



MEDINA COUNTY PARK DISTRICT POLICE DEPARTMENT

APPLICATION INFORMATION

Following, you will find an application packet. Please complete all requested information listed within before returning to the park office. This information will be kept on file for two (2) years. If you wish to update your file during that time, you may do so by stopping by the park office during normal business hours.

Should you have questions regarding any of the information requested or need guidance in completing this packet, you may refer your inquiries to the chief of park police.

Also, please review the job description and other materials within so as to have a complete understanding of the nature of the position. Should you, for any reason, feel you cannot meet the requirements, or, upon review of these materials, have a change of mind, please return the packet to the park office if you picked up a hard copy.

The following is a list of items required if applying for a police officer position with Medina County Park District.

1. Completed application
2. Resume
3. References WITH addresses and phone numbers
4. Copies of any certificates received (O.P.O.T.C., academy, etc.)
5. Sign ALL five release forms AND have a WITNESS sign where required
6. Copy of your birth certificate
7. Copy of your high school diploma and transcript
8. Copy of your college diploma and transcript
9. Name, address, and phone number of your physician
10. A recent photograph taken within the last year

POLICE OFFICER**Organization Overview**

Medina County Park District is a local and regional leader in conservation, education, and the protection of natural resources. Employees take pride in the parks, trails, programs, and community; ensure quality outdoor experiences; protect public investments; plant the forests and prairies of tomorrow; and develop the next generation of stewards. Employment with the park district is more than a job – it's an opportunity to make lives better in a fun, fulfilling team environment.

Responsibility

Under the direction of the police chief, the officer provides safety, protection, stewardship, education to the park visitor, law-enforcement services such as patrol of district properties, and other duties as assigned. This is a commissioned law-enforcement appointment with full arrest authority under Section 1545.13 of the Ohio Revised Code.

Examples of Duties

- Routine patrol of park district properties
- Respond to complaints and emergencies and conduct investigations
- Prepare written reports of investigations
- Attend all necessary training for park police staff including but not limited to firearms, self-defense, defensive driving, updates on O.P.O.T.C. requirements, and various changes in laws or rules
- Maintain daily logs of patrol activities
- Public relations with park visitors
- Write and file citations for park violations and make court appearances as necessary
- Work with maintenance staff as needed on special projects
- Provide traffic and parking control at park district events
- Work with volunteer groups
- Other duties as assigned

Distinguishing Characteristics of the Class

- Park police officers are required to have direct contact with park visitors and must have the ability to work with people in a relaxed enforcement environment
- Required to carry a firearm, be trained in the use of a shotgun, and be skilled in the use of various enforcement techniques and personal safety measures
- Must be skilled in defensive driving during emergency situations
- Officers may be confronted with deadly force situations in the performance of their duties
- Required to work varying shifts and to respond when called to duty in emergency situations
- Must be at least 21 years of age as required by state law
- Must be citizens of the United States and residents of Ohio

- Officers must be of good moral character, reputation, and financial responsibility with no conviction higher than a misdemeanor or of a crime involving turpitude
- Must be willing to submit to complete background checks prior to being hired

Necessary Knowledge, Skills, Abilities

- Proven teamwork, communication, and partnership skills, and the ability to work directly with all levels of the organization to achieve common goals
- Demonstrated emotional intelligence including self-awareness, empathy, reliability, and consistency; a proven track record of establishing and maintaining critical relationships internally and externally; demonstrated trust, integrity, and credibility
- High school diploma; minimum two-year degree with a natural resources background
- The ability to work with park visitors in various enforcement situations including issuing citations, assisting the public with complaints, education, and taking reports
- Ability to take action and make decisions in emergency and/or confrontational situations
- Basic computer operation skills

Required Physical Abilities Include the Following, But Are Not Limited To

- Must occasionally be subjected to strenuous situations in the apprehension of violators
- Must occasionally lift items weighing in excess of 50 pounds
- Work in inclement weather

Desired Training and Experience Requirements

- Any combination of training and experience that would indicate possession of the necessary knowledge, skills, and abilities listed above
- A valid Ohio Peace Officer's Certificate
- One year of law-enforcement experience, preferably in a natural resources setting
- Possession of a valid Ohio motor vehicle operator's license with a good driving record
- Satisfactory fingerprint and criminal background check and drug screening



