

# City of Amherst, Ohio

## Civil Service Commission

206 South Main Street  
Amherst, Ohio 44001  
440.988.4380

### **PATROL OFFICER EXAM ANNOUNCEMENT 02-28-2022**

The Civil Service Commission of Amherst, Ohio hereby gives notice for an open competitive examination for Patrol Officer. The City of Amherst is an equal opportunity employer.

The City of Amherst is currently accepting test results for entry level police officer from **February 28 through March 31**. The Amherst Police Department offers full testing services for the position of (patrol officer) through National Testing Network (NTN). To register with NTN and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select 'Find Jobs', then select (Firefighter/Law Enforcement/Emergency Communications/ Corrections/ EMT/Juvenile Corrections/Transit Operator) Jobs and sign up for Amherst Police Department.

When you visit the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Complete the NTN registration process and schedule your test.
- Review all information related to the Amherst Police Department Patrol Officer testing, including minimum requirements, salary, and benefits.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

Upon completion of your scheduled exam, and submitting the required paperwork the scores are automatically forwarded to Amherst Civil Service Commission. Candidates who attain a passing score on the entry level exam will be placed on Amherst Police Department's eligibility list once any applicable extra credit is applied and the list is certified by the Amherst Civil Service Commission. The Amherst Police Department will then contact candidates on the list and will invite them to participate in further stages of the selection process.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Amherst Police Department's responsibility and decision making in the testing process. All candidate results are provided to Amherst Police Department where the final decisions are made.

The exam and all paperwork associated with the testing process must be submitted by March 31, 2022 in order to be considered. If a candidate has taken the NTN test previously to this opening and your scores are still valid, please contact NTN in order to send your scores to Amherst. You must contact NTN before the closing date in order to transfer your scores.

The City of Amherst does not require a PAT (Physical Abilities Test) through National Testing Network. PAT testing will take place during the recruitment process through the City of Amherst.

Again, candidates must complete and submit all online testing/application through the testing process via NTN by **March 31, 2022**.

### **Hiring Process:**

Testing and Receiving Applications: February 28 through March 31. The NTN passing score for the Amherst Police Department is scoring at least a 70% in each of the three sections of the exam (reading, writing and the video portion).

- Interviews
- Physical Fitness Assessment: Candidates will be asked to complete the physical fitness assessment as part of the background process for the City of Amherst
- Complete PHQ through NTN

**2022 Salary Information:** 0-6months=\$54,910.64, 6months-1year=\$60,460.93, 18months-3yrs=\$62,345.44, 3yrs-5yrs=\$64,940.55 and after 5 years = \$68,419.76

**Benefits Information:** 2 weeks paid Vacation- up to 5 weeks of Vacation, Longevity, Fitness Incentive, College Compensation Program, patrol officers work 12 hour shifts with every other weekend off (Friday, Saturday, and Sunday), Annual Uniform allowance, Deferred Comp program, 14 Paid Holidays, Shift Differential

**Department Overview:** The Amherst Police Department is committed to consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality services to members of our community. We view ourselves as part of the community and not separate from the community. We expect and encourage our officers to be engaged with our residents and business partners and to work together to solve problems, prevent crime and continue to improve the lives of the those that we serve. We hold ourselves to a higher standard and encourage growth and training. Ultimately, every officer is and should be a leader in our department bringing forward new ideas and methods.

The Amherst Police Department has 24 fulltime sworn officers, 2 part-time sworn officers and 10 additional dispatch/civilian positions. The department handles over 12,000 calls for service annually.

**City Information:** The City of Amherst is in Lorain County, Ohio, United States. It is located 28 miles west of Cleveland. The population in the 2020 census was 12,681 residents. The area of Amherst is approximately 7.14 square miles. Amherst offers a community where most residents own their homes. In Amherst there are restaurants, coffee shops, various businesses, and parks. The public schools in Amherst are highly rated.

Amherst is wonderful community to live and work in.

**Standards for Employment:** There are high standards for employment for police employees. This is necessary for police employees who represent our government and help protect the rights of citizens and our community.

