



# City of Canfield

104 LISBON STREET  
CANFIELD, OHIO 44406-1416

Phone: 330-533-1101  
Admin. Fax: 330-533-4415  
Finance Fax: 330-533-2668  
www.ci.canfield.oh.us



## CANFIELD POLICE DEPARTMENT

### CIVIL SERVICE JOB OPPORTUNITY

### ENTRY LEVEL OR LATERAL (FULL TIME) POLICE PATROL OFFICER

### Starting Salary Range:

**2024- \$71,657 - \$79,252**

**2025- \$75,240 - \$83,215**

**2026- \$79,002 - \$87,376**

### TOP OUT PAY RATE IN JUST THREE YEARS

**ABOVE SALARY INCLUDES: HOLIDAY PAY, UNIFORM ALLOWANCE, FITNESS AND SICK BONUS**

Position includes health insurance (HRA/HSA available), Tuition Assistance and many other incentives

*Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.*

### Minimum Qualifications:

Must have a completed bachelor's degree from an accredited institution or be enrolled in a bachelor's degree program. Bachelor's degree is not required prior to appointment. Degree must be obtained within a reasonable time frame. Possession of a valid State of Ohio driver's license is required. Must be at least 21 years of age, a United States citizen, have height proportionate to weight, must speak, read and write the English language, and must be able to write legibly and speak with clear diction.

There will be no civil service test. Applications will be certified by Canfield Civil Service Commission. Candidates shall pass physical fitness test at set by department standards of 1.5 mile run 14:54, Push Ups 27, Sit Ups 28. Approved candidates shall pass a standard general physical exam, eye exam, psychological exam, drug screen, a computerized voice stress analysis (C.V.S.A.), successfully pass a standard background investigation (including driving record) and such other qualifications as may be required by the City Manager.

### How to Apply:

Applications obtained online at [pd.canfield.gov/employment](http://pd.canfield.gov/employment) or at City of Canfield Police Department, 104 Lisbon St., Canfield, Ohio 44406. Notarized completed applications must be returned in person to the City of Canfield Police Department. Applications can be notarized when submitted. Qualified candidates will be notified of their eligibility to participate in the hiring process.

*The City of Canfield is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Canfield does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.*

**Date Posted: 10/16/24**



# CLASSIFICATION SPECIFICATION

CITY OF CANFIELD (UPDATED 10/24)  
AN EQUAL OPPORTUNITY EMPLOYER



## Class Title: POLICE PATROL OFFICER

### REQUIRED QUALIFICATIONS FOR APPOINTMENT

- Must be at least 21 years of age
- Must be a United States Citizen
- Height proportionate to weight
- Must have completed a bachelor's degree from an accredited institution or be enrolled in a bachelor's degree program. Bachelor's degree is not required prior to appointment. Degree must be obtained within a reasonable time frame.
- Must speak with clear diction and write legibly
- Must speak, read, and write the English language.
- Must possess a valid Ohio driver's license.
- Must pass department fitness standards: 1.5 mile run 14:54, Push Ups 27, Sit Ups 28

**NOTE: Prior to appointment, all candidates must:**

- Pass a standard general physical, eye exam and agility test (copy available on request)
- Pass a psychological exam
- Pass a drug screen
- Successfully pass a Computerized Voice Stress Analysis (C.V.S.A.)
- Successfully complete a thorough background investigation (including driving record)
- Probationary period will be twelve (12) months (can be extended for completion of degree)
- Other qualifications as deemed necessary by the City Manager

### JOB DESCRIPTION

**(FACTORS AND CONDITIONS WHICH ARE ESSENTIAL CHARACTERISTICS OF THE POSITION)**

Under the supervision of the Chief of Police and/or superior officers, undertake a variety of routine, self – initiated, and assigned tasks designed to protect life and property in the City of Canfield. These tasks include, but are not limited to: crime prevention, investigation, apprehension and assistance in the prosecution of law violators, crime deterrence, the provision of a wide variety of services to the public, and other related duties as required

### MAJOR RESPONSIBILITIES & DUTIES

Major Responsibilities require consistent attention and commitment to this agency's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The jobholder must accept the responsibility to support and promote this organization's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute, raise the appearance of impropriety or endanger the public's trust or confidence in the agency or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistently in line with the agency's mission, goals, and objectives.

## WORK 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 because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make very fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc.. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of readiness that will enable to handle (with minimal force and often without backup) recurrent contacts and involvement's with dangerous and potentially dangerous people, animals and equipment.

# CITY OF CANFIELD APPLICATION

Updated: 7/12/24

<b>Application for Employment</b>		Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of any non-job-related medical condition or handicap.	
Application Date:		Referred by:	
Positions(s) Applied For: (you may check more than one)		<input type="checkbox"/> City Position _____ <input type="checkbox"/> Full Time Police Officer <input type="checkbox"/> Part Time Police Officer <input type="checkbox"/> Auxiliary Police Officer	<input type="checkbox"/> Full Time Dispatcher <input type="checkbox"/> Part Time Dispatcher <input type="checkbox"/> Other (write in title) _____
<b>Personal Information</b>	Social Security #: _____-_____-_____	Do you have a valid drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No.	
	U.S. Citizen <input type="checkbox"/> yes <input type="checkbox"/> no	Drivers License: State: _____ Number: _____	
NAME (Last, First, Middle)		Area Code & Phone Number	
CURRENT ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
PREVIOUS ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
Cell. Phone Number:	E Mail Address:	Other Number:	
<b>Education High School</b>	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Diploma Received <input type="checkbox"/> G.E.D. Received  Date Received:
	GPA	Course of Study	Awards/Honors/Offices
Attendance Record		Favorite Class	
<b>Education Undergraduate</b>	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelors Degree  Date Received:
	GPA	Major / Minor	Awards/Honors/Offices
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Education Graduate</b>	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Masters Degree  Date Received:
	GPA	Major / Minor	Awards/Honors/Offices
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Education Other/Academy</b>	SCHOOL NAME: FULL ADDRESS:		<input type="checkbox"/> Completion  Date Received:
	GPA	Course of Study	Awards/Honors/Offices
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Military Information</b>	Branch	From:	To
	Highest Rank or Grade	Terminal Rank or Grade	Type of Discharge
Nature of Duties:			
Awards/Honors:			

