



BLANCHESTER POLICE DEPARTMENT

"THE MISSION OF THE BLANCHESTER POLICE DEPARTMENT IS TO BE THE GUARDIANS OF LIFE, PROPERTY AND THE CONSTITUTIONAL RIGHTS OF ALL OUR NEIGHBORS TO ENSURE A SAFE AND SECURE COMMUNITY"

POLICE OFFICER JOB DESCRIPTION

General Position Summary

Position: Full Time. The Patrol Officers Position is a commissioned position within the Blanchester Police Department. Benefits include- available health insurance, retirement, overtime opportunities, vacation, compensatory time, shift differential, and personal time. This is an hourly position: Starting pay and raises are based on a previously set pay scale.

The Patrol Officer's responsibilities include enforcing the laws. Ensuring public safety and security of the citizens and property within the Village. Responding to calls of various natures (non-emergency and emergency). Preventing crime by patrolling, regulating traffic, conducting investigations and charging or arresting violators and offenders. Provide a community oriented focus on policing while performing the officer's daily duties.

Requirements

- High School Diploma.
- Must be 21 years of age at time of appointment.
- Possess a valid Drivers License with satisfactory record.
- No criminal history. (felonies & serious misdemeanors)
- Successful completion of the Ohio Basic Peace Officer Certification.
- Must be able to work various shifts such as day shift, split shift, night shift, weekends, and holidays. At times with little or no notice; shift assignments may be changed at management's direction.
- Clear radio/ telephone voice and strong communication skills
- Possess the required education level or its equivalent to perform and comprehend the required knowledge, skill and abilities. Ability to obtain and maintain state certification on National Crime Information Center (NCIC), Ohio Law Enforcement Database System (LEADS), OH- Leg and other law enforcement databases.

- Must be able to pass The Ohio Police & Fire pension (OP&F) physical examination – including but not limited to eye, hearing and physical mobility to perform duties as a police officer
- Must submit to a physiological examination
- Must be able to pass The State of Ohio and the Department's firearms qualifications
- Must pass initial Field Officer's Training Program and a one-year probationary period

Responsibilities and Duties

- Act in a position of the community trust and service
- Serve and protect citizens along with their property
- Comply with the Department directives, guidelines, policies and procedures
- Patrol Village to deter crime
- Enforce traffic regulations and issue citations
- Check patrol vehicles and all issued equipment to ensure a safe working condition
- Have knowledge of and perform accordingly to current federal, state, and local laws, regulations and ordinances
- Responding promptly to calls of various nature. Non-emergency and emergency, providing emergency aid if needed before EMS or Fire Department arrive on scene
- Respond to domestic disturbances
- Search for missing persons
- Ability to stay calm in stressful or high- risk situations
- Gathering facts during calls so that you may promptly prepare reports
- Investigate crimes, provide scene security, collect evidence, and statements.
- Physically detain, apprehend, or arrest subject(s)
- Complete necessary steps for investigation on previous calls, as needed
- Create a good relationship with the citizens of the community and with fellow employees
- Give accurate information to citizens, pedestrians and motorists
- Ability to demonstrate conflict resolution
- Good decision-making skills
- Complete appropriate paperwork, records, logs, forms, and citations
- Be alert for violations of law, and wanted persons.
- Transport prisoners
- Serve subpoenas, citations, arrest and search warrants.
- Testifying in court and be able to give informed and professional testimony
- Willingness to take extra responsibilities when given assignments
- Attend and successfully pass any trainings in person or webinars when required

NOTE: This is only some examples of the police officer's responsibilities and duties, this not a complete detailed list of all that will be required for the position.



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EMPLOYMENT APPLICATION AND PERSONAL HISTORY QUESTIONNAIRE

Instructions: All questions must be answered. If a question does not apply to your particular circumstance, insert "N/A" (Not Applicable) in the proper blank. You may add additional sheets if more space is required for your answers.

Please be advised that ALL information is subject to verification via criminal history check, criminal background investigation. Be fully truthful and do not evade questions. The Ohio Revised Code (ORC) provides penalties for making false statements of a material fact or for practicing fraud or deception in obtaining or attempting to obtain employment. Such penalties include rejection for appointment, discharge after appointment, and/or prosecution under Ohio Revised Code Section 2921.13.

If you have any questions in reference to this employment application and personal history questionnaire, please call the Police Department at (937)783-4702 Ext. 15

Amended: August 19, 2022



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APPLICATION - PATROL OFFICER

Today's Date _____

CONTACT INFORMATION

Name: _____

Social Security Number: _____ Driver's License Number: _____

Current Address: _____

Email Address: _____

Phone Number: _____

How long have you lived at current address? _____

Are you a U.S Citizen? _____

Are you 21 years or older? _____

Have you taken and obtained Ohio Peace Officer Certification? _____

Have you ever taken a polygraph or a voice stress test? If yes explain _____

EDUCATION

Name & Address

Phone Number

Years Attended/Graduated

High School:

College:

OPOTA Certification:

GENERAL

Have you been employed here previously? _____ If yes, when? _____

Have you applied here before? _____ If yes, when? _____

Do you know anyone employed by us? _____

Any previous job experience that would qualify you for this job? _____

Have you ever been asked to resign from or terminated from a position? If YES please explain.