This requires the agency to do an extensive background investigation to determine a candidate's suitability for employment. Various matters may disqualify candidates from the selection process. Not only are a candidate's truthfulness and honesty regarding past behavior such conditions for employment, but the specific facts revealed regarding past behavior may also cause disqualification from the selection process. Although various factors may lead to immediate disqualification of a candidate, the department also retains the right and the discretion to determine which candidates to select or not select for employment; merely meeting the minimum standards for employment does not, in and of itself, have any bearing on a candidate's prospect for hire.

**Job Description:**

Responsible to enforce all local, state, and federal laws within the City of Amherst. (See job description provided)

**Supervision:**

Work is performed under the direction of a Sergeant. Work is performed within the guidelines of policies and procedures of the City of Amherst and the Amherst Police Department with some discretion in enforcement of local, state, and federal laws. Work is reviewed daily by supervisors.

Applications submitted who do not meet the minimum requirements will not be considered for employment.



# Amherst Police Department

---

## JOB DESCRIPTION

**JOB TITLE: POLICE OFFICER**

**DEPARTMENT: SAFETY/POLICE**

**REPORTS TO: POLICE SERGEANT/ ASSIGNED SUPERVISOR**

### JOB SUMMARY:

Under general supervision, performs general duty police work with various divisions of the department involving a wide range of duties performed to protect life and property, enforce laws and ordinances, and preserve order within the community. Perform relentless follow-up in order to achieve task, assignment, or mission success.

### ESSENTIAL JOB FUNCTIONS:

With or without accommodations, a sworn member must be able to:

1. Maintain regular and predictable attendance
2. Work a schedule that may consist of standard business hours, or, flexible hours, including nights, weekends, and holidays as directed and remain responsive to the needs of the department
3. Maintain the integrity, trust, faith and confidence placed in this position by the profession, the Chief of Police and the citizens of the community
4. Consistently work in an efficient, effective, productive and safe manner without direct supervision
5. Consistently maintain and promote workplace harmony
6. Maintain clean and functional work equipment and facility
7. Ensure the general safety of the public
8. Drive emergency vehicles under stressful conditions
9. Consistently demonstrate proficiency with firearms and other offensive and defensive weapons
10. Use lawful and appropriate levels of physical force to control and arrest law violators
11. Exercise judgment aligned with departmental and professional standards in difficult and tense situations
12. When identified as a member of this department, whether on duty or off duty, comply in letter and spirit with the professional standards expressed in the sworn Oath of Office and police Code of Ethics
13. Maintain control of a scene until relieved by a superior officer
14. Self-report difficulties that include physical maladies and mental or emotional problems.
15. Distinguish colors



# Amherst Police Department

---

## GENERAL JOB DUTIES AND WORK TASKS

1. Inspect the assigned patrol vehicle prior to beginning shift to include, checking under all seats, front and back, and all compartments where the public or incarcerated suspects may have had access
2. Operate the assigned patrol vehicle in accordance with all applicable laws and regulations. Engage in patrol, investigative, and other law enforcement activities such as enforcing laws, protecting citizens and their property, responding to requests for assistance, administering first aid, conducting searches, arresting suspects and testifying in court
3. Patrol assigned area to include all public and private businesses and residences, parking lots, surface streets and interstates enforcing all federal, state and local laws. Respond to calls for service, performs preliminary investigations as assigned, initiates action to investigate suspicious persons or circumstances, and provides assistance to persons who require it
4. Direct vehicular traffic, enforce traffic laws; direct pedestrian traffic; investigate road damage; remove hazard from roadway; conduct traffic stops to check operator's license, issues citations, explains legal procedures, check vehicle license plates, registration and other required documents
5. Investigate traffic accidents and determines cause; protect, process and store all physical evidence related to the specific incident; request the necessary emergency equipment required at the scene, takes precautions at an accident scene by creating detours or working traffic control to reduce the possibility of other accidents
6. Position vehicle at road blocks to effectively isolate the scene of hazardous situations.
7. Review and investigate all hit and run vehicular accidents to include computer inquiries, interviews, interrogations and documentation
8. Patrol and enforce parking ordinances in the city, respond to specific complaints from citizens regarding parking issues; issue summons for violations and testifies in municipal court regarding traffic violation issues
9. Enforce applicable city, county, state and federal laws
10. Be familiar with and comply with recent court rulings
11. Use sound and effective judgment during the use of discretion
12. Use oral communication skills to testify in court room setting or other legal proceeding to ensure complete and correct information is released to all participants.
13. If assigned as a Field Training Officer, train and instruct recruit officers, including providing orientation, instruction and training radio traffic, procedures for arresting persons, response to force, report writing, application of laws and instruction in other area practical law enforcement. Monitor the performance of recruits, corrects performance deficiencies, provides feedback, and takes corrective action, as needed. Coach and mentor recruits.
14. As required or directed, conduct criminal investigations; interrogate and obtain statements from victims, witnesses and suspects; obtain confessions from suspects; collect and process evidence;



