

TRENTON POLICE DEPARTMENT

11 E State St – Trenton OH 45067
Phone 513.988.6341 – Fax 513.988.5173
www.ci.trenton.oh.us

APPLICATION PACKET

Applicant: _____

Last Name

First Name

Middle Name

The City of Trenton is an



Equal Opportunity Employer



TRENTON POLICE DEPARTMENT

11 E State St – Trenton OH 45067
Phone 513.988.6341 – Fax 513.988.5173
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Police Recruit Information Document

The Trenton Police Department is currently seeking a full-time police officer to fill an immediate vacancy. Trenton, Ohio, is a unique city that has managed to steadily grow yet still maintain that small town feel. Our residents are dedicated to hard work and strong family values, and possess a significant amount of pride in their community. At the Trenton Police Department, our officers are encouraged to develop and maintain a special relationship with the citizens and businesses in our city. If an environment of true community service appeals to you, please consider the Trenton Police Department as a place to start or continue your career as a police officer.

We expect that the hiring process will take approximately ninety (90) days from application to start date. The process will include a written examination, an interview session conducted by a community or police administrative panel or both, a comprehensive background investigation and records check, a polygraph examination, a psychological evaluation, a full medical exam, and comprehensive drug testing. Each testing element will be scored or evaluated as pass/fail. Candidates will not be automatically eliminated on the basis of minor omissions or deficiencies on the application.

In order to be considered for this position, successful candidates must:

- Be 21 years of age on or before the date of the police examination;
- Have a high school diploma or equivalency;
- Be certified or eligible for certification through the Ohio Peace Officer Training Commission at time of application;
- Be an Ohio resident at time of hire;
- Have a valid Ohio driver's license at time of hire;
- Be a citizen of the United States; and
- Meet all requirements to be bonded.

Current salary range is \$46,114 to \$64,834. Starting salary for lateral entry candidates may be based on law enforcement experience.

Completed application packets must be submitted to the City of Trenton Administrative Offices on or prior to Monday, May 15th, at 5:00pm in order to be considered. Packets submitted after this date and time will not be accepted. No resumes or other documents will be accepted at this time.

Sincerely,

Arthur M. Scott

Chief of Police

Arthur M. Scott, Chief of Police

The Application Packet

The attached packet contains an application and other forms that must be completed and signed as indicated and turned in with the application. Additional documents may be required during the interview process and will be specified at that time. Please do not include any document or form with your application that is not in this packet and/or on the list below.

Submitted application packets must include the following:

Forms in this packet to be completed and signed as indicated:

- City of Trenton employment application
- Background Investigation form
- Authorization for Release of Medical Information
- Personal History Questionnaire

Copies of personal documents to be included:

- Valid driver's license
- Birth certificate
- High school diploma or equivalent
- College diploma if applicable
- Military discharge papers (Form DD-214) if applicable
- OPOTA certification form

Completed application packets must be received by the City of Trenton Administrative Offices no later than Monday, May 15th, at 5:00pm. Packets submitted after this date and time will not be accepted. Incomplete packets will not be accepted.

Application packets may be mailed to:

City of Trenton
TPD Applicant Packet
11 E State St
Trenton OH 45067

Mailed packets must be received on or prior to the May 15th deadline in order to be considered.



TRENTON POLICE DEPARTMENT

Job Description

PATROL OFFICER

Qualifications

- High school diploma or equivalent
- Successful completion of the Ohio Peace Officer Training Program
- Must be not less than 21 years of age at the time of the written exam
- Must meet such medical standards as prescribed and successfully pass any qualifying examinations, either oral or written
- Must pass an in-depth background investigation

Licensure or Certification Requirements

- Valid Ohio driver's license
- Ohio Peace Officer Training certificate
- Must meet requirements to be bonded
- Must be a U.S. citizen

Necessary Knowledge, Skills, and Abilities

- Ability to:
 - Cope with situations firmly, courteously, tactfully, and with respect for the rights of others
 - Analyze situations quickly and objectively, and to determine a proper course of action to be taken
 - Understand and carry out oral and written instructions
 - Write, speak, and communicate effectively
 - Develop skill in the use and care of firearms
 - Complete routine forms
 - Prepare accurate documentation
 - Demonstrate physical strength, endurance, and agility
- Good general intelligence and emotional stability
- Willingness to cooperate with officials and other police officers
- Willingness to learn and increase skill in police work

Nature of Work

The position of Patrol Officer requires general and varied duty police work in the protection of life and property through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigation, traffic regulation, and investigative duties on an assigned shift and involves an element of personal danger. Officers must be able to act without direct supervision and to exercise independent judgment in responding to calls and meeting emergencies. Officers may receive special assignments based on specialized abilities and/or knowledge. Officers may be required to assist other personnel of the department in conducting interrogations, searches, and related duties as assigned. Assignments and general and special instructions are received from a higher ranking officer who reviews work methods and results through reports, personal inspection, and discussion.

