**CITY OF RAVENNA CIVIL SERVICE COMMISSION**

**TIMOTHY R. THOMAS, CHAIRMAN**

**402 S. CHESTNUT STREET, RAVENNA, OHIO 44266**

**PHONE (330) 296-3804, FAX (330) 296-2944**

**NOTICE OF EXAMINATION FOR**

**THE CIVIL SERVICE POSITION OF**

**POLICE PATROL OFFICER**

Examination Date: **April 14, 2020**

Examination Time: **6:00 o'clock p.m.**

Examination Location: **Immaculate Conception Reception Hall**

**251 W. Spruce Street, Ravenna, Ohio 44266.**

Notice is given that a written examination will be given by the Ravenna City Civil Service Commission for the purpose of establishing an eligibility list for future Police Patrol Officer vacancies and hirings with the City of Ravenna Police Department.

**Application:**

Applications are available and may be obtained from Ravenna City Hall, 210 Park Way, Ravenna, Ohio 44266. Please contact City of Ravenna Human Resources at: 330-296-3864 for application requirement details before applying in person.

Applications are available Monday through Friday during the following hours: 9:00 a.m. to 5:00 p.m. (closed 12:00 p.m. to 1:00 p.m. and legal holidays).

To be accepted, application must be properly, legibly, and completely filled out and acknowledged by a notary public or other officer authorized under Ohio law to make acknowledgments.

The deadline for submission of properly completed and acknowledged applications shall be Friday, April 3, 2020 at 4:00 p.m. Any application after that date and time will not be accepted.

In addition to the Job Application, applicants must submit proof of the following qualifications for the exam:

* Valid Ohio Driver's License; must be 21 years of age to apply and not over 35
* Copy of High School Diploma or GED or Secondary Education Diploma
* Proof of US Citizenship (Social Security Card or Passport)
* DD-214 (if applicable); proof of military service with Honorable Discharge

Candidates selected must successfully pass psychological exam, background check, polygraph test, and health and drug screening. OPOTA Certification required at time of appointment.

**POLICE PATROL OFFICER**

**DEPARTMENT:** POLICE

**DIVISION:** POLICE

**SUPERVISION RECEIVED:** Works under general supervision of the Sergeant.

**POSITION CLASSIFICATIONS:** The position of Patrol Officer in the City of Ravenna is classified by the Ravenna City Civil Service Commission, is non-exempt under the Fair Labor Standards Act and is included in a collective bargaining agreement.

**PURPOSE:** Performs a variety of routine and complex public safety work in police patrol, investigations, traffic regulations, and related law enforcement activities.

**GENERAL SUMMARY:** Under the supervision of a superior officer, is responsible for a variety of general and specific police functions within the City including, but not limited to, maintenance of order, enforcement of laws and ordinances, preservation and protection of life and property, prevention and detection of crime, and maintenance of good public relations. Supervisory functions are limited to senior officer in charge.

**PRINCIPAL TASKS AND RESPONSIBILITIES:**

1. Patrols an assigned area in a motor vehicle, bicycle or on foot in order to detect and prevent crime or disturbance of the peace and to apprehend violators. Familiarizes self with patrol area, notes hazards, suspicious persons, and circumstances therein to report to superior officer.

2. Responds to reports of violations of laws and/or ordinances of the State of Ohio and the City of Ravenna.

3. Enforces vehicle and traffic laws, writes traffic citations, investigates accidents, and reports on accidents. Investigates crimes and civil disturbances; gathers evidence and protects the crime scene until relieved by the appropriate superior officer or investigatory unit. May be responsible for locating, questioning, and detaining witnesses; pursues, apprehends, arrests, interrogates, and transports suspects and offenders as necessary. Ability to perform strenuous tasks in an emergency situation and respond rapidly to calls for assistance.

4. Testifies and presents evidence in criminal court as necessary.

5. Write crime reports and other required reports; completes forms describing circumstances of crimes, accidents, investigations, complaints, and other police activities.

