

IMPORTANT REMINDER

IT IS YOUR RESPONSIBILITY TO READ THIS ENTIRE ATTACHED ANNOUNCEMENT CAREFULLY. YOUR APPLICATION WILL NOT BE ACCEPTED IF THE FOLLOWING ITEMS ARE NOT ENCLOSED WITH THE APPLICATION.

1. Copy of Birth Certificate
2. Copy of High School Diploma or Equivalent.
3. Copy of Certificate of Service or Copy of Honorable Discharge if you Desire Veteran's Preference.
4. ~~Submit with your Application a Certificate from a Licensed Physician Certifying the applicant is Free of Cardiovascular and Pulmonary Diseases and is Capable of Performing the Police Officer Agility Exam as prescribed by the Commission.~~
5. Sign Permission for Background Check.
6. ~~Sign Waiver of Liability for Police Officer Physical Agility Examination~~
7. Please Make Sure Social Security Number is Enclosed.
8. ~~Enclose \$10.00 application fee. (This fee will be returned upon attendance at the written examination)~~

Joan Haushalter, President
Bellevue Civil Service Commission

**CIVIL SERVICE COMMISSION
CITY OF BELLEFONTAINE, OHIO
APPLICATION FOR EXAMINATION - CLASSIFIED SERVICE**

Applicant should read carefully the accompanying instructions. This blank must be carefully and correctly filled out and ALL QUESTION must be answered. All answers must be in ink, the application in the handwriting of the applicant and each certificate in the handwriting of the signer thereof. There must be no variation in the name of the applicant in any part of the application or in the certificates. Applications executed or dated, or the certificates which are executed or dated, more than 30 days before the date of filing, will not be accepted. No application will be considered which has been on file for 90 days or more. The following questions are to be answered under oath:

The City of Bellefontaine is an Equal Opportunity Employer, committed to employing individuals without regard to race, color, age, sex, marital status, veteran status, religion, creed, national origin, medical condition or disability.

I, the undersigned, hereby apply to be examined for the position named below:

1. For what position do you desire examination? _____
2. In what Department? _____
3. What is your name in full? (Give your name in full middle initial, or initials, if you have any, and your surname in full). _____
4. Are you a citizen of the United States? _____
5. Are you a registered voter of the city? _____ Ward _____ Precinct _____
6. Social Security Number? _____
7. Where were you born? _____
What was the month, day, and year of your birth? _____
What was your age on your last birthday? _____
8. What is your actual residence? State _____ Zip Code _____
City _____ Street Address _____

How long have you been a legal resident of this city? _____

Continuous residence to exact date of application must be shown.

From: _____ To: _____

Phone number _____ Cell number _____

9. Name the kind of school in which you were educated, If educated in high school, academy, college, university, etc., name and location of the school and state how long you attended and whether you graduated.

10. Are you or have you been married? _____

If you have children, how many rely on you for support? _____

11. Have you ever been convicted of any crime, felony or misdemeanor? _____

Explain: _____

12. How tall are you in your bare feet? _____ Weight? _____

13. Present business or employment? _____

Employment for the last five years? _____

14. Have you been examined for any branch of the official service of the City by the Board of Public Safety, or the Civil Service Commission? If so, mention each kind of examination taken, the date and the result.

Kind of Examination

Date

Passed or Failed

15. Were you a member of the U.S. Armed Forces? _____

16. If yes, which branch? _____

17. Dates of active duty? _____

18. Did you receive an Honorable Discharge? _____

19. Do you have a valid Ohio drivers license? _____

License Number? _____

20. State in detail, giving place and dates covering time of your actual experience in the line of work required in the position for which you are applying? _____

21. Are each and all of the answers to the foregoing questions in your own handwriting? _____

In Witness Whereof, I have hereunto subscribed my name this _____ day of _____

20_____, at _____, County of _____ and State of _____

(Applicant's Signature) _____

The following oath must be taken before a Notary Public or other Officer authorized to administer oaths for general purposes, and the officers Signature must be Authenticated by Official Seal.

The State of Ohio _____ County, ss

Now comes _____ a legal resident of _____,

County of _____ and State of _____ having sworn before me, declared that he is the person described in the foregoing application for examination; and that all the statements contained in said answers are true to the best of their knowledge and belief.

Sworn and subscribed before me, this _____ day of _____, 20____

at _____ County of _____ State of _____

Signature of Officer _____

(Official Seal)

Official Title _____

937-599-1010
EMERGENCY • DIAL 9-1-1
INVESTIGATIONS • 599-3554
CRIME TIPS • 599-TIPS
FAX • 599-2545

BRANDON K. STANDLEY
Chief of Police

LT. CHRISTOPHER S. MARLOW
Executive Officer

SCOTT R. MARLOW
Lieutenant

Bellefontaine Police Department

135 NORTH DETROIT STREET BELLEFONTAINE, OHIO 43311-1479

police@ci.bellefontaine.oh.us

APPLICANT BACKGROUND INVESTIGATION WAIVER

Name: _____

Maiden name or Alias (Designate): _____

Present Address: _____

Date of Birth: _____ Social Security Number: _____

State of Ohio

County of Logan } ss:

I, _____, have made application for employment with the City of Bellefontaine Police Department and hereby give permission to the City of Bellefontaine and/or the Bellefontaine Police Department to conduct an investigation for the purpose of determining my suitability for employment. I hereby give permission to the City of Bellefontaine and/or the Bellefontaine Police Department to inquire concerning my credit rating, arrest record(s), school records, employment records, and to interview any previous employer and any other person that the City of Bellefontaine Police Department believes to have information concerning my character.

