

Village of Seville

Police Officer

Application Package for
The Position of Police Officer

Application Deadline:
January 31, 2025, 4:00PM



Application
Return:

Seville Police Department
Attn: Chief Taylor Deal
120 Royal Crest Drive
Seville, OH 44273

This Package Contains:
Wage & Benefits Information
Scheduling Example
Application Process
Acknowledgment of Hiring Standards
Job Description
Application for Employment

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Introduction:

Thank you for your interest in applying for the position of police officer with the Village of Seville. The information in this packet is designed to give you general information about the Village, enabling you to make an informed decision about applying for this position. We want you to be comfortable with the fact that we are the right agency for you.

This information is provided for informational purposes only, and should not be considered as an offer or guarantee. Certain benefits, rates, and schedules are subject to change, or may not be described in their entirety. A full explanation of all benefits is provided at the time an offer for employment is made.

About Us

The Seville Police Department is a professional organization, proud of the services we provide to our community and of our reputation in the county. We are a department of police officers who have shown initiative and drive and who have a strong desire to excel. Cooperation and teamwork have been instrumental in the success of our department.



The police department consists of 8 full-time police officers. Seven police officers have retired from the police department in recent years after more than 25 years of service to the Village.

We operate a fleet of 8 low mileage police vehicles – Chevrolet Tahoes and Ford Explorers. In addition to the normal police equipment, our cruisers are equipped with an MDT, digital video camera, Benelli semi-auto shotgun, an AR-15 rifle, automatic emergency defibrillators, and road spikes. In 2015, the community donated a Yamaha 700 Grizzly to the department for special events and off-road use. In 2025, a local business donated a DJI Matrice thermal drone. The police department moved into its new building on Royal Crest Drive in 2005.

The Seville Police Department provides service 24/7. We service an area of approximately 2.6 square miles and serve a population of 2,335¹ residents. The Village of Seville is the fifth largest municipality in Medina County, and between 2000 and 2010, new homes grew by almost 13%. Several new developments and commercial parks are currently in development or planned, and we anticipate the growth in Seville to continue.

Applicant Qualifications

The Village is seeking a highly motivated, community-minded police officer with a demonstrated record of integrity, initiative, and a strong desire to excel. Candidates must be eager to accept various challenges and responsibilities and committed to working in partnership with the community to provide our residents with a safe and secure environment. Candidates should be career-oriented and eager to work as an integral part of a modern law enforcement team.

To be considered for this position, applicants must meet the following conditions:

- Must be at least 21 years of age at the time of appointment
- Must be a U.S. Citizen
- Must have a graduation certificate/GED
- Must have a valid Ohio driver's license
- Must have received an Ohio Peace Officer's Training Academy certification
- Must reside within 25 miles or 30 minutes driving time of the Village
- Psychological, physical, polygraph, drug screen, and background examinations

¹ 2020 Census

Starting Date

The starting date for this new position will be determined by the length of the hiring process, some elements of which are beyond our control. In addition, we will work to coordinate the starting date to allow for appropriate notifications to be given to current employers.

Starting Salary

The Seville Police Department operates on a step-level payment schedule. This system consists of 7 levels, starting with an entry-level training/probationary period. The 2026 pay scale for these levels is as follows:

- Level A (Entry) \$37.81/hr. (First 6 mos. Probation)
- Level B \$38.41/hr. (Second 6 mos. Probation)
- Level I \$39.61/hr.
- Level II \$40.61/hr.
- Level III \$41.21/hr.
- Level IV \$41.61/hr.
- Level V \$41.81/hr.

Generally, an officer starting at the entry-level will reach the top, Level V, upon his/her fifth employment anniversary.



At the discretion of the Chief of Police, newly hired officers who meet the requirements outlined in our policy may be placed into the pay scale at any level for which they are determined to be qualified. These requirements are based upon years of experience and training as a law enforcement officer in Ohio. This placement is at the sole discretion of the Chief of Police and is determined on a case-by-case basis.

Benefits

The Village of Seville currently provides its police officers with the following benefits:

- Hospitalization
- Major Medical (Medical Mutual²)
- Prescription card
- Dental care
- Life insurance
- Vision insurance

Current health care is provided through Medical Mutual.