Essential Functions of the Position

- Drives patrol car and/or walks to patrol city; pursues suspects on foot, e.g., runs short and long distances requiring physical endurance, and observes and prevents violations of law
- Physically restrains and/or subdues suspects as required
- Conducts security checks on businesses and residential units
- Observes and apprehends violators of traffic laws and issues warnings and written citations
- Conducts or assists with investigations and/or responds to criminal and civil complaints, e.g., interviews witnesses, suspects, complainants, and victims, and makes arrests as required by law
- Completes required reports and takes affidavits
- Collects, analyzes, and interprets data received at a crime scene and preserves evidence of the crime, e.g., photographs and fingerprints
- Operates law enforcement equipment and instruments, e.g., patrol car, radio, firearms, radar, breath analysis, and related police tools
- Interviews and counsels parties in domestic disputes
- Serves official documents, e.g., court orders, writs, citations, and subpoenas
- Maintains records as required
- Testifies in court
- Properly utilizes and maintains all assigned equipment, e.g., firearms, gear, and cruiser
- Receives, assists, and transmits emergency calls by radio or telephone
- Demonstrates regular and predictable attendance

Other Duties and Responsibilities

- Performs civic functions by providing public education and crime prevention through various programs
- Attends training sessions, seminars, workshops, etc., to remain knowledgeable of current enforcement practices and administration
- Assists the fire department and emergency medical services in emergency situations
- Works special details, e.g., local school events, parades, and festivals
- Responds to complaints from citizens
- Performs other related duties as assigned by a supervisor

Equipment Operated

The following are examples only and are not intended to be all-inclusive:

- Radio
- Radar/laser unit
- Breathalyzer and blood alcohol testing device
- Computer and mobile data terminal
- Video and photographic equipment
- Firearms
- First aid devices
- Patrol car
- Handcuffs
- ASP expandable baton
- Office equipment such as copier, scanner, desk phone, etc.
- Cellular phone
- Chemical agents and other less-than-lethal weapons

Inherently Hazardous or Physically Demanding Working Conditions

Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important due to the need to frequently enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of danger, etc. Mental alertness is very important due to the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witness or suspect testimonies. Physical and mental demands may change dramatically within a short space of time and tax the maximum of human endurance; therefore, all officers must maintain a physical and mental state of fitness and readiness that will enable them to handle recurring contacts and involvements with dangerous and potentially dangerous people, animals, and equipment with minimal force and often without backup. Officers may potentially be exposed to human blood and other body substances.

Illustrative Examples of Work

- Patrols a designated area of the city on foot or in a cruiser to preserve law and order, to prevent and discover the commission of a crime, and to enforce traffic and parking regulations
- Answers calls and complaints involving fires, automobile accidents, robberies, and other misdemeanors and felonies
- At the scene of a crime, administers first aid, conducts preliminary investigations, gathers evidence, obtains witness information, and makes arrests
- Testifies as a witness in court
- Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities
- Issues traffic tickets, directs traffic at intersections, participates in escorting funerals, and monitors and enforces parking ordinances
- Conducts accident investigations providing first aid for injured persons, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers and witnesses; examines vehicles and roadways, observing traffic control devices and obstruction to view; takes necessary street measurements; clears the scene of obstructions and wreckage
- Escorts prisoners to and from court and ensures that prisoners are properly guarded
- Acts as custodian of personal property and evidence being held for court presentation and maintains records of property, evidence, and automobiles held or impounded
- When assigned, participates in training activities and may instruct or establish curriculum for instructional purposes
- When assigned, investigates crimes, searches for and preserves evidence, questions suspects and witnesses, checks pawn shops, maintains surveillance over persons and places suspected of vice operations
- Performs other related police duties as assigned



City of Trenton

Employment Application
11 E State St | Trenton, OH
t. 513.988.6304 | f. 513.988.0855
www.cityoftrenton.com
An Equal Opportunity Employer

Office Use Only
Hire Date: _____

EMPLOYMENT APPLICATION

Important Information about the Application Process

- This employment application is to be used for all internal, external, and seasonal or temporary job postings. We strongly encourage you to provide a resume and cover letter in addition to this application.
- Applications are kept on file for one year. Please keep a copy for your files.
- A separate application should be submitted for each position for which you are applying.
- Applications must specifically reflect all requirements for the position, including experience and/or required courses of study.
- Please answer all questions accurately and completely. Incomplete applications may be disqualified.
- By signing this application, you are affirming that all information you provide is accurate and complete.

