



VILLAGE OF HASKINS POLICE DEPARTMENT

405 North Findlay Road, P.O. Box 182, Haskins, Ohio 43525

Non-Emergency: (419) 823-1130 Fax: (419) 823-1120

World Wide Web: <http://www.haskinspolice.org>

Chief of Police – Colby L. Carroll

Integrity - Commitment to Employees - Community Partnership - Sensitive Policing – Professionalism

PERSONAL HISTORY QUESTIONNAIRE - VERIFICATION OF INFORMATION

Subject to all applicable State and Federal statutory or judicial exemptions, all qualified applicants for employment and/or advancement, shall be given equal opportunity for consideration, selection, appointment and retention, regardless of race, color, religion, sex, national origin, age, disability or political affiliation.

This questionnaire will be used for reference by those who will be considering your application for **Police Officer** for the Village of Haskins, Ohio. Fill out completely and **CORRECTLY**.

An extensive background investigation will be conducted into your personal history. Any **FALSE, MISLEADING OR INCOMPLETE** information requested in this form will be grounds to disqualify you for employment or consideration for employment.

Please confirm that you have read, understood and agree to the foregoing.

Signature / Date

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1. **USE BLACK or BLUE INK ONLY.** Complete this form in your own handwriting or printing.
 2. Be certain that your answers are legible.
 3. Read each question carefully.
 4. Make certain that each question is answered completely and correctly before you submit this questionnaire. If you need additional space, use an additional sheet or write on the back of this page.
 5. If it does not apply to you, write N/A in the space, do not leave any blank fields.
 6. **SUBMIT A COPY OF YOUR O.P.O.T.C. CERTIFICATE WITH THIS APPLICATION.**
 7. Initial each page on the bottom right hand corner.

Pursuant to law, the disclosure of your Social Security Number is completely voluntary. Your refusal to reveal it will in no way affects your application for consideration. The Social Security Number assists in differentiating between applicants with similar or identical names.

INITIALS _____



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CERTIFICATE OF APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION

(Read carefully before signing)

I, (print full name) _____

hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any mis-statements or omission of material facts will cause forfeiture on my part of all rights to employment with the Village of Haskins, Ohio.

I hereby authorize all law enforcement agencies, persons, firms, organizations and corporations, all military agencies, all federal, state, or local government agencies, state and federal tax bureaus, credit bureaus, schools and universities, to furnish the holder of this release with all and available information regarding me in order that he may determined my suitability for employment.

I authorize the holder of this release to make inquiry of my present and past employers regarding my character, integrity and reputation.

I authorize the release of any and all information regarding my employment, credit or any other information, whether personal or otherwise, that may or may not be in their records, and release said company or person from all liability for any damage whatsoever that may issue from furnishing such information to the holder of this release.

A photo static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant

Date

Witness

Date

This release is valid for one year after the date of signing.

JOB DESCRIPTION/DUTIES

08. PATROL OFFICER – DUTIES

NATURE OF WORK

Performs general police work in the enforcement of laws and ordinances. A Patrol Officer is responsible for the protection of life and property; for the prevention, detection, and investigation of crime; and for maintaining law and order. Work involves an element of personal danger as well as a need for judgment and discretion.

The Patrol Officer position is generally non-supervisory. Duties are performed on an assigned shift either working alone or under the supervision of the Sergeant or Chief of Police.

Specific assignments are received from the Sergeant or Chief of Police and are carried out in accordance with established policy and procedures. However, Patrol Officers must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports, inspections, and observations of results obtained.

REQUIREMENTS

Every Patrol Officer is required to complete successfully the mandated hours of training required by the Ohio Peace Officers Training Council, before receiving permanent appointment to the Haskins Police Department.

They shall satisfactorily complete all in-service training as directed by the Chief of Police. It is the responsibility of each officer to learn, understand, and follow the policies and procedures of the Haskins Police Department as set forth in the Policy and Procedure Manual. They shall also be responsible for learning all pertinent laws and ordinances necessary for the completion of their individual assignments.

Every Patrol Officer must have the ability to react quickly, safely, and calmly in emergency situations. They must develop skills in the use and care of firearms and operation of motor vehicles. They shall learn the village streets, numbering system, and locations of important locations in the Village of Haskins. Patrol Officers must have the ability to establish and maintain effective working relationships with fellow officers and the public.