Paid Leave

Vacation

The Village of Seville provides police officers paid vacation time from the following schedule:

Years of Continuous Employment	Vacation Allowance
After completion of 6 months' probation period.	1 week (40 hours)
After 1 full year of continuous employment.	1 additional week (40 hours)



² Medical Mutual includes both the Summa and Cleveland Clinic systems

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After 2 full years of continuous employment.	2 weeks (80 hours)
After 5 full years of continuous employment.	3 weeks (120 hours)
After 10 full years of continuous employment.	4 weeks (160 hours)
After 20 full years of continuous employment.	5 weeks (200 hours)

Personal Days

Police officers receive 64 hours of personal leave per calendar year. Personal leave is in addition to vacation time and does not carry forward. Probationary employees are not eligible to receive personal leave.

Holidays

The Village of Seville Police Department currently observes 10 national or state holidays. Police officers scheduled to work on an observed holiday are compensated at their overtime rate for their holiday hours and receive an additional 8 hours of holiday pay at their regular hourly rate.

Sick Leave

The Village of Seville provides sick leave benefits for temporary absences due to personal illness or injury or illness or injury to an immediate family member. Sick leave accumulates at the rate of 4.6 hours for every 80 hours worked. Upon retirement, accumulated sick leave will be paid at a rate of 50%, not to exceed sixty (60) eight (8) hour days.

Funeral Leave

Full-time employees are granted 3 days of paid funeral leave upon the death of a listed family member.

FMLA

The Village of Seville currently grants unpaid FMLA time to qualified employees. The Employee Handbook determines qualifications and amounts of time.

Retirement

The Seville Police Department is a member of the Police & Fire Disability and Pension Fund. Employees contribute 12.25% of gross wages and Village contributes 19.5% of the employee's gross wages towards retirement, in addition to the employee's regular salary.



We send two officers to Washington, DC for the annual Police Week festivities.



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Longevity Pay

The Seville Police Department pays all officers equally without regard to seniority, according to the step-level pay system. Seniority is rewarded through longevity pay, calculated from the following table:

Years of Service	Longevity Pay
1-5 years	\$25.00 per year of service
6-10 years	\$50.00 per year of service
11-20 years	\$75.00 per year of service
21 – retirement	\$100.00 per year of service

Longevity pay is paid on the payday following the employee's anniversary date and is subject to applicable deductions.

Work Schedule

Seville police officers are currently assigned to 12-hour shifts. Shift times are:

- 0630 hrs. to 1830 hrs.
- 1330 hrs. to 0130 hrs.
- 1830 hrs. to 0630 hrs.

Police officers work a “2 on – 2 off – 3 on – 2 off – 2 on – 3 off” schedule that repeats every pay period, as exemplified below:

Pay Period (2 weeks)													
Week 1							Week 2						
M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
Work	Work	Off	Off	Work	Work	Work	Off	Off	Work	Work	Off	Off	Off

Equipment Provided

The Seville Police Department provides complete summer and winter uniforms, a “class A” dress uniform, leather gear, a sidearm, and a ballistic vest. In addition, officers are issued a Taser, Kenwood multi-channel radio, Benelli shotgun, and AR-15 rifle.

Eligible³ officers are assigned individual, **take-home** police vehicles, either a Chevrolet Tahoe or Ford Explorer. Each vehicle has a digital camera, scanner, RADAR, flashlight, evidence collection materials, spike strips, fire extinguisher, traffic wheel, and vest.



Community Involvement

Members may participate in a variety of public events. Seville officers provide bicycles to local youth through the National Night Out program, Shop With A Cop, participate in the Seville Easter Basket giveaway, Seville Yard Sale, and other community programs. Officers have adopted two special needs children. Officers recently completed and delivered a tree house for one of our adopted friends. This story is depicted in the video below:

<https://youtu.be/9FI8UI4vNmY?si=dtOPf9hlicZc4Sm3> - YouTube

³ Eligibility is determined on a case by case basis and is based in part on your travel distance.

The Application Process

Please review this information carefully. It contains instructions, which if not followed, may result in your application being denied. All of the information required to apply for this position is included in this packet. Please, do not call the Seville Police Department for additional information. Available staff will be unable to answer questions outside the scope of this document.

Please note that the Village of Seville is not governed by a Civil Service Commission, or by a Civil Service hiring process.

