

CITY OF ASHTABULA  
POSITION AVAILABLE  
Patrol Officer  
Police Department

The City of Ashtabula is seeking applications for the position of Patrol Officer to work in the Police Department.

Interested persons may apply for the full time position by filing a resume and a written application with Ohio Means Jobs located at 2247 Lake Avenue, Ashtabula, OH 44004 prior to 4:30 p.m. on September 28, 2018. Qualified candidates must hold a current commission as a peace officer in a political subdivision of the State of Ohio and have completed either three years of full-time employment as a peace officer or five years of part-time employment; or combined full-and-part-time employment as a peace officer. Candidates will be required to pass a pre-employment drug screen, physical, polygraph, psychological test and background check. A copy of the job description is available upon request of application.

The City of Ashtabula is an Equal Opportunity Employer.  
James Timonere  
Ashtabula City Manager

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Please send billing and proof of publication to:  
City of Ashtabula  
c/o Finance Director  
4717 Main Avenue  
Ashtabula, OH 44004

## Patrolman

### Distinguishing Features of Work

The Patrol Officer works under the general supervision of the Lieutenant of Police; patrols and observes zone areas; arrest violators of laws and ordinances; investigates automobile accidents, testifies and presents evidence in Court; and performs other duties as assigned. May be assigned as an OIC (when one is not available), if the senior officer on the shift or is on an active promotional list for Lieutenant.

### Example of Duties

- Patrols and observes assigned zone area on rotating shift basis.
- Familiarizes self with citizens, commercial establishments and residential areas of the City.
- Observes persons who are behaving in definable suspicious way and investigates.
- Stops suspicious persons and interviews them.
- Maintain contact with Police Station for backup.
- Makes or requests computer checks of individuals or vehicles.
- Arrest violators of laws and ordinances.
- Uses reasonable and justifiable amount of force to apprehend offenders.
- Arrests intoxicated and drug influenced drivers.
- Searches suspects for weapons or evidence before transporting to the station.
- Enforce traffic laws, issues moving violation citations and parking citations.
- Investigates traffic accidents.
- Investigates criminal activity and citizen complaints.
- Responds to messages dispatched from station.
- Interviews and records all relevant information from those involved.

- Administers first aid to injured persons.
- Removes, carries and transports the injured to the hospital.
- Serves warrants on suspects.
- Arrests suspects and transport them to the station.
- Controls traffic and public gatherings in emergencies.
- Disperses crowds or quells disturbances at public meetings or special events.
- Testifies and presents evidence in Court.
- Performs community relation tasks such as talks in school, and neighborhood associations as assigned.
- Provides information to citizens.
- Notifies appropriate agencies in case of light outage, wire downs, and other public hazards.
- Notifies and warns citizens of illegal sign posting, sales and other violation of ordinances and laws.

#### Knowledge, Skills, and Abilities

General knowledge of modern police work, general knowledge and Departmental rules and regulating policies and procedures, knowledge of Court procedures, knowledge of elements of crime, knowledge of National, State, and local information networks, ability to understand and follow-up written and verbal instructions, knowledge of geography of the City, ability to write and speak clearly and effectively, knowledge of investigative techniques, familiarity of self-defense and street survival techniques, ability to work cooperatively with peers, supervisors, public relation skills, ability to make sound judgments and decisions, ability to pay attention to details. Ability to handle firearms and maintain proficiency annually.

#### Desired Minimum Qualifications

- Must be 21 years of age at time of appointment.
- Must possess a valid State drivers license without record of suspension or revocation in any state, including OVI.

- No felony convictions or disqualifying criminal history.
- Must be a U.S. citizen
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.
- Must be able to successfully obtain a valid Ohio Peace Officers Training certificate.
- Must have a high school diploma or equivalent and experience related to law enforcement.

### Selection Guidelines

Formal application, Civil Service examination, review of qualifications upon exam passing, hiring process. The hiring process can include a background check, polygraph or voice stress, psychological exam, interview and final selection, subject to any appropriate civil service regulation.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit, stand, walk, talk, and hear.
- Required to use hand to finger, handle or feel objects, tools or controls.
- Reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.
- Taste or smell.
- The employee must occasionally lift and move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