Applicant Information

Position for which you are applying: _____

Last Name _____ First Name _____ MI _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Cell Phone: (____) _____

E-mail address: _____

General Information

- Are you now, or have you ever been employed with the City of Trenton? Yes No
- Do you have relatives employed by the City of Trenton? Yes No
If yes, please give name, relationship, and department: _____
- What are your salary expectations? _____ Date available? _____
- Are you on layoff, subject to recall? Yes No
- Are you able to perform the essential functions of this job, with or without reasonable accommodations? Yes No
- Are you at least 18 years old? Yes No

Employment History

- In this section, please describe the duties you have performed in previous positions, which demonstrate that you have the knowledge, skills, and abilities to perform the duties of the job for which you are applying. You may include internships, verifiable volunteer activities, self-employment, and military experience.
- **Begin with your most recent job or assignment first** and list each job separately, extending for a period of **10 years**. Please explain all periods of unemployment.
- Additional pages of work history may be attached, if necessary.
- A resume is not a substitute for this section of the application.

May we contact this employer? Yes No Start Date: ___/___/___ End Date: ___/___/___

Employer: _____ Position Title: _____

Address: _____ Starting Salary: _____ Ending Salary: _____

City, State, Zip Code: _____ Full-time _____ Part-time _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Start Date: ___/___/___ End Date: ___/___/___

Employer: _____ Position Title: _____

Address: _____ Starting Salary: _____ Ending Salary: _____

City, State, Zip Code: _____ Full-time _____ Part-time _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Start Date: ___/___/___ End Date: ___/___/___

Employer: _____ Position Title: _____

Address: _____ Starting Salary: _____ Ending Salary: _____

City, State, Zip Code: _____ Full-time _____ Part-time _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

Education, Training, Certificates & Licenses

Do you have a high school diploma, GED certificate, or equivalent? Yes No

Colleges, universities, military, trade, business, or other schools attended

Name of School	Location of School	Courses of Study (major)	Degree or Certificate Earned	Degree or Certificate Earned

List driver's license and any professional licenses or certificates

Title of license or certificate	Number	Issuing Agency	Date Issued/Date of Expiration

Indicate special skills that you have acquired

Administrative: Typing _____(wpm) Office equipment _____ Computer software _____	Fluency in languages other than English: Read _____ Speak _____ Write _____	Heavy Equipment/Tools: _____ _____ _____
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Certification of Information, Authorization & Release

BY MY SIGNATURE BELOW, I:

- *Certify* that all answers given herein are true and complete to the best of my knowledge;
- *Authorize* investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision;
- *Release* the individual, company, institution, or organization and all individuals connected therewith from all liability incurred in giving such information. I further release the City of Trenton from all liability incurred in obtaining and/or using such information;
- *Understand* that this application is not intended to be a contract for employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Trenton.

Signature of Applicant*

Date

*Electronic or typed signatures are accepted



TRENTON POLICE DEPARTMENT
Authorization for Release of Medical Information

Full Legal Name: _____ PLEASE PRINT

Date of Birth: _____ MM/DD/YYYY

I, the undersigned, hereby authorize the medical facility as listed below to release any information contained in my patient records, including and without limitation records of treatment for physical and/or emotional illness, alcohol or drug abuse, to the Trenton Police Department in reference to my application for employment with same.

A photocopy or faxed copy of this authorization is the same as the original.

Applicant Signature: _____ Date Signed: _____

Witness Signature: _____ Date Signed: _____

Primary Care Physician: _____

Address: _____

Hospitalization - Please provide a complete history. Use back of form if necessary.

Date(s) of Hospitalization: _____

Hospital: _____

Address: _____

Reason for hospitalization: _____

Date(s) of Hospitalization: _____

Hospital: _____

Address: _____

Reason for hospitalization: _____



TRENTON POLICE DEPARTMENT

Personal History Questionnaire

Position applying for: Police Officer Emergency Services Dispatcher

Other – Specify: _____

Date Questionnaire completed: _____

Instructions

This personal history questionnaire is intended for the use of the Trenton Police Department. You must be truthful and complete all answers requested on this form. All information contained herein will be subject to verification, e.g., source documentation, polygraph, and screening procedures.