1. To apply for this position, complete the Village of Seville Application in its entirety. The *Village of Seville Application for Employment* should be completed in your own handwriting and in black ink only. If a requested item of information on the application does not apply, write "N/A" in the blank. There should be no blanks on the application when it is completed. Incomplete applications will not be considered.
2. You must attach a cover letter describing your experience, training, goals, or expectations and you must attach a current resume to your application. For consideration of your military service, attach a legible photocopy of your DD-214.
3. When submitting your application, the *Application for Employment* must be the top document, the Acknowledgment of Hiring Standards, and the *Authorization for Release of Information*. Attach your cover letter, resume, DD-214, and any additional documents beneath the *Release of Information* waiver with a paper clip or binder clip in the upper left corner. No staples, folders, or 3-ring binders, please.
4. Applications must contain a legible email address for the applicant. Email addresses should be neatly printed on the first page of the Application for Employment. Applicants should anticipate that correspondence concerning their application will be conducted via email.
5. Mail or deliver the application to

**Seville Police Department
Attn: Chief Taylor Deal
120 Royal Crest Drive
Seville, OH 44273**

6. All applicants must read, sign, and return the **ACKNOWLEDGMENT** included with this packet when filing the application. An applicant's failure to meet the hiring standards outlined in this document shall automatically disqualify the applicant.
7. Applicants will be advised in a timely manner if they have been selected to continue in the application process. The time required for this selection process depends upon the number of applicants and other factors outside our control. Do not phone the Seville Police Department for further information regarding your status in this process. Available staff will not have access to or authorization to discuss this information.

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8. Each selected candidate may be interviewed by a board consisting of persons designated by the Chief of Police. All elements of the oral interview will be standardized to include uniform rating dimensions. Each candidate will be evaluated on:
 - Judgment, reasoning, and analysis;
 - Mental alertness;
 - Communication;
 - Social interaction and human relations;
 - General personality impressions
 - Appearance, image, demeanor, and attitude;
 - Overall suitability.
9. Select candidates may be invited to participate in further testing processes at a date and time to be determined.
10. Upon acceptance of a Conditional Offer of Employment, the selected candidate will take a polygraph examination, psychological evaluation, and physical examination to determine suitability for the position of a police officer.
11. A thorough and complete check of selected candidates will be conducted. The background investigation may include, but is not limited to, illegal activities, morals, ethics, and drug and alcohol use. The investigation will also include
 - Verification of credentials, past and present employment, residence, and driver's license;
 - Review of criminal and traffic records, credit history, civil judgments, and bankruptcies;
 - Interviews with past and present employers, school officials, neighbors, and personal references
12. The following occurrences or incidents in a candidate's background may result in disqualification from the selection process:
 - Conviction for felony or serious misdemeanor;
 - Use of, or conviction for controlled substance violations;
 - Intemperate use of alcoholic beverages;
 - Poor work record;
 - Poor driving record or numerous moving traffic violations;
 - Numerous debts which are not being regularly paid off;
 - Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a police officer, given the responsibilities incumbent on the position.



ACKNOWLEDGMENT OF UNDERSTANDING OF HIRING STANDARDS

The Village of Seville Police Department wants each candidate applying for the position of police officer to know the hiring standards of the department. This acknowledgment is to ensure that the candidate has read and understand these standards.

If by reading the whole packet you realize that you do not meet the hiring requirements there is no reason for you to continue in the process of applying for the position of police officer in the Village of Seville.

READ THE FOLLOWING DECLARATIONS CAREFULLY AND CIRCLE Y OR N AS APPLICABLE		Initial
I am at least 21 years of age:	Y N	
I am a U.S. Citizen legally authorized to work in the United States:	Y N	
I have a high school graduation certificate or GED:	Y N	
I have a valid Ohio driver's license:	Y N	
I am certified as a peace officer in Ohio by the Ohio Peace Officers Training Academy:	Y N	
I am capable of residing within 30 minutes driving time of the Village at the time of my appointment or reasonably thereafter:	Y N	

As an applicant for the position of police officer with the Village of Seville, I hereby affirm that I have read the *hiring standards* provided in the police application packet and that I meet the standards required.

Name (Printed): _____

Signature: _____

Date: _____

Police Officer Job Description

General Statement of Duties

Performs general duty police work in protecting life and property through enforcing laws and ordinances; does related work as required.