**Medina County
Park District**

Medina County Park District

6364 Deerview Lane Medina, OH 44256
(330) 722-9364 or toll-free (844) 722-9364
Website: www.medinacountyparks.com

APPLICATION FOR EMPLOYMENT (PRE-EMPLOYMENT QUESTIONNAIRE • AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE _____

NAME _____

LAST

FIRST

M. I.

PRESENT ADDRESS _____

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS _____

STREET

CITY

STATE

ZIP

PHONE NUMBER _____ ARE YOU 18 YEARS OF AGE OR OLDER? _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THE U.S.? _____

DATE OF BIRTH* _____

*THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 BUT LESS THAN 70 YEARS OF AGE.

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

HAVE YOU APPLIED TO THE PARK DISTRICT BEFORE? _____ WHEN? _____

EDUCATION	NAME AND LOCATION OF SCHOOL	DATES ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

U.S. MILITARY SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES? _____

(CONTINUED ON OTHER SIDE)

FORMER EMPLOYERS (BEGINNING WITH YOUR MOST RECENT OR CURRENT EMPLOYER, PLEASE LIST YOUR LAST FOUR EMPLOYERS.)

DATE MONTH AND YEAR	NAME, ADDRESS, AND PHONE NO. OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

PROFESSIONAL REFERENCES: (GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	PHONE NO.	YEARS KNOWN
1.			
2.			
3.			

PHYSICAL RECORD:

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? _____

IF YES, PLEASE DESCRIBE. _____

WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

NAME _____

ADDRESS _____

PHONE NUMBER _____

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO PROVIDE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, ANY PERTINENT INFORMATION THE EMPLOYERS MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAID INFORMATION TO YOU.

I UNDERSTAND AND AGREE THAT, IF CONSIDERED FOR EMPLOYMENT, I MUST SUCCESSFULLY COMPLETE A CRIMINAL AND PERSONAL BACKGROUND CHECK, FINGERPRINT SCREENING, AND DRUG SCREENING AT THE PARK DISTRICT'S EXPENSE PRIOR TO BEING HIRED.

I UNDERSTAND AND AGREE THAT, IF HIRED, UNLESS HIRED AS A CONTRACTURAL EMPLOYEE, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND/OR SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."

SIGNATURE _____ DATE _____

INTERVIEWED BY _____ DO NOT WRITE BELOW THIS LINE DATE _____

NOTES _____

HIRED? _____ POSITION _____ DEPT. _____

SALARY/WAGE _____ DATE REPORTING TO WORK _____

APPROVED: _____



Medina County Park District

6364 Deerview Lane, Medina, OH 44256

330-722-9364 * 844-722-9364

Fax: 330-722-9366

www.medinacountyparks.com

AUTHORIZATION FOR THE RELEASE OF PERSONAL INFORMATION

You are being considered for a position with the Medina County Park District. It is the responsibility of the park district to ensure that candidates are suited for the position by virtue of their training and background.

As a part of the investigation, information gathered will include, but not be limited to, the following:

- Driving records
- Criminal background
- Workman's Compensation records
- Medical records
- High school and/or other educational records
- Work history

AS A CANDIDATE FOR A POSITION WITH THE MEDINA COUNTY PARK DISTRICT, I HEREBY AUTHORIZE THE RELEASE OF ANY PERSONAL INFORMATION, SPECIFICALLY INCLUDING THE ABOVE CATEGORIES, REQUIRED BY THE PARK DISTRICT AS A PART OF ITS BACKGROUND CHECK OF MY QUALIFICATIONS FOR THE POSITION. I HEREBY RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU.

Witness

Signature of Applicant

Date

REVERSE SIDE IS FOR PARK DISTRICT USE ONLY



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330-722-9364 * 844-722-9364

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EMPLOYMENT REFERENCE

1 Dates employed: From _____ To _____

2 What was the applicant's position title? _____

3 What was the applicant's final salary? _____

4 What information can you provide concerning the following:

Quality of Work: _____

Quantity of Work: _____

Attendance Record: _____

Conduct on the Job: _____

5 Reason for Termination: _____

6 Eligible for Rehire? _____ Yes _____ No

If not, why? _____

Additional Comments:

Signature

Date

Title

Business Name



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