EXAMPLES OF WORK

A Patrol Officer is responsible for the efficient performance of required duties conforming to the policies and procedures contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A Patrol Officer shall:

1. Summary:

- A. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings;
- B. Reduce the opportunities for the commission of crime through preventive patrol and other measures;
- C. Aid people who are in danger of physical harm;
- D. Facilitate the movement of vehicular and pedestrian traffic;
- E. Identify potentially serious law enforcement or governmental problems;
- F. Promote and preserve the peace;
- G. Provide emergency services.

2. General duties and responsibilities:

- A. Exercises authority consistent with obligations imposed by the oath of office. Remain accountable to superior officers. Promptly obeys legitimate orders;
- B. Coordinates efforts with officers of the department so that teamwork may ensure continuity of purpose and achievement of police objectives;
- C. Communicates to superiors and to fellow officers all information obtained in the field which is pertinent to the achievement of police objectives;
- D. Responds punctually to all assignments;
- E. Acquires and records information concerning events that have taken place since the last tour of duty;
- F. Records activity during tour of duty in the manner prescribed by proper authority;
- G. Maintains weapons and equipment in a functional, presentable condition;

- H. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the police department and suggests other procedures to be followed;
- I. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody;
- J. Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to persons or agencies where they can obtain further assistance;
- K. Preserves the peace at public gatherings, neighborhood disputes, and family quarrels;
- L. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer;
- M. Confers with prosecutors and testifies in court;
- N. Accomplishes other general duties as they are assigned or become necessary;
- O. Performs other duties as may be assigned by the Chief of Police;
- P. Cooperates with the efforts of other law enforcement agencies.

3. Specific duties and responsibilities: Preventative Patrol

A. Patrols within the village for general purposes of crime prevention and law enforcement. Patrol includes:

(1) Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported.

The location of fire alarms, telephones and other emergency services should be noted;

- (2) Apprehending persons violating the law or wanted by the police;
- (3) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report;
- (4) Preserving any serious crime scene until the sergeant or investigator arrives;
- (5) Public assembly checks;
- (6) Building security checks;
- (7) Observing and interrogating suspicious persons;
- (8) Issuing traffic citations;
- (9) Being alert for and reporting fires;
- (10) Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety;
- (11) Checking schools, parks and playgrounds;
- (12) Responding to any public emergency.

B. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collects evidence and records data which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property;

C. Alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits;

D. Responds to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Renders first aid, when qualified, to persons who are seriously ill or injured. Assists persons needing police services;

E. Remains on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the Sergeant or Chief of Police has issued authorization for a temporary absence;

F. Patrols area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a Patrol Officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected;

G. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.

H. Concerning a patrol vehicle:

- (1) See that it is well maintained mechanically and that it is kept clean both inside and out;
- (2) Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures;
- (3) Removes the keys whenever the patrol car is left unattended for any reason;
- (4) Uses only vehicles assigned;
- (5) Operates the radio according to FCC regulations and current departmental procedures;

- (6) Ensures that the assigned vehicle's gas tank is filled according to procedures.
- I. Keeps radio equipment in operation at all times and remains thoroughly familiar with departmental policy concerning its use;
- J. Takes measures to direct the flow of traffic during periods of congestion;
- K. Notifies the Sergeant or Chief of Police if more than a temporary absence from regular duties is required.

4. Specific duties and responsibilities: Traffic patrol.

- A. Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic;
- B. Enforces the parking ordinances and motor vehicle laws;
- C. Alert to traffic safety conditions which may endanger or inconvenience the public and reports such conditions to the Sergeant or Chief of Police;
- D. Responds immediately when called from a traffic post to render emergency police service. Notifies the Sergeant or Chief of Police at the earliest possible opportunity;
- E. Wears the prescribed traffic safety clothing and equipment.

5. Knowledge, Skills and Abilities:

Some knowledge of the philosophy, objectives and practices of counseling, particularly as related to juveniles; some knowledge of the fundamental principles of adolescent psychology; knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms and police equipment; possession of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public; physically fit.

10. GENERAL AUTHORITY AND RESPONSIBILITY OF ALL OFFICERS

At every level within this Department, personnel must be given the authority to make decisions necessary for the effective execution of their responsibilities.

Each departmental employee will be held fully accountable for the use of, or failure to use, delegated authority. Any employee who has any questions concerning his/her delegated authority should bring such questions to the attention of the Chief of Police for prompt resolution. Legal questions may be referred to the Village Solicitor. Any gross improper use of authority or failure to accept authority will be reported through command channels as rapidly as possible.