Distinguishing Features of the Class

A police officer performs general duty police work consisting of routine police patrol, investigation of criminal activities, and miscellaneous duties incidental thereto performed in accordance with departmental rules and regulations. A senior officer or supervisor regularly checks the work and gives specific instructions and assistance when special problems arise, although a police officer must exercise initiative and discretion when faced with emergency conditions. This work involves an element of personal danger, and police officers often work under stressful conditions. Police officers regularly work on weekends and holidays and work various shifts. Police officers regularly work extended hours and are subject to being called to duty as the departmental need arises. As part of the safety forces team, police officers must reside within a fixed drive-time radius of the Village.

Examples of Work (Illustrative Only)

- Enforces the laws and ordinances of the Village of Seville and the State of Ohio;
- Responds to and takes appropriate action on citizen complaints;
- Responds to accidents, catastrophes, and fire calls;
- Patrols on foot, in motor vehicles, bikes, and other vehicles as assigned;
- Checks doors and windows and examines unoccupied buildings or residences to detect any suspicious conditions;
- Investigates suspicious conditions and complaints;
- Makes arrests of persons who violate laws and ordinances. Uses force, possibly including deadly force, in making arrests and in defense of himself or another;
- Accompanies prisoners to headquarters, to jail, or to court;
- Testifies in court as required;
- Directs traffic and assists motorists;
- Attends fires or accidents and gives all possible assistance, including first aid, and prepares necessary reports;
- Disperses unlawful assemblies;
- Works speed measuring devices in traffic control;
- Maintains order in crowds and attends parades, funerals, sporting events or other public gatherings;
- Watches for stolen cars and wanted persons;
- Gives general information and assistance to the public;
- Delivers talks on pertinent subjects, gives tours and demonstrations;
- Operates radio patrol car;
- Prepares reports and records and makes preparations for court cases;
- Attends regular training;
- Administers field sobriety tests to suspected intoxicated drivers;
- Operates breath-testing equipment;
- Operates computers, video recorders, telephones, radios, cameras and related equipment;
- Takes measurements, creates diagrams, and uses formulas to document traffic crashes;
- Assists EMS and Fire Departments in extricating victims;
- Lifts stretchers and other items;
- Uses powders, lights, and other processes to collect latent fingerprints and forensic evidence;
- Collects biological evidence;
- Works varied hours and schedules. Regularly required to work nights and weekends;
- Captures loose animals and humanely dispatches injured animals;
- Searches for lost persons;
- Performs lockouts of motor vehicles and other requests for assistance
- Provides assistance to mentally ill citizens;

- Serves warrants and court processes;
- Takes fingerprints for job applicants;
- Interviews victims and suspects in crimes;
- Performs duties of detective and juvenile officers;
- Conducts surveillance, often from a distance;
- Attends meetings;
- Investigates and documents scenes of trauma and human death. Attends autopsies;
- Reads driver's licenses, laws, views photographs;
- Prepares criminal complaints and search warrants;
- Uses drug test kits;
- Other duties as assigned

Required Knowledge, Skills and Abilities

A police officer must have good interpersonal and human relations skills. He or she must possess considerable knowledge of applicable Federal, State and Local Laws, and law enforcement methods, principles, practices and procedures. A police officer must have general knowledge of government structure and process. A police officer must be skilled in the use of firearms. He or she must demonstrate an ability to understand and to carry out detailed oral and written instructions, and to exercise sound reasoning and good judgment. He or she must be able to recognize unusual or threatening conditions. A police officer must demonstrate an ability to interpret and apply principles, concepts, methods, laws, ordinances and techniques in field conditions. He or she must be able to recognize, analyze and define complex problems, establish facts, draw valid conclusions and initiate appropriate corrective actions. A police officer must be able to organize and prioritize daily tasks and activities. He or she must be able to use proper research and investigative methods, techniques, and practices in gathering data. A police officer must be able to prepare clear, concise, complete, and accurate reports. A police officer must be able to work alone or without direct supervision on most tasks. He or she must be able to cooperate with co-workers in group efforts. He or she must establish and maintain a good rapport with the public and maintain confidentiality in handling sensitive events and issues. A police officer must be able to communicate with the public, peers, superiors, and other Village officials and employees in an effective, tactful, and courteous manner. He must have good powers of observation and memory. He or she must be of excellent moral character, physical strength and agility, and good physical condition. A police officer must occasionally be able to lift heavy items and often works in extreme weather conditions.