# Amherst Police Department

---

- perform crime scene investigations; compile investigative findings and completes a wide variety of police reports
15. As directed and in cooperation with the Amherst Fire Department, investigate potential arson fires; conduct investigations, interview witnesses, assists in preparation of the case for prosecution, and testifies in court
  16. Secure and protect the scene of a crime and the immediate area surrounding the crime scene so that no evidence is disturbed
  17. Prior to testifying, review all reports, evidence and notes related to an investigation to allow for knowledgeable courtroom testimony
  18. As directed, process crime scenes, including processing latent prints
  19. Provide depositions or courtroom testimony to court on incidents where officers may have direct knowledge or information
  20. Obtain arrest warrant by reviewing facts and evidence as a basis for obtaining warrant resulting from investigation of a criminal incident
  21. Take suspects into custody using reasonable physical force if necessary and by applying handcuffs and transporting them to another location, even in the face of suspect resistance and only upon a determination that there is probable cause to believe that the suspect committed a crime.
  22. Advise and explain to persons under arrest their rights according to the law to ensure complete understanding of these rights
  23. Conduct stop and frisk searches on suspicious persons for the safety of all involved parties
  24. Search moveable vehicles both interior and exterior under independent probable cause in accordance with established search and seizure rules and department procedures.
  25. Search persons, premises, or property incident to a lawful arrest with a warrant or consent in accordance with established department policy and search and seizure laws
  26. Plan methods and procedures for conducting a search of a person or premises using all available information on the size and location of the person on premise
  27. Remove weapons from persons unlawfully armed
  28. Advise victims or other involved persons of their rights according to current law and the proper procedures to follow to prosecute case
  29. Confiscate property for evidence resulting from an arrest or for safekeeping by physically taking property to evidence and completing necessary paperwork
  30. Identify, confiscate, preserve, and maintain the chain of custody of evidence in accordance with current search and seizure laws and departmental policy
  31. Maintain and inspect all personally owned/authorized duty related and department equipment, to include; vehicles, uniform apparel, weapons and ammunition, handcuffs, badges, flashlight, cellular phones, riot gear, computers, cameras, AED, specialized and other equipment.
  32. Demonstrate a proficiency in the use of all issued equipment
  33. Listen to and communicate in a clear, concise, and professional manner over police radio, issues BOLO's and other required information while on patrol



# Amherst Police Department

34. Assist in the evacuation or rescue of persons and property in emergency situations such as aircraft crashes, fires, floods and other natural or man-made disasters
35. Provide victims of crime with information, referral, and other assistance as provided in Ohio law and departmental regulations
36. Speak with and refer citizens in need to appropriate public and social services
37. Obtain information on persons or property involved in a crime from witnesses, victims or other with knowledge of the incident
38. Maintain and organizes field notes and other information to complete comprehensive department reports
39. Complete all required paperwork in a timely manner
40. Know their limitations in their delegated authority
41. Attend in-service and specialized training as required
42. Perform highly specialized duties and tasks associated with specialized assignments such as detective, Police K-9 Officer, Traffic, SWAT, Crisis Negotiator, and Instructor
43. Perform other related duties as assigned by the shift supervisor, division commander or Chief of Police
44. Note: Many of the job duties and work tasks mentioned above are generally geared toward the active patrol officer, however, those not generally assigned to road patrol duties should have a basic understanding on how to perform the above duties

## MATERIAL AND EQUIPMENT USED:

Vehicle	Protective and Safety Equipment	Communication Equipment	Firearms
Speed Detection Systems	Computer	Specialized/Technical Equipment	

