

Announcement
used to advise
applicants of
recruitment and
hiring
qualifications

CITY OF PIQUA, OHIO

ANNOUNCEMENT FOR ENTRY LEVEL POLICE OFFICER
CIVIL SERVICE EXAMINATION
AND SELECTION PROCESS

Application Period: January 5, 2015 to February 27, 2015

Written Test Date: The written examination is offered through National Testing Networks throughout the United States. You must register prior to reporting to the testing facility. To register, go to www.nationaltestingnetwork.com. The closest testing location to Piqua is:

Edison Community College
1973 Edison Drive
East Hall – Room 456
Piqua, Ohio 45356

A complete list of locations and examination dates and times are also available through www.nationaltestingnetwork.com.

CITY OF PIQUA
CIVIL SERVICE COMMISSION
APPROVED: December 16, 2014



WRITTEN TEST:

The written examination will be approximately two to two and one half hours in length. **All applicants must identify themselves with a state issued driver's license or military ID with a photograph of the applicant.** The use of cellular phones will be prohibited during the examination. No cellular phones, taping video, or picture taking devices will be allowed in the testing room.

The written examination is intended to assess the applicant's ability to successfully complete police officer training and to successfully perform the duties of a police officer.

The organization conducting the written examination shall ensure that no applicant, employee of the City of Piqua, or member of the Civil Service Commission has knowledge of or gains access to any examination prior to the administration of the examination.

The minimum passing score shall be a grade of seventy percent (70%). An applicant not achieving the minimum passing score will be eliminated from consideration. Those candidates who do not pass the written examination will be notified.

No one will be permitted to enter the testing room after the test has started. Any applicant leaving the room after the test has commenced will not be allowed re-entry. Pencils (if needed) will be provided and no calculators, scratch paper, or other aids will be permitted to be used by any applicant.

Any applicant caught cheating will be removed from the testing room and his/her test will not be scored.

Examination Fee

The written examination fee is due to National Testing Network at the time that you register for the written examination (go to www.nationaltestingnetwork.com to register). The fee is set by National Testing Network and is currently \$45.00 to participate in the examination and have your results sent to one participating city or agency. Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$7.00 fee for each.

To view a complete copy of the Civil Service Rules as to notification and appeal please log on to www.piquaoh.org and click on the Human Resources Department page.



APPLICANT FOR ENTRY-LEVEL POLICE OFFICER POSITION

The application process for the entry-level Police Officer position consists of the following steps:

1. The applicant must meet all minimum requirements for the position as listed in the application packet. (MINIMUM QUALIFICATIONS – Page 4).

The applicant must complete the formal application for employment (attached at the end of the application packet) and submit the application, along with attached:

1. Copy of applicant's birth certificate
2. Copy of education records, High School Diploma, GED, proof of college degree, if applicable
3. Copy of signed and completed "Job Functions Accommodation" form (Page 9)
4. Copy of documentation that the applicant has served as a cadet or on active duty in the Armed Forces of the United States for a continuous period of twelve (12) months or more and/or an accumulative period of eighteen (18) months or more, and/or received a campaign medal ribbon for service in a specified combat Theater of Operation and discharged under honorable conditions and/or currently serving in the Armed Forces.
5. Complete the PHQ on the National Testing Network website

to the City of Piqua Human Resources Department, 201 West Water Street, Piqua, Ohio 45356 on or before **February 27, 2015**.

3. After reviewing the results of the written examination provided by National Testing Network, the Civil Service Commission will then compile eligible applicant names into an eligibility list.
4. The top ranked candidates may be scheduled for an oral interview, physical fitness testing (See Addendum), background investigation, truth verification examination, and drug screen testing.
5. Candidates offered conditional employment would then be scheduled for psychological and medical examinations.
6. The eligibility list will be in effect for a period of **six months**.

MINIMUM QUALIFICATIONS

Minimum Original Appointment Age - Applicants for Police examinations may take the test six (6) months prior to their twenty-first (21) birthday. Each applicant must be a citizen of the United States and must meet the minimum requirements of a position as stated in the announcement. All appointees for the position of police officer must be twenty-one or older.