This position may require sitting, standing, or walking for long periods. This position routinely requires sitting, standing, walking, speaking, seeing, hearing, communicating, writing, and driving. It may occasionally require running, lifting, carrying, stooping, kneeling, crawling, climbing, and crouching. This position requires correctable, far and near visual acuity, good peripheral vision, and visual color discrimination. A police officer must demonstrate an ability to operate an automobile, even under adverse conditions, safely.

Acceptable Experience and Training

A police officer must be 21 years of age. Completing a standard high school curriculum with a diploma or GED is required, with college-level coursework recommended. Completion of basic police officer training and certification is required. Periodic certifications, re-qualifications, and training are required. Must have and maintain a valid Ohio driver's license.

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APPLICATION FOR EMPLOYMENT



WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, disability, age or ancestry.

PERSONAL INFORMATION

DATE: _____

NAME : _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

PRESENT ADDRESS: _____
STREET CITY STATE ZIP

PERMANENT ADDRESS: _____
STREET CITY STATE ZIP

PHONE NO. _____ Email: _____
Print legibly

BEST TIME TO CONTACT YOU AT HOME IS? _____

EMPLOYMENT DESIRED

POSITION APPLIED FOR: **POLICE OFFICER** DATE YOU CAN START _____ SALARY EXPECTED: _____

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

HAVE YOU EVER APPLIED TO THE VILLAGE OF SEVILLE BEFORE? _____ DATE? _____

ARE YOU AVAILABLE TO WORK FULL TIME?: _____ (PLEASE INDICATE 1 2 3 SHIFT)

ARE YOU CURRENTLY ON "LAY-OFF" STATUS AND SUBJECT TO RECALL? _____

HOW DID YOU LEARN ABOUT US?: _____

EDUCATION	NAME AND ADDRESS OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
LAW ENFORCEMENT ACADEMY				
OTHER				

SUBJECTS OF SPECIAL STUDY OR SPECIAL SKILLS: _____

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

DESCRIBE ANY JOB-RELATED TRAINING RECEIVED IN THE WHILE IN THE MILITARY: _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES ON A FULL-TIME BASIS?: _____

FORMER EMPLOYERS (LIST BELOW THE LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

Dates	Name and Address of Employer	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST 3 YEARS.

NAME	ADDRESS	PHONE	YEARS ACQUAINTED
1.			
2.			
3.			

(FOR POLICE OFFICER POSITION): **ARE YOU AT LEAST 21 YEARS OF AGE?** YES / NO

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS AND EXTRA-CURRICULAR ACTIVITIES: _____

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES OR OFFICES HELD: _____

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION: _____

I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT

SIGNATURE OF APPLICANT _____ DATE _____



Village of Seville

Authorization for the Release of Information

In signing this application for employment or accepting my appointment as an official/employee of the Village of Seville, Ohio, I state that all of the information contained in my application for employment and all of my responses to any interview questions (if applicable) are true to the best of my knowledge.

I understand that if I am hired, my employment is "AT WILL" and for no definite period and may be terminated at any time without prior notice or cause. If I am appointed or elected as an official with the Village of Seville, I understand that my term shall be subject to Ohio law and /or any contract with the Village of Seville; and that my term may terminate as provided by Ohio law and/or contract with the Village of Seville.

I understand that the Village of Seville may conduct investigative background inquiries at any time prior to and during employment with the Village of Seville, concerning the applicant's or prospective official's criminal, traffic, educational and employment records and personal references. These inquiries may include information regarding the applicant's or prospective official's character, general reputation, personal information, work habits, work performance and experience and reasons for termination from prior employment.

I hereby unconditionally release the Village of Seville, its agents and employees and all parties supplying the above information to the Village of Seville from any and all liability resulting from the furnishing of the above information and its use. I also hereby authorize the Village of Seville, its agents and employees to obtain the information set forth above.

In the event that I am employed, appointed and/or elected as an employee or official of the Village of Seville, I understand that false or misleading information given to the Village of Seville in my application or interview (if applicable) may result in immediate discharge from employment or removal from office. I am also required to abide by all laws, ordinances, rules and regulations of the State of Ohio and the Village of Seville.

Printed Name

Today's Date

Driver's License No. and State

Date of Birth

Signature

All applicants for employment, officials and employees are treated without regard to age, race, color, religion, sex, national origin, marital or veteran status, medical condition, or disability. Date of Birth, Driver's License Number are required to perform the background check described above.