacture's standards	Ability to comprehend questions
Knowledge of issue weapon nomenclature	Ability to operate a motor vehicle
Knowledge of surfaces conducive to fingerprinting	Ability to read and write English
Knowledge of fingerprinting techniques	Ability to use approved defensive weapons
Knowledge of appearance of fingerprints	Ability to comprehend instructions
Knowledge of camera operation	Ability to perform minor vehicle maintenance
Knowledge of evidence handling	Ability to read gauges and odometers
Knowledge of types of evidence	Ability to operate calculator
Knowledge of evidence collection	Ability to evaluate
Knowledge of illegal substance appearance	Ability to read a map
Knowledge of narcotics field test procedures	Ability to comprehend
Knowledge of officer safety techniques	Ability to operate camera
Knowledge of case law	Ability to operate tape recorder
Knowledge of domestic violence procedures	Ability to listen and understand
Knowledge of child/elderly abuse procedures	Ability to detect suspicious activity
Knowledge of building/area search techniques	Ability to identify makes and models of vehicles
Knowledge of area characteristics	Ability to handle stress
Knowledge of first aid/CPR	Ability to locate vehicle identification numbers
Knowledge of crowd control techniques	Ability to evaluate credibility and reliability
Knowledge of human anatomy	Ability to identify suspicious activity and circumstances
Knowledge of firearm safety procedures	Ability to recognize potential danger and hazards
Knowledge of public safety concerns	Ability to recognize informative placard or signs
Knowledge of defensive techniques	Ability to monitor radio traffic
Knowledge of basic English grammar skills	Computer skills
Knowledge of reference data	Basic mathematical skills
Knowledge of support units available	Interpersonal skills
Knowledge of community services	Organizational skills
Knowledge of referral sources	Basic investigation skills
Knowledge of social and public assistance agencies	Interview skills
Knowledge of abnormal behavior	Observation skills
Knowledge of roadblock equipment	Tactical driving skills
Knowledge of the effects of intoxicants/drugs	Tactical communication skills
Weapons proficiency	Communication skills

### **PHYSICAL REQUIREMENTS:**

# Beaver Police Department

## Procedures Manual

### *Police Officer*

---

Jump	Recognize colors
Climb	Ambulate independently
Agility	Crawl
Mobility	Bend/squat
Withstand chemical odor	Strength to loosen lug nuts
Walk	Full range of motion
Run	Steady hands
Sit for long periods	Upper body strength
Hear at normal level or with accommodation	See at normal range or with accommodation
Endurance	Continence
Stand for long periods	Speak English understandably
Endure climatic extremes	Sense of smell
Balance	Manual dexterity

#### **ESSENTIAL DUTIES:**

Testify at trials, hearings or grand juries	Serve subpoenas
Testify at deposition	Serve restraining orders
Prepare original and supplemental reports	File complaint affidavits
Maintain issued equipment	Prepare correspondence
Maintain firearms	Maintain personal notes or warnings, arrests or contacts
Inspect and maintain patrol vehicle	Update, maintain, review manuals and files
Inspect and maintain work area	Maintain attendance records
Review BOLOs and patrol requests	Review Ohio laws, township ordinances, SOPP, and agency directives
Collect latent fingerprints	Secure evidence
Photograph persons, evidence and crime scene	Seize or confiscate illegal substances and property
Seize, impound, or confiscate vehicles or property	Secure found or acquired property
Interview victims, witnesses, informants and/or suspects	Complete field interrogation reports
Investigate crimes against the state	Investigate crimes against persons
Investigate crimes against property	Initiate death investigations
Search buildings or grounds for evidence or suspect	Respond to alarm calls
Conduct active patrol in assigned area	Conduct self-initiated arrest
Conduct frisk or pat down search	Control disorderly or irate persons
Pursue vehicles in accordance with General Orders	Serve arrest warrant
Respond to rescue situations	Transport inmate or arrestee
Conduct felony stops	Locate or retrieve body



# Beaver Police Department

## Procedures Manual

### *Police Officer*

---

Respond to bomb threats	Examine abandoned vehicles
Respond to civil unrest or riots	Establish field contacts/confidential informants
Counsel persons involved in disputes	Escort funeral
Conduct dwelling, building, or ground check	Assist other agencies
Provide information and referrals to citizens	Warn citizens of environmental dangers or property hazards
Investigate and isolate hazardous materials	Provide security for special functions
Assist mentally ill or handicapped citizens	Assist intoxicated persons
Conduct traffic stops; setup and operate traffic controls	Conduct parking enforcement
Conduct OVI investigations	Conduct traffic crash investigation