

City of Tiffin, Ohio Tiffin Police Department Police Officer – Entry Level

Written examination for full-time entry level police officer with the Tiffin Police Department will be administered Sunday October 30th, 2016 at 9:00am at NCOESC (928 W. Market St. Suite A, Tiffin, Ohio 44883). Doors will open at 8:00am and NO ONE will be admitted after 8:55AM. A Physical Agility test will be given immediately following the written examination and directions will be given at check in. Applications may be obtained from the Tiffin Police Department or from the Website: www.tiffinohio.gov/tiffinpd/recruit.htm

Completed applications must be mailed to the Tiffin Police Department at 51 E. Market St., Tiffin, Ohio 44883. Or can be emailed to amrussell@tiffinohio.gov . All applications must be received on or before October 24th, 2016.

MINIMUM REQUIREMENTS: To apply applicants must be a United States citizen; must be 21 years of age but no older than 35 on, or prior to, the date of appointment unless an honorably discharged military veteran then the max age is 39; must possess a valid driver's license or be able to obtain one prior to appointment (Must have a current valid License and show it at time of check in for the written examination); must have a high school diploma or G.E.D.; must be able to read, write and speak the English language; must have a current State of Ohio OPOTA Peace Officer certificate OR be currently seated in a police academy with a letter from your Academy Commander stating you are on track to graduate; Be in good physical condition and of good moral character; Applicants must be physically able to perform police officer training and job duties

SKILLS AND ABILITIES: Able to read, understand, and explain State of Ohio Statutes and City of Tiffin ordinances; Ability to communicate effectively with a diverse population, in-person, via telephone, and in writing; Ability to write accurate and complete reports and accurately record information – by hand and using a computer, file records, and process paperwork; Ability to solve problems, and make quick and appropriate decisions in stressful situations; Ability to maintain self-control and to take direction from supervisors; Maintain a positive attitude, have good moral character, be honest, responsible and trustworthy; Ability to perform physical activities necessary to protect oneself and others; Ability to drive a motor vehicle; Ability to work long hours for an extended period of time

POSITION DUTIES: Under supervision, promotes and maintains civil order; enforces laws and ordinances; conducts investigations; issues citations and makes arrests; patrols assigned areas to provide security; responds to alarm calls; prepares detailed reports concerning crimes and incidents; interviews victims and witnesses; interrogates suspects; maintains equipment in functional condition; provides court testimony; established and maintains positive working relationships with the community. Performs and additional assigned duties as required.

Applicants claiming veteran's credit must supply a copy of a military discharge certificate (DD-214) showing honorable discharge. Applicants must supply a copy of their certificate of Ohio Peace Officer's Training Course. Upon receiving a passing score on the written examination, applicants will receive additional credit for honorable military service.

There is a \$25.00 cash fee for the administration of the test, payable at the time of the testing. No checks or credit cards accepted.

Starting salary for entry level police officer is \$20.36 an hour (\$42,348.80 a year). Within 60 days of appointment, the appointee must become and remain an actual resident of Seneca County, or a county immediately adjoining Seneca County.

The City of Tiffin is an Equal Opportunity Employer