I request and authorize any City, County, State, Federal agency or any other public or private company or individual to make available any information contained in their files or known about me. I agree to hold any source of information blameless for any error in reporting this information and I release all persons whomsoever from any damage as a result of furnishing said information. All information requested is for the purpose of determining suitability for employment with the City of Bellefontaine, Ohio Police Department and is subject to disclosure as provided for under Ohio Public Records and other applicable law.

Dated this _____ day of _____, 20____.

Signature of Applicant

Sworn to and subscribed in my presence this _____ day of _____, 20____

By _____

Notary Public, State of Ohio

My commission Expires _____

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135 NORTH DETROIT STREET BELLEFONTAINE, OHIO 43311-1479

police@ci.bellefontaine.oh.us

Position: Police Officer

Qualifications:

- Completion of secondary education
- Must possess a valid State of Ohio Driver's License and remain insurable.

Position Description:

The Police Officer should have knowledge of City of Bellefontaine policies/procedures/department policies/procedures, federal/sates/local laws, safety practices/procedures, security practices/procedures, public relations, law enforcement and arrest procedures/methods, investigation techniques, collection/preservation of evidence techniques, and uniform criminal recording codes. She/he should have skills in the operation/care of firearms and the use of restraint devices. She/he should have the ability to exercise independent judgment/discretion, handle sensitive inquiries from the contacts with the public/officials, resolve complaints, recognize unusual/threatening conditions and take appropriate action, demonstrate physical endurance/agility, maintain fitness standards, and subdue/restrain adults.

Typical Tasks:

The Police Officer patrols the city generally in a marked police cruiser, to prevent and discover the commission of crime and to enforce laws; answer calls and complaints, taking necessary police action; is held strictly accountable for the good order of the beat or post to which she/he is assigned; carefully inspects every part of her/his beat as often as possible; appears in court to present evidence and testify against persons accused of crimes; does work that contains a substantial amount of personal risk; recognizes the social importance of police functions as well as responsibility for the eventual application of a considerable knowledge of human nature to the resolution of day to day law enforcement problems; treat the public tactfully and courteously even while under adverse psychological conditions; responds to emergency calls and complaints; issues citations and makes arrests of suspected criminals; investigates and gathers evidence at crimes scenes; provides security checks and public and private facilities; provides emergency services such as first aid.

The Police Officer inspects establishments providing alcoholic beverages and entertainment; intervenes in private and public disputes to protect the public and maintain order; investigates automobile accidents, including taking information, interviewing witnesses and making detailed reports; sees that objects are removed from streets that might endanger traffic; reports abandoned or damaged vehicles; interrogates persons whose actions are suspicious; observes and reports conditions conducive to crime; watches likely locations for wanted persons; writes case reports and keeps a log of activities.

The Police Officer initiates detailed reports documenting daily activities; maintains appropriately documented records in accordance with department policy; trains new patrol officers in standard operation procedure and completion of all reports and daily activities (stolen property, incidents, complaints, investigations, missing persons, accidents, crime scenes, etc.); transports prisoners; provides escort for security and traffic control (funeral processions); must successfully qualify with the designated service weapon each year.

The Police Officer performs related work as required and/or is ordered by her/his supervisor; maintains required licensure and certification; demonstrates regular and predictable attendance; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the City of Bellefontaine.

Hazardous Working Conditions:

Uses or works in close proximity with firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons, exposed to potentially vicious animals/inclement weather conditions/hazardous driving conditions; periodically exposed to blood and other bodily fluids.

Equipment Operations:

Modern office equipment; motor vehicles; firearms; handcuffs and other restraint devices; pepper spray; crime scene equipment; drug testing kits.

BELLEFONTAINE POLICE DEPARTMENT BELLEFONTAINE, OHIO

MISSION STATEMENT:

The mission of the Bellefontaine Police Department is to enhance the quality of life in our community by working cooperatively with the public and by upholding the Constitution of the United States. We will constantly strive to ensure peace and security through a sensitive, caring and creative police service.

VALUES:

As leaders in our community we are committed to law enforcement professionalism through:

INTEGRITY:

We will strive to uphold the public trust, by being honest, competent, and consistent in our beliefs and actions. We will hold ourselves accountable to the highest standards of moral and ethical conduct.

PRIDE:

We will, as members of our Department, take pride in ourselves, our profession and our community. Working as a team, we will strive to be role models for our community by enthusiastically excelling in quality performance.

SERVICE:

We will dedicate ourselves to improve the quality of life in our community by providing a safe environment for all. We are committed to protecting life and property, reducing fear, and developing a partnership with citizens to prevent and solve crime.

FAIRNESS:

We will consistently treat all people in this community and within our department with dignity, compassion, and without prejudice. We will protect the constitutional and civil rights of everyone through impartial enforcement of the law.