6. May perform other specialized police operations including, but not limited to, special investigations, drug enforcement, and juvenile crimes.

7. May assist in training of new police officers, may provide safety/security training for the general public.

8. Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

**EDUCATION:**

• A high school education or the equivalent.

**EXPERIENCE:**

• This is an entry level position. No specific experience over and above the certification

requirements is required.

**SKILLS:**

• Ability to communicate effectively and interact well with the public.

• Ability to analyze situations rapidly and objectively and determine proper courses of

action.

• Skill in handling vehicles in normal and emergency conditions.

• Physical agility, ability to pass yearly fitness testing standards.

• Physical ability to prevent crime or disturbance of peace, and in top physical condition

to prevent bodily injury or death from law violators.

• A broad knowledge of basic police operations, laws, ordinances, rules, and policies as

applied to law enforcement.

• An ability to write clearly and effectively.

**TOOLS AND EQUIPMENT:** Tools and equipment used in the performance of this position include, but are not limited to: police car; police radio; radar gun; handgun and other weapons, as required; baton; handcuffs; breathalyzer; page; first aid equipment; personal computer, including word processing software; and other tools and equipment, as may be required.

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; handle, feel or operate objects; and reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently move up to 25 pounds and occasionally lift and/or move up to 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.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold and heat; and vibration.

The noise level is the work environment is usually quiet in the office and moderately noisy in the field.

**OTHER:**

• Must possess and maintain a valid State of Ohio Driver’s License, without suspension or revocation in any state.

• Ohio State Certification for police officers training.

• Must be legally qualified to own and carry a firearm, pass OPOTA firearms qualifications.

The qualifications listed above are guidelines. Other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job will be considered.

**CREDITS:**

Applicants who pass the test will be eligible for a 15% or 20% credit in addition to their test scores if they submit to the Civil Service Commission prior to the test a Certificate of Honorable Discharge from the U.S. Armed Forces in accordance with O.R.C. 124.23. Proof of same must be submitted prior to the test date. A passing grade shall be 70% or above based on the number of correct answers. Grades and scores will not be based upon a "curve".

Testing Procedures:

The written test shall be administered at the time and place aforesaid and shall evaluate areas including but not limited to memory, reading, comprehension, understanding, spatial orientation, problem sensitivity, and report writing and observational abilities.

Pencils and test sheets shall be provided at the site. No cell phones or any other electronic communication devices will be permitted in the test room.

Applicants are further notified that upon passing the written exam an applicant will undergo, before hiring, additional testing, which shall include medical and psychological examinations in accordance with OAC 123:1-9-03, background investigation, oral interview and assessment with the Police Chief and/or his Designee, the foregoing at the expense of the City and the successful passing of the foregoing shall be a condition of hire.

Applicants are further notified that no examination booklets will be distributed after 6:00 p.m. on the date of the written exam and that the Chairman of the Civil Service Commission shall be responsible for the determination of the exact time, and that any applicants who have arrived and received their test booklet on time as aforesaid shall not be deprived the opportunity to take the written test.

Provisional Employees Notice:

Notice is hereby made that any and all provisional appointees of the City of Ravenna Police Department appointed under the provisions of O.R.C. 124.30 must take the written test and receive a passing score on the written test, exclusive of credits, to continue employment with the department, and that such appointments passing the test as aforesaid shall take precedence over the eligibility list as to hirings in accordance with the law.

Other:

Applicants requiring or requesting an accommodation for testing must provide advance notice to the Commission no later than Monday, April 7, 2020 at 4:00 p.m. in writing in order to have such requirements or request considered.

Salary information may be obtained from the Ravenna Police Department, Chief Jeffrey Wallis.

The City of Ravenna is an Equal Opportunity Employer. The City of Ravenna does not unlawfully discriminate on the basis of race, color, national origin, sex, religion, veteran status, age, or disability in employment.

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Ravenna City Civil Service Commission

Timothy R. Thomas, Esq., Chairman

402 S. Chestnut Street, Ravenna, Ohio 44266

(330) 296-3804