CRIMINAL RECORD

Have you ever been convicted of a crime? _____

Crime convicted of:

Date of conviction:

County and State of conviction:

Alcohol

Do you consume alcoholic beverages? _____

What type? ____ Beer ____ Wine ____ Liquor

Approximately how many drinks do you have per week? _____

How do you characterize your alcohol consumption?

____ Light ____ Moderate ____ Heavy ____ Excessive

Drug Use

Have you in the past or do you use any type of illegal drugs? If YES please explain.

Financial Status

please check all that may apply, if additional space is needed, please use additional page/pages.

Own ____ Rent/lease ____ Live with parents ____ Live with others ____

Have your wages been garnished? If yes please Explain: _____

Have you ever filed bankruptcy? If yes please Explain: _____

Have you ever been involved in a civil case or a lawsuit? If yes please Explain: _____

Have you ever been refused credit? If yes please Explain: _____

Have you ever had property repossessed? If yes please Explain: _____

Do you owe any back taxes? If yes please Explain: _____

Do you have any bills in the hands of a collection agency? If yes please Explain: _____

Have you skipped paying bills or debts on time? If yes please Explain: _____

Have you ever been declared delinquent in child support payments? If yes please Explain: _____

Gambling

Please check all that may apply, if additional space is needed, please use additional page/pages.

Within the past five years have you gambled or participated in any of the following games to get financial gain?

Bingo_____

Sports_____

Cards/Poker_____

Casino_____

State Lottery_____

Horse Racing_____

How frequently do you engage in any of the above? _____

Do you have any outstanding gambling debts? If yes please explain_____

Do you have any payment plans set up for previous debts? _____

Work Related References

Name: _____ Phone Number: _____

Name of Company: _____ How Long Worked With: _____

Name: _____ Phone Number: _____

Name of Company: _____ How Long Worked With: _____

Name: _____ Phone Number: _____

Name of Company: _____ How Long Worked With: _____

Personal References

Name: _____ Phone Number: _____

How Long Known: _____

Name: _____ Phone Number: _____

How Long Known: _____

Name: _____ Phone Number: _____

How Long Known: _____

EMPLOYMENT HISTORY

Please list all employment for the last 20 years, starting most recent employer. Account for all periods, including all unemployment or time not spent in school or military service. If more space is needed, please use additional page/ pages

Name and Address of Employer: _____

Dates of Employment: _____ Phone Number: _____

Supervisor Name & Title & Phone Number _____

Reason for Leaving _____

Name and Address of Employer: _____

Dates of Employment: _____ Phone Number: _____

Supervisor Name & Title & Phone Number _____

Reason for Leaving _____

Name and Address of Employer: _____

Dates of Employment: _____ Phone Number: _____

Supervisor Name & Title & Phone Number _____

Reason for Leaving _____

Name and Address of Employer: _____

Dates of Employment: _____ Phone Number: _____

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Reason for Leaving _____

Name and Address of Employer: _____

Dates of Employment: _____ Phone Number: _____

Supervisor Name & Title & Phone Number _____

Reason for Leaving _____

Name and Address of Employer: _____

Dates of Employment: _____ Phone Number: _____

Supervisor Name & Title & Phone Number _____

Reason for Leaving _____

Name and Address of Employer: _____

Dates of Employment: _____ Phone Number: _____

Supervisor Name & Title & Phone Number _____

Reason for Leaving _____

I hereby certify that the information provided in this application for employment is true and correct to the best of my knowledge.

Applicant signature

Date



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I, _____, have applied for employment with the Blanchester Police Department and being fully aware they will be conducting a thorough investigation of my background to assist in determining my suitability for employment. I realize that in conducting this background investigation, officers of the Blanchester Police Department will be making inquiries with officials and records offices at schools I have attended; police agencies or courts with whom I have an arrest or conviction record; present or previous employers and other person(s) who may have pertinent information about me.

I hereby waive all provisions of law forbidding any school official, court, law enforcement agency, employer, firm or person(s) from disclosing any information they have concerning me which is sought by the Blanchester Police Department. I hereby give consent and request that any such person disclose any such knowledge or information they have regarding me to the Blanchester Police Department. I further consent that the Blanchester Police Department be provided with a copy of any such records concerning me which they require.

Applicant Signature: _____ Date: _____

Witness Signature: _____ Date: _____