Maximum Original Appointment Age - No person is eligible to receive an original appointment as a police officer when he/she is thirty-five years of age or older, and no person can be declared disqualified as over age prior to that time.

Minimum Educational Requirements – No person is eligible to receive an original appointment as a police officer unless he/she has a High School Diploma or GED.

Minimum Experience – N/A

Citizenship – All applicants must be United States Citizens

Driver's License – No person is eligible to receive an original appointment as a police officer unless he/she has a valid Ohio Driver's License and an acceptable driving record. Convictions and/or arrests for driving while under the influence of alcohol and/or drugs may disqualify the applicant.

Physical Condition – See Addendum

Criminal Record - A person may be ineligible to receive an original appointment as a police officer if he/she has a criminal record.

1. Conviction of one DUI violation within the preceding five years.
2. Conviction of a second DUI violation.
3. Admission, conviction or adjudication of having committed any act defined as a felony (including felony-misdemeanor offenses) under Ohio law, federal law, the law of another state or the Uniform Code of Military Justice.
4. Admissions or administrative findings of any act while employed as a peace officer (including military police officers) involving lying, falsification of any official report or document or theft.
5. Admissions or conviction of any act of family violence as defined by law, committed as an adult.
6. Admission of any criminal or delinquent act, whether misdemeanor or felony, committed against children including, but not limited to, molesting or annoying children, child abduction, child abuse, criminal sexual conduct or indecent exposure.
7. Any history of work-related actions resulting in civil lawsuits that found against the applicant or his/her employer may be disqualifying.

Truth Verification Examination – Will be administered post offer

Psychological Testing - Will be administered post offer

Physical Fitness or Physical Abilities Testing – Will be conducted after the eligibility list has been established based on the standards in the Addendum

Lateral Entry – N/A



ADDITIONAL CREDITS FOR ENTRY-LEVEL EXAMINATIONS:

An applicant may be eligible for additional incentive percentage points of a **passing (70% or above)** written examination score in accordance with the following schedule:

1. Military Service Credits – An applicant for entry level examination who has served as a cadet or on active duty in the Armed Forces of the United States for a continuous period of twelve (12) months or more and/or an accumulative period of eighteen (18) months or more, and/or received a campaign medal ribbon for service in a specified combat Theater of Operation and discharged under honorable conditions and/or currently serving in the Armed Forces shall receive ten percent (10%) of the applicant's passing written test score (for example, you receive a score of 70 and have military credit, your final score will be 77) .

Candidates are required to file notarized or certified copies of the appropriate records for additional credits along with the “Application for Additional Credit” form no later than **February 27, 2015 with the Human Resources Department of the City of Piqua. Candidates who have not met this deadline will not receive additional credits.**

CONTACT INFORMATION

It is the responsibility of the applicant to notify the Human Resources Department of any change in their contact information in writing within 10 days of such change.

ADDITIONAL EXAMINATIONS

N/A



APPLICATION FOR ADDITIONAL CREDIT

I am requesting additional credit for the following:

- Military service credit (attach DD214)

NAME: _____

ADDRESS: _____

ADDITIONAL CREDIT REQUESTED:



