

# Entry Level/Lateral Transfer Police Officer



Applicants with prior qualified experience as a police officer may be eligible for a starting salary from \$58,000—\$70,000 and 80 hours of vacation date of hire.

- Paid Personal, Vacation, and Sick Leave
- Ohio Police and Fire Pension
- Health and Life Insurance
- Facial Hair and Tattoo Policy
- Tuition Reimbursement
- Updated Equipment
- Load Bearing Outer Vest Carriers
- Community Support

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[www.cityofnapoleon.com](http://www.cityofnapoleon.com)



**NAPOLEON POLICE DEPARTMENT**

**310 GLENWOOD AVE.**

**NAPOLEON, OHIO 43545**

<http://www.napoleonohio.com>

Updated: **April 29, 2026**

**Classification:** Patrol Officer

**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 May 29, 2026. Those candidates with a passing score (70%) will be required to complete the physical agility test on June 4<sup>th</sup>, 2026, at 5:00 p.m. at The Napoleon Junior High Gym, 701 Briarheath Avenue, Napoleon. *Candidates that have been certified by the Ohio Peace Officer Training Academy within two (2) years of the closing date or a lateral police officer will not be required to take the physical agility test or the NTN, please send application and resume to the City of Napoleon to [jruffer@napoleonohio.com](mailto:jruffer@napoleonohio.com).***

**Extra Credit:** 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 city application submission. Veteran, College Degree, OPOTA certification, or (3) years of Auxiliary Police with Napoleon Police Department.

**Lateral Police Officer:** An officer appointed as a full-time Patrol Officer who possess certification from Basic Police School (OPOTA or equivalent), and whose last position held with the employee's last employer was a law enforcement position.

**Salary Information:** The salary range for 2026 is \$25.14 - \$34.10 per hour.

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

Patrol Officer Academy - \$25.14

Patrol Officer – Step A - \$27.93, Step B - \$29.97, Step C – \$31.78, Step D – \$34.10

**Benefits Information:** Comprehensive medical coverage, life insurance (\$30,000), paid vacation, paid holidays (12), sick leave, personal days (4), uniform allowance, facial hair and tattoo policy, 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:**

City of Napoleon, [JRuffer@napoleonohio.com](mailto:JRuffer@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. The Department has 24 members composed of the Chief, Assistant Chief, 3 Lieutenants, 2 Detectives (Major Crimes & Narcotics), 11 Patrol Officers (School Resource Officer, K9 Officer), and 6 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

**Citizenship Required :** Yes.

**High School Grad/GED :** Yes.

**Valid OHIO Driver's License :** Yes.

**Ability to Read/Speak English :** Yes.

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

**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.

**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.

**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**

<b>DEPARTMENT:</b>	Police
<b>REPORTS TO:</b>	Chief of Police or Police Lieutenant
<b>FLSA STATUS:</b>	Hourly (Non-Exempt)
<b>CIVIL SERVICE:</b>	Classified (Competitive)
<b>UNION:</b>	NPOA
<b>APPROVED BY:</b>	Andy Small, City Manager
<b>LAST UPDATED:</b>	March 25, 2024

### **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.
- Ability to get along with others.
- Regular and predictable attendance.

### **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 form 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.

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## **Acknowledgement**

I acknowledge that I have received, reviewed and fully understand the above job description. Further, I acknowledge and agree that this job description is provided for informational purposes and is not an implicit or explicit agreement of employment or continuing employment.

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Employee Name (Please Print)

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Employee Signature

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Date

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