

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 until positions are filled. *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

Publish: January 4, 2025 and January 11, 2025

Please send billing and proof of publication to:
City of Ashtabula
c/o Finance Director
4250 Lake 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.



City of Ashtabula
4250 Lake Avenue
Ashtabula, Ohio 44004

APPLICATION FOR EMPLOYMENT
(PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

NAME (Last)	(First)	(Middle)	Date
ADDRESS	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	EMAIL ADDRESS	
POSITION APPLIED FOR			
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____ (Proof of eligibility will be required upon offer of employment.)			
ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.)			
CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES _____ NO _____			
HAVE YOU EVER WORKED FOR THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, WHEN? FROM _____ TO _____ WHERE? _____			
CLASSIFICATION : _____			
DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____			
IF YES, WHAT CLASS? _____ EXPIRES _____			
HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____			
IF YES, PLEASE EXPLAIN: _____			
IS ANYONE RELATED TO YOU EMPLOYED WITH THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU. _____			
WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? \$ _____ PER _____			
ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____			
HOW DID YOU HEAR ABOUT US? _____			

EDUCATION

SCHOOLS	NAME AND LOCATION	# YEARS COMPLETED	COURSE OF STUDY OR MAJOR	DIPLOMA OR DEGREE	AVERAGE GRADES
ELEMENTARY					
JR. HIGH SCHOOL					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
GRADUATE SCHOOL					

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. _____

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES _____ NO _____

PLEASE GIVE DATES AND EXPLANATION: _____

EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? _____

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES _____ NO _____

IF YES, PLEASE EXPLAIN. _____

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

1. FROM:	TO:	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY:
Month/year	Month/year			START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
2. FROM:	TO:	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY:
Month/year	Month/year			START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
3. FROM:	TO:	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY:
Month/year	Month/year			START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1.			
2.			
3.			

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

THE CITY OF ASHTAUBLA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

The City of Ashtabula is a Drug and Tobacco Free Workplace