# Employment Information

List ALL current and previous employment starting with your present position, then the position before that, and so forth. Use additional forms if needed.

<b>#1:</b> From:                      To	Company Name	Position / Title Held
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LOCATION (Street, City, State, Zip Code)	Immediate Supervisor
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Other Supervisor:	Other Supervisor:	Bus. Phone:
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Responsibilities:

What did you like most about your job?

What did you least enjoy?

Reasons for leaving:

Compensation:

Attendance Record:

Permission to contact for background check?  Yes  No **Signature:**

<b>#2:</b> From:                      To	Company Name	Position / Title Held
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LOCATION (Street, City, State, Zip Code)	Immediate Supervisor
--	----------------------

Other Supervisor:	Other Supervisor:	Bus. Phone:
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Responsibilities:

What did you like most about your job?

What did you least enjoy?

Reasons for leaving:

Compensation:

Attendance Record:

Permission to contact for background check?  Yes  No **Signature:**

<b>#3:</b> From:                      To	Company Name	Position / Title Held
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LOCATION (Street, City, State, Zip Code)	Immediate Supervisor
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Other Supervisor:	Other Supervisor:	Bus. Phone:
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Responsibilities:

What did you like most about your job?

What did you least enjoy?

Reasons for leaving:

Compensation:

Attendance Record:

Permission to contact for background check?  Yes  No **Signature:**

<b>#4:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			
<b>#5:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			
<b>#6:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			

<b>#7:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			

<b>#8:</b> From:	To	Company Name	Position / Title Held
LOCATION (Street, City, State, Zip Code)			Immediate Supervisor
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities: What did you like most about your job? What did you least enjoy? Reasons for leaving: Compensation: Attendance Record: Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			

**Other Employment?**  Yes  No. If "Yes," please list all other employment on a separate sheet of paper and attach to this form. Applicant hereby certifies that all employment is hereby accounted for on this application, and further understands that failure to disclose any previous employment is grounds for termination in the event that applicant is hired with this agency.

**Signature:**

<b>Job Related Questions / Plans / Goals</b>	<b>Applicant's Name: (print)</b>
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List any relevant certifications you have attained:

What special skills, experiences or qualifications, related to the position(s) applied for, do you possess?

List all job applications you currently have filed. Note status of employment opportunities for each application:

What are your available hours and days to train and work at this agency?

What are your long-term goals for employment?

Do you have any prior Domestic Violence arrests and/or convictions?  Yes  No. If "Yes," please explain.

Applicant hereby certifies that ALL criminal history (regardless of convictions) is hereby accounted for on this application, and further understands that failure to disclose any previous or pending criminal history is grounds for termination in the event that applicant is hired with this agency. Applicant hereby grants permission to the Canfield P.D. to conduct a criminal record check through all available sources.

**Signature:**

Do you have any driving record?  Yes  No. If "Yes," please explain.

Do you have any prior Driving Under the Influence arrests and/or convictions?  Yes  No. If "Yes," please explain.

Applicant hereby certifies that ALL driving record history within the past fifteen years is hereby accounted for on this application, and further understands that failure to disclose any previous or pending driving record is grounds for termination in the event that applicant is hired with this agency. Applicant hereby grants permission to the Canfield P.D. to conduct a license records check through all available sources.

**Signature:**

Are you computer literate?  Yes  No.

What programs are you familiar with? And to what extent?

Can you type?  Yes  No.

I hereby authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal and/or termination from the civil service list.

**Date:**

**Signature:**

**Applicant may attach a current resume and copies of applicable certifications with this application.**



**CITY OF CANFIELD**  
**WAIVER OF CONFIDENTIAL RECORDS**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address:

Street

City

State

Zip Code

To Whom It May Concern: I am an applicant for a position with the City of Canfield, Ohio. The city needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Canfield Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Canfield Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the City of Canfield to consider in determining my suitability for employment. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in my case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Canfield Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

**Initial:** \_\_\_\_\_

For and in consideration of the City of Canfield's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Canfield. I understand my rights under Title 5, United States Code, section 552a, the Privacy Act of 1974 and related Ohio Revised Code sections, with regard to access and to disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the Canfield Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid upon my signature during the time associated with the selection process of the City of Canfield.

I agree to indemnify and hold harmless the person to whom this request and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

**The following information must be completed in the presence of a certified Notary Public:**

\_\_\_\_\_, having been duly sworn under oath states that this is his/her  
Name of Applicant/ Affiant

lawful affidavit and request for release of records.

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

Sworn and subscribed before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**SEAL MUST BE AFFIXED**

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Printed Address of Notary

**(Out of state notary must submit Certificate)**