## MINIMUM QUALIFICATIONS REQUIRED:

### Education and Experience:

1. High School Diploma, or GED, college preferable;
2. Meets Amherst Civil Service Commission eligibility requirements
3. Continuous job related training and seminars as directed by supervisors

### Licenses and Certificates:

1. Ohio State Certified Peace Officer
2. Ohio State Driver's License
3. First aid, CPR and AED Certified
4. Specialized certification (as required)



# Amherst Police Department

---

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

1. Local, state and federal laws, current city ordinances, recent court decisions
2. Judicial system, operation and procedures for criminal prosecution
3. Laws pertaining to arrest, search and seizure including case law
4. Legal limitations of police officers authority and the limits and requirements in the response to force.
5. First Aid procedures in CPR and AED use.
6. Suspect/victim/witness interview and interrogation concepts, principles and practices.
7. Departmental policies, standard operating procedures, oath of office, mission statement and standards of conduct.
8. Public relations techniques for handling calls for service or complaints.
9. Crime scene processing procedures and the security and protection of a crime scene.
10. Basic crime prevention techniques.
11. Defensive tactics to protect self and others.
12. Proper arrest and suspect apprehension techniques.
13. Crime patterns, potential problem areas, and prior offenders within patrol area.
14. Training, care and deployment of a canine unit when assigned a K-9 officer.
15. Jail and communications operations.
16. Record keeping, report preparation, filing methods and record management techniques.
17. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
18. Standard business arithmetic, including percentages and decimals.
19. Computer applications related to work.
20. Geography of the City of Amherst, Ohio and surrounding area

### **Skilled in:**

1. The use and operation of all assigned equipment to include: police vehicle, emergency equipment, firearms, restraint devices, technical equipment and basic first aid equipment.
2. Preparing clear and concise reports, correspondence and other written materials.
3. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum of direction.
4. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
5. Using tact, discretion, initiative and independent judgment with established guidelines.
6. Communicating clearly and effectively, orally and in writing.
7. Remaining calm in stressful situations and have the ability to handle multiple duties simultaneously.





# Amherst Police Department

---

## **Mental and Physical Abilities:**

1. Ability to mediate disputes between diverse groups of people.
2. Ability to be articulate while testifying in court or other legal proceedings.
3. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
4. Ability to read and interpret documents such as Ohio Criminal and Traffic Codes, safety rules, operation and maintenance instructions, procedure manuals, etc.
5. Ability to write routine reports and correspondence.
6. Ability to speak effectively before public groups and respond to questions.
7. Ability to compute ratios and percentages and interpret bar graphs.
8. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
9. Ability to work with and train animals associated with specialized assignment.
10. Ability to instruct and train individuals in general duty police work.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
13. Ability to pursue suspects on foot for a sustained period while bearing duty equipment.
14. Ability to subdue suspects in a physical confrontation while bearing duty equipment.
15. Ability to push or pull self through openings of varying nature by using necessary upper or lower body strength of arms or legs.
16. Ability to drag, push, pull, lift, or carry heavy objects or person, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.
17. Ability to run up or down stairways or respond quickly to other incidents.
18. While performing essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.



# Amherst Police Department

---

## **WORKING CONDITIONS:**

1. While performing the essential functions of this position the employee is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne, toxic or caustic chemicals, and handling calls dealing with explosives.
2. Exposure to unknown and dangerous conditions such as intoxicated or violent arrestees and life threatening situations such as armed and/or violent arrestees.
3. Exposure unknown health conditions from contact with individuals or animals with contagious or communicable diseases.
4. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons.
5. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be necessary, as well as being called in or back to duty on short notice.
6. At emergency or training scene, working conditions may be moderately loud.
7. Work is often performed in inclement weather, including extreme heat or cold, rain or snow, dry and humid conditions.

**Note: This class specification should not be interpreted as all inclusive.**

## **SPECIALIZED ASSIGNMENTS:**

Police officers may be assigned to specialized or specific duties, including but not limited to; bike patrol, traffic division, swat, school resource officer, field training officer, dare/safety town officer, general or specialized crime investigator, or juvenile officer. A police officer assigned to a specialized or specific duty is required to perform all of the aforementioned essential job descriptions and general job duties of a police officer.

