

CITY OF NAPOLEON

NOTICE OF CIVIL SERVICE EXAM

Entry Level or Lateral Police Officer/Patrolman Grade

The Napoleon Police Department is currently accepting applications for the position of Entry Level or Lateral Police Officer/Patrolman Grade. All candidates must complete the candidate PHQ, and take the FrontLine National exam through National Testing Network by February 22, 2019 (www.nationaltestingnetwork.com).

After successful completion of the FrontLine National exam through NTN the candidate must complete the Physical Agility test on March 2, 2019 at 10:00 a.m. Candidates that have been certified by the Ohio Peace officer Training Academy within two (2) years of the closing date (February 22, 2019) will not be required to take the departments physical agility test. Candidates will be notified of testing location after the closing date.

For candidates that obtain a passing score, they may obtain 5% for each credit up to 10% if the candidate supplies proof at the time of application (Veteran, College Degree, OPOTA Certification, or three (3) years of Auxiliary Police with Napoleon Police Department).

The City of Napoleon is an Equal Opportunity Employer



NAPOLEON POLICE DEPARTMENT
310 GLENWOOD AVE.
NAPOLEON, OHIO 43545
4195992810
<http://www.napoleonohio.com>

Updated: **January 23, 2019**

Classification: Police Officer / Patrolman Grade

The Napoleon Police Department is currently hiring for an Entry Level or Lateral Police Officer / Patrolman Grade. All candidates must complete the candidate PHQ and take the FrontLine National exam through National Testing Network by February 22, 2019.

After successful completion of the FrontLine National exam through NTN the candidate must complete the Physical Agility test on March 2, 2019 at 10:00 am. Candidates that have been certified by the Ohio Peace Officer Training Academy within two (2) years of the closing date (February 22, 2019) will not be required to take the departments physical agility. Photo identification will be required for admittance to the Civil Service physical agility testing facility, preferably a governmental identification. Candidates will be notified of testing location after the closing date.

Extra Credit:

For candidates that obtain a passing score may obtain 5% for each credit up to 10% if the candidate supplies proof at the time of application. Veteran, College Degree, OPOTA certification, or (3) years of Auxiliary Police with Napoleon Police Department.

Attn: Human Resources
255 W. Riverview Ave.
P.O. Box 151
Napoleon, OH 43545

Salary Information: The salary ranges for non- probationary Police Officer at Patrolman Grade for year 2019 is \$20.85 - \$26.68 per hour in six (6) steps.

Lateral candidates will be offered a pay step commiserate with their previous employer years of service according to the following guidelines:

	A	B	C	D	E	F
2019 Annual	\$19.47	\$20.85	\$22.34	\$23.97	\$25.42	\$26.68

Benefits Information: Comprehensive medical coverage, life insurance (\$30,000), paid vacation, paid holidays (8), sick leave, personal days (5), uniform allowance, and pension benefits through Ohio Police and Fire Pension Fund. Lateral candidates will receive 80 hours of vacation on date of hire and will accrue the vacation rate based on previous employer years of service during that first year of employment.

Candidate Contact:

Ed Legg
Administrative Assistant
npd@napoleonohio.com

Department Overview: The Napoleon City Police Department serves the City of Napoleon, Ohio. Napoleon is a progressive City and the largest populated area of Henry County. It stands along the banks of the scenic Maumee River. We are about 40 miles SW of Toledo Ohio. Our Department has 21 members composed of the Chief, 3 Lieutenants, 2 Detectives, 10 Patrol Officers, and 5 Dispatchers. We also have an Auxiliary Police Force made up of approved volunteers that assist us in crowd control, traffic control and ride with regular officers as a backup to the patrol division. We operate 24 hours a day, 365 days a year and dispatch our department, the Napoleon Fire and Rescue services, along with the enhanced 911 system for the city and emergency utility call-outs.

Area Information: The City of Napoleon lies within Henry County in Northwest Ohio.

Population: 8,457

Job Requirements

Age : 21

US Citizen : Yes. Must be a US Citizen at the time of application or legally declared your intention of becoming a US citizen prior to an application being filed.

High School Grad/GED : Yes

Valid OHIO State Driver's License : Yes. Candidate must possess a valid Ohio state driver's license or be able to obtain such prior to appointment and maintain the same during appointment.

Ability to Read/Speak English : Yes

Vision : Must have good hearing and eyesight with or without corrective measures.

College : Not required, but 5% will be added to the candidate's passing score for those that supply proof of a college degree at time of application.

Academy Certification : All candidates must be State of Ohio certified as a Peace Officer at the time of appointment.

Necessary Certifications :

- Must possess and maintain a valid Ohio Driver's License.
- Must be certified to carry a firearm and maintain ability to carry a firearm on duty.
- Must be certified as an Ohio Peace Officer by the State of Ohio at time of appointment and maintain the same once achieved.
- Ability to obtain and maintain the necessary state certifications for Police Officer.

Schooling Prior and Post Hiring :

- Good knowledge of approved principles and practices of police work.
- Good knowledge of laws and ordinances governing local police work.
- Good knowledge of first-aid methods
- High school diploma or equivalent
- Any other educational requirements established by the Civil Service Commission.