Essential Duties and Responsibilities – Police Officer

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- (1) Responds to calls for service; Initiates appropriate action on observed activity; Implements community policing and problem-solving strategies and initiatives of the Department.
- (2) Makes security checks on businesses and residential units; Observes and takes appropriate action on such observations (e.g., citation, arrest, warning, counseling).
- (3) Observes and apprehends violators of traffic laws and issues written citations and warnings.
- (4) Conducts or assists with investigations and/or responds to criminal and civil complaints (e.g., interviews witnesses, suspects, complaints, victims, etc.); Watches for and makes investigations of wanted or missing persons and property; Investigates automobile accidents.
- (5) Physically restrains/subdues suspects as required; Makes arrests as required by law; Processes prisoners (e.g., fingerprinting, photographing, etc.); Drives patrol car, rides bike and/or walks to patrol City; Pursues suspects on foot (e.g., runs short and long distances, requires physical endurance) and observes and prevents violations of law.
- (6) Completes required reports and completes affidavits; Maintains logs and ledgers.
- (7) Collects, analyzes, and interprets data received at the crime scene, and collects and preserves evidence of crime scene (e.g., photographs, fingerprints, reconstructs crime, etc.).
- (8) Assists mentally ill or suicidal subjects in seeking treatment, etc.
- (9) Operates law enforcement equipment and instruments (e.g., patrol car computer, radio, firearms, speed measuring devices, breathalyzer, related police tools, etc.); Properly utilizes and maintains equipment (e.g., firearms, gear, police car, computer, etc.).
- (10) Interviews and counsels parties in domestic disputes; Interviews persons with complaints and inquiries.
- (11) Testifies in court through speech and demonstration.
- (12) Receives, assists, and transmits emergency calls by radio or telephone.



(13) Renders first aid and/or CPR at scenes of medical emergencies.

(14) Under direction of the Department's LEADS/TAC, prepares and maintains all LEADS correspondence, entries, deletions, messages; Attends LEADS training/certification.

(15) Meets and complies with all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; Demonstrates regular and predictable attendance; Subject to call-out twenty-four (24) hours seven (7) days a week and is responsible for fulfilling the above mentioned essential functions during such circumstances.

OTHER DUTIES AND RESPONSIBILITIES:

(16) Performs other duties as assigned; Performs public presentations as requested by the Police Chief; Attends training sessions, seminars, workshops, etc., to remain knowledgeable of current law enforcement practices and administration; May be required to perform essential functions of all Police Officers position descriptions in the Police Officer classification as needed; Works special details (e.g., local school events, parades, festivals, etc.).



ESSENTIAL JOB FUNCTIONS ACCOMMODATIONS FORM

I HAVE READ AND UNDERSTAND ALL THE REQUIRED ESSENTIAL JOB FUNCTIONS FOR THE POSITION OF POLICE OFFICER.

I HAVE INITIALED THE ONE (1) STATEMENT BELOW THAT IS TRUE IN MY CASE.

_____ I am capable of performing all essential job functions as listed in job description for police officer.

_____ I would require accommodations to perform the following essential job functions:

Accommodation

Print Full Name

Signature

Date

ADDENDUM

The material on this page and the following page is supplied to provide the applicant with an overview of the physical fitness testing. This testing may be conducted after the candidate is scheduled for a background interview with a Piqua Police Department Investigator. Applicants do not have to return the "RELEASE OF ALL CLAIMS AND ASSUMPTION OF THE RISK" form until they are scheduled for the actual testing. The applicant should retain these two pages for reference.

PHYSICAL FITNESS EXAMINATION:

The physical fitness examination is based upon the Cooper's Aerobic Battery of Tests.

The table shows the 40th percentile for each age and sex classification. The 40th percentile is a general indication of an acceptable fitness level for entry-level police officer candidates.

Test – 40 th % requirement	Ages 21 through 29 Male	Ages 21 through 29 Female	Ages 30 through 34 Male	Ages 30 through 34 Female
1.5 mile run	12:51	15:26	13:36	15:57
60 second timed sit-ups	38	32	35	25
Bench Press	.99 Body weight	.59 Body weight	.88 Body weight	.53 Body weight
Sit and Reach	16.5"	19.3"	15.5"	18.3"
% Body Fat	Reference Only	Reference Only	Reference Only	Reference Only



RELEASE OF ALL CLAIMS AND ASSUMPTION OF THE RISK

WARNING

READ CAREFULLY BEFORE SIGNING. THIS INSTRUMENT PREVENTS ALL LIABILITY ON BEHALF OF THE CITY OF PIQUA FOR ANY INJURY YOU MAY RECEIVE WHILE PARTICIPATING IN THE PHYSICAL FITNESS ASSESSMENT TESTING AS AN APPLICANT FOR THE POLICE DEPARTMENT AND HAS LEGAL CONSEQUENCES IN THAT THE SAME WILL BAR YOU FROM ANY CLAIM OR RECOVERY AGAINST THE CITY OF PIQUA. IF YOU DO NOT FULLY UNDERSTAND THIS INSTRUMENT, YOU SHOULD CONSULT AN ATTORNEY BEFORE SIGNING THE SAME.