In addition, material and equipment used, minimum qualifications required, knowledge, skills and abilities, and working conditions will vary according to the assignment.



# Amherst Police Department

---

## CAUSE FOR REMOVAL

The incumbent may be removed for conditions related to operational budget, reductions in work force, work incompetence, acts of gross misconduct, repeated acts of misconduct, integrity issues that would qualify as “Brady Material.” Removals related to operational budgets, reductions in workforce and for work incompetence are classified as No-fault Removals with the possibility of reinstatement if circumstances permit. Removals for gross misconduct, repeated acts of misconduct and “Brady” related materials are classified as Removal with Fault with no chance of reinstatement.

\*Nothing in this section is intended to conflict with the current collective bargaining agreement between the union and the city.

I acknowledge that I have read the job description and essential functions for my position and certify that I can perform these functions listed in this eight (8) page document.

(

**EMPLOYMENT APPLICATION  
CITY OF AMHERST**

Date Received

206 S. Main Street  
Amherst, OH 44001

---

**Answer All Questions - Type or Print in Ink**

---

1) Position applied for \_\_\_\_\_

2) Name \_\_\_\_\_

3) Address \_\_\_\_\_

4) Home (      ) \_\_\_\_\_ Cell (      ) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

5) If you have ever worked or attended school using a different name (e.g. maiden) - please list name(s):

\_\_\_\_\_

6) **If required for this job**, list license or certificate (i.e. Driver's License, CDL, Wastewater Class I, etc)

Title of License:                      Number:                      Date Issued:                      Date Expires:

\_\_\_\_\_

\_\_\_\_\_

7) Are you now employed by the City of Amherst, County of Lorain, or State of Ohio?

Yes                       No

If "Yes", Where, Classification and/or Title:

\_\_\_\_\_

Department: \_\_\_\_\_ Starting Date: \_\_\_\_\_

8) Verification: Inquiry may be made of your former employers or schools attended. May we contact your present employer? Yes       No       If "No", state reason:

\_\_\_\_\_

\_\_\_\_\_

9) State what practical experience or education training you have, which in your opinion, qualifies you for the position you now seek.

---

---

---

10) Education: Check appropriate box if you possess one of the following:

- High School Diploma                       G.E.D. Certificate                       High School Proficiency

Give highest grade or educational level achieved: \_\_\_\_\_

College, Business Schools & Special Training (list degree(s) achieved):

---

---

11) Work History: (Please attach resume listing employers, their address, and telephone number)

- a. List work history (including military service and applicable volunteer experience) for the last ten (10) years. Begin with most recent experience. Explain any gaps between employments.
- b. Describe duties as completely as possible; if supervisory, list number of employees supervised.
- c. If you held more than one position with the same employer, list each separately.

Certification of Applicant (READ CAREFULLY): I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statement may result in my disqualification or dismissal from employment with the City of Amherst. I hereby authorize all my employers (unless otherwise noted in no. 8) to release any and all information concerning me, including information of a confidential or privileged nature. I hereby release any and all employers from any liability or damage, which may result from furnishing the information requested.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

It is the policy of the City of Amherst, Ohio to ensure equal employment opportunity in accordance with the Ohio Revised Code and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status or veteran status is illegal.

**SECURITY INVESTIGATION AUTHORIZATION**

I, \_\_\_\_\_ hereby authorize the Amherst Ohio Police Department and the Oberlin Ohio Municipal Court to release all recorded information pertaining to any arrests and convictions which may have been charged against me to the City of Amherst for their authorized security investigation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Application will not be accepted if the following oath is omitted. You MUST PERSONALLY SIGN THIS IN THE PRESENCE of a Notary Public. This oath must be sworn BEFORE application is returned.

State of Ohio  
County of \_\_\_\_\_, §

\_\_\_\_\_ being duly first sworn on oath says that the statements made and subscribed to in the foregoing application are true.

(Signature of Applicant) \_\_\_\_\_

Subscribed in my presence by the said affiant and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public, State of Ohio

FOR OFFICE USE ONLY

\_\_\_\_ Qualified

\_\_\_\_ Cond. Qual.: \_\_\_\_\_

\_\_\_\_ Rejected -

Experience      Education      Late      No Verification      No Response      Other