Essential Job Functions : The Police Officer must be willing to work as part of a team and build professional relationships with staff, colleagues, coworkers, elected officials, community leaders, and citizens. This position requires a physically fit professional who has a passion to provide efficient professional Police services with outstanding communication and leadership skills. Ability to read with reasonable speed and understanding so as to absorb written information. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. Ability to communicate ideas with spoken words. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. Ability to accurately read and write, clear and concise letters, reports, descriptions or instructions.

Hiring Process :

NTN written exam, Physical Agility test, Application, Panel Interview, Background Check, Chief Interview. If the candidate is offered a position then the candidate must complete a Physiological exam, Pension Physical, and Drug Screen.

Civil Service Commission MAS Felony, Criminal Activity Disqualifiers :

- Candidates must have no violations of the law that would disqualify a person as an Officer.
- Candidates must be a United States citizen at time of appointment.

Driving Disqualifiers : Candidates must possess and maintain a valid Ohio driver's license.

Drug Use Disqualifiers : Candidates must not have any felony drug convictions.

Employment Disqualifiers : Termination for untruthfulness

CITY OF NAPOLEON

POLICE OFFICER

DEPARTMENT:	Police
REPORTS TO:	Chief of Police or Police Lieutenant
FLSA STATUS:	Hourly (Non-Exempt)
CIVIL SERVICE:	Classified (Competitive)
UNION:	NPOA
APPROVED BY:	Monica Irelan, City Manager
APPROVED DATE:	October 26, 2016

SUMMARY

A Police Officer performs general and advanced patrol, investigation and reporting functions. A Police Officer preserves and protects life and at times must place themselves in perilous or dangerous situations to achieve that goal. A Police Officer, through enforcement of laws and ordinances, preserves the peace and protects the rights of individuals and rights. Acts for Police Lieutenants in their absence, as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. As required, other duties may be assigned.

- Must be able to operate a motor vehicle and at times to operate at increased speeds in a safe manner.
- Perform tactfully and judiciously under pressure and in hazardous working environments.
- Must be able to take charge of situations in a professional manner.
- Must be able to give credible and accurate testimony under oath in court.
- Be able to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- Must have the ability to comprehend, analyze, interpret and apply to specific situations the laws, local ordinances and police rules and regulations.
- Must follow rules and procedures.
- Ability to apply a broad, general idea or principle effectively to a particular problem or case.
- Ability to gather, organize and utilize information.
- Ability to find practical ways of dealing with problems.
- Ability to work fast and accurately in situations where there is pressure or emotional strain.
- Must be able to put up with and handle verbal abuse from a person or group and maintain professional composure.
- Must be able to work as a member of a group.

QUALIFICATIONS

- Skilled in the use of firearms.
- Have no violations of Law that would disqualify a person as an Officer.
- Must be a United States citizen at time of appointment.

EDUCATION AND/OR EXPERIENCE

- Good knowledge of approved principles and practices of police work.
- Good knowledge of laws and ordinances governing local police work.
- Good knowledge of first-aid methods.
- High school diploma or equivalent.
- Any other educational requirements established by the Civil Service Commission.

LANGUAGE SKILLS

- Ability to read with reasonable speed and understanding so as to absorb written information.
- Ability to read, write, speak, understand or communicate in English sufficiently to

perform the duties of this position.

- Ability to communicate ideas with spoken words.
- Ability to accurately read and write, clear and concise letters, reports, descriptions or instructions.

REASONING ABILITY

- Able to understand and carry out oral and written instructions.
- Ability to be courteous and firm with the public.
- Able to make good judgments.
- Required to demonstrate initiative and exercise discretion.
- Good social and general intelligence.
- Ability to understand, remember and carry out oral and written directions.
- Ability to learn quickly from oral and written explanations and from demonstrations.
- Good powers of observation and memory.
- Ability to deal with people politely and helpfully beyond the giving and receiving of instructions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain a valid Ohio Driver's License.
- Must be certified to carry a firearm and maintain ability to carry a firearm on duty.
- Must be certified as an Ohio Peace Officer by the State of Ohio at time of appointment and maintain the same once achieved.
- Ability to obtain and maintain the necessary state certifications for Police Officer.

PHYSICAL DEMANDS

- Able to operate a motor vehicle.
- Able to make effective arrests of suspects.
- Able to physically restrain disorderly individuals.
- Accurately report what is observed utilizing one's basic senses.
- Ability to see sufficiently to observe and react to what is observed in both lighted and dimly lighted surroundings.
- Have good hearing and eyesight with or without corrective measures.
- Ability to maintain a high level of muscular exertion for some minimum period of time. This involves the degree of muscular force exerted against a fairly immovable or heavy object in order to lift, push or pull that object.
- Ability to hold up or move body's own weight repeatedly or at one time without stopping, using the force of arm and trunk muscles.
- Ability to use the trunk, arms and legs together in movement.
- Ability to make repeated trunk and/or arm leg bending or stretching movements where speed, as well as degree, counts; it includes the ability of these muscles to recover from the strain and distortion of repeated flexing.

WORK ENVIRONMENT

- Field work as well as office work.
- Work involves an element of personal danger.
- Possibility of working any shift and possible long hours with little notice.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.