The answers to questions contained in this questionnaire must be printed legibly and in your own hand, and every question must be answered. If a question does not apply to your particular circumstance, write “N/A” or “Does not apply” in the space provided. Please provide complete address information where requested. If you need more space in order to answer any question completely, use the back of the form on which the question appears.

Warning

Applicants are cautioned to answer every question truthfully and without evasion. Ohio Revised Code provides penalties for making a false statement of a material fact, or for practicing any fraud or deception in obtaining or attempting to obtain municipal employment. Such penalties include rejection for appointment or discharge after appointment and/or prosecution under Ohio Revised Code Section 2921.13.

The following list is not inclusive of all points of disqualification but represents some of the major considerations involved in the selection process:

- Illegal use of narcotics or drugs
- Immoral or disorderly conduct
- Inability to speak or write English
- Job-related misdemeanor conviction
- Felony conviction
- Failure to report for an interview or other scheduled appointment
- Fraud
- Gambling
- Attempting to use political influence to obtain a position
- Excessive traffic convictions
- Falsification
- Neglect of Court-ordered family support obligations
- Physical condition that renders applicant incapable of performing essential job functions with or without reasonable accommodations
- Lack of minimum job requirements



TRENTON POLICE DEPARTMENT
Personal History Questionnaire

SECTION I – PERSONAL RECORD

LAST NAME			FIRST NAME			MIDDLE NAME			
OTHER NAMES (MAIDEN, FORMER MARRIED NAME, ALIAS(ES), ETC.)						(AREA CODE) PHONE NUMBER			
RESIDENTIAL ADDRESS (NUMBER & STREET, APT., CITY, STATE, and ZIP CODE)						SOCIAL SECURITY NUMBER			
DATE OF BIRTH		HEIGHT		WEIGHT		HAIR COLOR		EYE COLOR	
PLACE OF BIRTH (CITY, COUNTY, and STATE)						BIRTH CERTIFICATE #			
OHIO DRIVER'S LIC. #	TYPE	EXPIRATION DATE		OUT-OF-STATE OPERATOR'S LIC. #		TYPE and STATE or TERRITORY		EXPIRATION DATE	
FATHER (NATURAL): LAST			FIRST	MIDDLE		FULL RESIDENTIAL ADDRESS (IF DECEASED, DATE OF DEATH)			DATE OF BIRTH
MOTHER (NATURAL): LAST			FIRST	MIDDLE		FULL RESIDENTIAL ADDRESS (IF DECEASED, DATE OF DEATH)			DATE OF BIRTH



TRENTON POLICE DEPARTMENT Personal History Questionnaire

RELATIVES – Please list below in the following order:				
1	Spouse (current)		4	Children
2	Brother(s)		5	Spouse (ex)
3	Sister(s)		6	Step-Children
RELATIONSHIP	FULL NAME (LAST, FIRST, MIDDLE)	FULL RESIDENTIAL ADDRESS (IF DECEASED, DATE OF DEATH)	DATE OF BIRTH	
Spouse				

RESIDENCES – Please list your residential addresses since age 15 with most recent address first. Account for all times and include all military addresses, listing the nearest city in proximity to the base if you resided on base. If renting or leasing, include the agent or management company to whom you pay rent.		
FROM MONTH/YEAR TO MONTH/YEAR	RESIDENTIAL ADDRESS (NUMBER & STREET, APT., CITY, STATE, and ZIP CODE)	WITH WHOM DID/DO YOU LIVE (RELATIONSHIP)?



TRENTON POLICE DEPARTMENT
Personal History Questionnaire

SECTION II - AGENCY WORK HISTORY

Have you ever applied for a position with any law enforcement or other government agency? Yes No

Name of Department or Agency	Date Applied	Accepted	If no, give reason:
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION III – MILITARY RECORD

BRANCH OF SERVICE	UNIT (TANK, CORPS, ENGINEERS, MEDICS, ETC.)	MILITARY SERIAL NO.
MILITARY ACTIVE DUTY DATES – Do not include short Reserve tours of 9 days or less. FROM: TO:	HIGHEST MILITARY RANK OR RATE HELD	TYPE OF SEPARATION
TOTAL MONTHS OF COMBAT DUTY	TOTAL MONTHS OF OVERSEAS DUTY	MILITARY RESERVE STATUS <input type="checkbox"/> READY <input type="checkbox"/> STANDBY <input type="checkbox"/> NONE

1. Have you ever asked for or received deferment from military service? YES NO

If yes, list board number, dates, and full details: _____

2. Were you ever court martialed, tried on charges, or have you been the subject of a summary court martial, Captain’s mast, Article 15, company punishment, or any other disciplinary action while in the armed services? YES NO

If yes, explain in full: _____



TRENTON POLICE DEPARTMENT
Personal History Questionnaire

SECTION IV – GENERAL INFORMATION

The following questions and answers may be verified by a polygraph exam. If the answer to any of the following is “yes,” it will be necessary for you to explain in detail. Full and comprehensive explanations are required. Include locations and dates where relevant. Use the back of this form if you need more space to complete any of these items.

