



CITY OF CANFIELD POLICE DEPARTMENT

Charles S. Colucci, Chief of Police

NOTICE OF CIVIL SERVICE EXAMINATION

The Civil Service Commission of Canfield will be testing for the following position on April 17, 2024 at 7:00 PM at Canfield Rotary Community Building, 320 Oak Street, Canfield, Ohio:

April 17, 2024	PATROL OFFICER	\$61,967.00-\$68,525.65	Starting
(7:00 P.M.)		\$79,002.00-\$85,560.65	(After 36 months)

A non-refundable fee of \$20.00 to cover costs of the test and administration is required to be submitted with the completed application. Specific information and applications are available at the Clerk's Office of the City of Canfield, City Hall 104 Lisbon Street, Canfield, Ohio from 8:00 A.M. to 4:30 P.M. Applications will be accepted beginning on March 11, 2024. Last day for filing is Noon on Friday, April 12, 2024. For further information, call 330-533-1101.

Advertised:

March 10, 2024

March 17, 2024



CLASSIFICATION SPECIFICATION
CITY OF CANFIELD (REVIEWED 7/21)
AN EQUAL OPPORTUNITY EMPLOYER



Class Title: POLICE PATROL OFFICER

REQUIRED QUALIFICATIONS FOR APPOINTMENT

- Must be at least 21 years of age
- Must be a United States Citizen
- Height proportionate to weight
- Must have completed a bachelor's degree from an accredited institution in law enforcement administration, criminal justice, management, social sciences, or other law enforcement related area of study, prior to the end of the probationary period.
- Must speak with clear diction and write legibly
- Must speak, read, and write the English language.
- Must possess a valid Ohio driver's license.

NOTE: Prior to appointment, all candidates must:

- Score 70 or better on the police officer entry level civil service exam
- Pass a standard general physical, eye exam and agility test (copy available on request)
- Pass a psychological exam
- Pass a drug screen
- Successfully pass a Computerized Voice Stress Analysis (C.V.S.A.)
- Successfully complete a thorough background investigation (including driving record)
- Probationary period will be twelve (12) months
- Other qualifications as may be deemed necessary by the Chief of Police or City Manager

JOB DESCRIPTION

(FACTORS AND CONDITIONS WHICH ARE ESSENTIAL CHARACTERISTICS OF THE POSITION)

Under the supervision of the Chief of Police and/or superior officers, undertake a variety of routine, self-initiated, and assigned tasks designed to protect life and property in the City of Canfield. These tasks include, but are not limited to: crime prevention, investigation, apprehension and assistance in the prosecution of law violators, crime deterrence, the provision of a wide variety of services to the public, and other related duties as required.

MAJOR RESPONSIBILITIES

Major Responsibilities require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The jobholder must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute, raise the appearance of impropriety or endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistently in line with the agency's mission, goals, and objectives.

MAJOR DUTIES

Major duties involve taking calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, preparing and/or serving civil processes, protecting persons and property, securing and protecting prisoners and providing credible testimony in court. When not responding to calls for service, the incumbent is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position.

WORK CONDITIONS

Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc.. Mental alertness is very important because of the need to make very fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc.. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of readiness that will enable to handle (with minimal force and often without backup) recurrent contacts and involvement's with dangerous and potentially dangerous people, animals and equipment.

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Updated 3/1/2022

Application for Employment	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: (you may check more than one)	<input type="checkbox"/> Full Time Police Officer <input type="checkbox"/> Full Time Dispatcher <input type="checkbox"/> Part Time Police Officer <input type="checkbox"/> Part Time Dispatcher <input type="checkbox"/> Auxiliary Police Officer <input type="checkbox"/> Other (write in title) _____ <input type="checkbox"/> Reserve Police Officer

Personal Information	Social Security #: _____ U.S. Citizen <input type="checkbox"/> yes <input type="checkbox"/> no	Driver's License: _____ State: _____ Number: _____
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: _____	E Mail Address: _____	Other Number: _____

Education High School	SCHOOL NAME: _____ FULL ADDRESS: _____	<input type="checkbox"/> Diploma Received <input type="checkbox"/> G.E.D. Received Date Received: _____
GPA	Course of Study	Awards/Honors/Offices
Attendance Record		Favorite Class
		Extracurricular Activities

Education Undergraduate	SCHOOL NAME: _____ FULL ADDRESS: _____	<input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelors Degree Date Received: _____
GPA	Major / Minor	Awards/Honors/Offices
Why was this school chosen?		Extracurricular Activities
Attendance Record		Favorite Class

Education Graduate	SCHOOL NAME: _____ FULL ADDRESS: _____	<input type="checkbox"/> Masters Degree Date Received: _____
GPA	Major / Minor	Awards/Honors/Offices
Why was this school chosen?		Extracurricular Activities
Attendance Record		Favorite Class

Education Other/Academy	SCHOOL NAME: _____ FULL ADDRESS: _____	<input type="checkbox"/> Completion Date Received: _____
GPA	Course of Study	Awards/Honors/Offices
Why was this school chosen?		Extracurricular Activities
Attendance Record		Favorite Class

Canfield Police Department Application

Military Information	Branch	From: To
Highest Rank or Grade	Terminal Rank or Grade	Type of Discharge
Nature of Duties:		
Awards/Honors:		

Employment Information	List ALL current and previous employment starting with your present position, then the position before that, and so forth. Use additional forms if needed.		
#1: 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			

#2: 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			

#3: From: To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:			

Canfield Police Department Application

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: _____

#4: 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____		

#5: 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: _____		

#6: From: _____ To: _____	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:
Responsibilities:		

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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? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:

#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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			

Other Employment? <input type="checkbox"/> Yes <input type="checkbox"/> 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; margin-top: 5px;">Signature:</div>
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Canfield Police Department Application

Job Related Questions / Plans / Goals	Applicant's Name: (print)
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 or reserve position: What are your available hours and days to train and work at this agency?

What are your long-term goals for employment?

Do you have any prior Domestic Violence arrests and/or convictions? ☐ Yes ☐ No. If "Yes," please explain.

Applicant hereby certifies that ALL criminal history (regardless of convictions) is hereby accounted for on this application, and further understands that failure to disclose any previous or pending criminal history is grounds for termination in the event that applicant is hired with this agency. Applicant hereby grants permission to the Canfield P.D. to conduct a criminal record check through all available sources.

Signature:

Do you have any driving record? ☐ Yes ☐ No. If "Yes," please explain.

Do you have any prior Driving Under the Influence arrests and/or convictions? ☐ Yes ☐ No. If "Yes," please explain.

Applicant hereby certifies that ALL driving record history within the past fifteen years is hereby accounted for on this application, and further understands that failure to disclose any previous or pending driving record is grounds for termination in the event that applicant is hired with this agency. Applicant hereby grants permission to the Canfield P.D. to conduct a license records check through all available sources.

Signature:

Are you computer literate? ☐ Yes ☐ No.

What programs are you familiar with? And 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.

Date: _____ Signature: _____

Applicant may attach a current resume and copies of applicable certifications with this application.

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City of Canfield Police Department

WAIVER OF CONFIDENTIAL RECORDS

Name (print)

Date of Birth

Social Security Number

Address:

Street

City

State

Zip Code

To Whom It May Concern: I am an applicant for a position with the Canfield Police Department, City of Canfield, 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 Canfield 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 Canfield 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 Canfield 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 Canfield 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: _____

Canfield Police Department Application

For and in consideration of the Canfield 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 Canfield 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 Canfield 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 Canfield 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)