As an applicant for a position within the Piqua Police, you will be asked to take a physical fitness assessment test that involves strenuous exercise, including but not limited to, running, performing sit-ups, bench press, sit and reach, etc. You are not required to perform any physical fitness assessment test that would overexert your capabilities or cause injury or discomfort and you are requested to cease performing any test procedure if, in your judgment, you are overexerting yourself. You are to be the sole judge as to what physical activities you are capable of undertaking as well as the extent of such activities with the knowledge that overexertion on your part can cause serious physical injury. Applicants are encouraged to consult with their personal physicians before engaging in this testing to determine the advisability of participation.

Having read the above and being advised of the potential dangerous nature of performing the physical fitness assessment tests beyond capacity and capability of my body, I do hereby assume the risk of any and all injury and damages as a result of my participation in said physical fitness assessment tests and assume full responsibility for any consequences of my participation therein.

The undersigned does further, hereby, release the City of Piqua and/or any of its agents or employees from any and all claims, demands, or causes of action of any nature whatsoever based upon, or in any way arising from, the participation of the undersigned in the aforesaid physical fitness assessment testing.

Dated this _____ day of _____, 20_____.

Applicant's Signature

Witness

Application for Employment



City of Piqua

PLEASE PRINT

POSITION(S) APPLIED FOR _____ DATE OF APPLICATION _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

TELEPHONE (____) _____ SOCIAL SECURITY NUMBER _____
AREA CODE

If you are under 18, can you furnish a work permit?..... YES NO

Have you ever been employed by the City of Piqua?..... YES NO

If yes, give date.....____/____/____

Are you legally eligible for employment in this country?..... YES NO
 (Proof of U.S. citizenship or immigration status will be required upon employment.)

Date available for work.....____/____/____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-op

Have you been convicted of a felony in the last seven (7) years?..... YES NO
 (Such conviction may be relevant if job-related, but does not bar you from employment.)

If yes, please explain _____

Driver's license number (if required by job) _____ Type of License _____ State _____

EMPLOYMENT HISTORY

List your last (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. You may attach a resume if you wish.

FROM	TO	EMPLOYER	TELEPHONE () -
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING			
FROM	TO	EMPLOYER	TELEPHONE () -
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING			



FROM	TO	EMPLOYER	TELEPHONE () --
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING			
FROM	TO	EMPLOYER	TELEPHONE () --
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING			

May we contact the above employers? _____ If NO, please list the ones you do **not** want us to contact. _____

SKILLS, QUALIFICATIONS AND LICENSES

Summarize special skills, qualifications, or licenses acquired from employment or other experiences that may qualify you for the position.

EDUCATIONAL BACKGROUND

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

COMMENTS

State any additional information you feel may be helpful in considering your application.



REFERENCES

Please provide the names of three persons **not related to you**, whom you have known for at least one year and can best tell about your personal character and/or your current and past job performance.

NAME	ADDRESS	TELEPHONE	YEARS KNOWN
		AREA CODE ()	
		AREA CODE ()	
		AREA CODE ()	

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I authorize the City of Piqua the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the City of Piqua and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant _____ Date ____ / ____ / ____



APPLICANT DATA RECORD

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

Date _____

Position(s) Applied for _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Check one: Male Female

Check one of the following:

Race/Ethnic Group: White Black Hispanic
 American Indian/Alaskan Native Asian/Pacific Islander

Are you a veteran of the United States Armed Forces?..... YES NO

THANK YOU FOR ANSWERING THESE QUESTIONS