		<i>Circle One</i>	
1	Have you ever committed a felony for which you were never arrested or convicted?	YES	NO
	If yes, explain in full:		
2	Have you ever been placed on or served in a criminal diversion type program that led to the eventual dismissal of any criminal charges?	YES	NO
	If yes, explain in full:		
3	Have you ever been convicted of a felony?	YES	NO
	If yes, explain in full:		
4	Have you ever been convicted of a misdemeanor that had been reduced from original felony charges?	YES	NO
	If yes, explain in full:		
5	Have you ever been convicted of a criminal offense?	YES	NO
	If yes, explain in full:		
6	Have you ever been committed to any penal institution as a result of either a felony or misdemeanor conviction?	YES	NO
	If yes, explain in full:		
7	Are you presently under indictment or a defendant in any pending criminal, traffic, or civil action?	YES	NO
	If yes, explain in full:		
8	Have you ever been convicted of a traffic offense?	YES	NO
	If yes, explain in full:		



TRENTON POLICE DEPARTMENT Personal History Questionnaire

		<i>Circle One</i>	
9	Is your driver's license now or has it ever been suspended or revoked?	YES	NO
	If yes, explain in full:		
10	As an adult, have you ever stolen anything and/or bought or sold any property that you knew was stolen?	YES	NO
	If yes, explain in full:		
11	Have you ever used any hallucinogen, narcotic, or other illegal drug?	YES	NO
	If yes, list all drug(s) used, age of first and last use, and total number of usages:		
12	Have you ever used any prescription medication not prescribed to you or for purposes other than the medication was originally prescribed or intended?	YES	NO
	If yes, explain in full:		
13	Have you ever used any substances chemically altered in make-up but giving the same effect as illicit drugs, aka "designer drugs"?	YES	NO
	If yes, explain in full:		
14	Have you ever sold, been party to the sale of, or in any other way been financially rewarded due to the sale of any controlled substances or prescription drugs or any other substance purported to be a controlled substance?	YES	NO
	If yes, explain in full:		
15	Have you ever been involved in glue sniffing or huffing, or used any other such chemical agent(s) for purposes of obtaining a state of intoxication?	YES	NO
	If yes, explain in full:		
16	Do you, your spouse, or any ex-spouse(s) have immediate civil action pending?	YES	NO
	If yes, explain in full:		
17	Have your wages ever been garnished?	YES	NO
	If yes, explain in full:		



TRENTON POLICE DEPARTMENT Personal History Questionnaire

		<i>Circle One</i>	
18	Have you ever filed for bankruptcy or been declared bankrupt?	YES	NO
	If yes, explain in full:		
19	Have you ever received any type of government support such as Welfare, A.D.C., Housing Subsidy Payments, medical or educational loans or grants for which you were not eligible or received in a fraudulent manner or, after receiving, became ineligible but continued to receive?	YES	NO
	If yes, explain in full:		
23	Have you ever engaged in illegal gambling activity?	YES	NO
	If yes, explain in full:		
24	Do you have a problem controlling your temper?	YES	NO
	If yes, explain and give an example:		
25	Have you ever been involved in an automobile accident?	YES	NO
	If yes, explain in full:		
26	If employed by the City of Trenton, do you anticipate earning outside income?	YES	NO
	If yes, explain in full:		

I certify that the statements above are true to the best of my knowledge and that I have provided complete disclosure of all information requested. I further affirm that I understand that any false statements made on this document may be cause for disapproval of my appointment or for discharge after appointment. I also realize that any falsification may subject me to disqualification by the City of Trenton and/or prosecution under Ohio Revised Code 2921.13.

Applicant Signature: _____

Date: _____



TRENTON POLICE DEPARTMENT
Personal History Questionnaire

Consent for Background Investigation

I hereby give my consent for the City of Trenton to conduct an investigation of my background in connection with my application for employment with the Trenton Police Department. I understand that the background check will include an investigation of my past educational and employment records, as well as any past criminal record and the status of my driver's license.

I have read and fully understand the above statement.

Applicant Signature: _____ Date Signed: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____



Department Use Only

Investigator: _____

Results of OHLEG records search (attach printout if necessary):

Five horizontal lines for recording search results.