Mayor:
Richard Harbaugh
President Pro tem:
Danny Losch

Council Members:
Sean Craney
Nellie Cihon
Sue Mayberry
Scott Svab
James Deans

CITY OF CANAL FULTON

Date: October 12, 2015

From: Teresa Dolan
City of Canal Fulton

SUBJECT: CIVIL SERVICE EXAM

Please place the following advertisement in the Repository/Independent on Saturday, November 14, 2015 and Saturday November 21, 2015

Civil Service Examination
City of Canal Fulton
Entrance Level Police Officer

The City of Canal Fulton will be accepting applications for a civil service examination for an Entrance Level Police Officer. The applicant must complete the formal application for employment 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
4. Copy of certificate of service or honorable discharge from the Uniformed Services in the Armed Forces of the United States.
5. Copy of valid and current O.P.O.T.A. certification certificate.
6. Copy of valid current State of Ohio Driver's License

The examination will be conducted at the Canal Fulton Fire Department, 1165 Locust Street, Canal Fulton, Ohio 44614 on **Saturday, December 12, 2015 at 10:00AM.**

Applications for the examination must be obtained at and returned to the office of Clerk of Council, 155 Market Street E, Canal Fulton, Ohio 44614. Additional twenty (20) percent of the passing grade will be added for active military service of a minimum of 2 yrs. **A $20 non-refundable fee is due at time of application.**

The top ranked candidates shall be scheduled for a non-scored oral interview, physical fitness testing and background investigation. Polygraph examination and drug screen testing shall be a condition of employment.

Applications must be completed in ink, signed in the applicant's own handwriting and received by 4:00 PM on Friday, December 4, 2015. Incomplete applications will not be considered for exam. For more information, please call City Hall at 330-854-2225.

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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 3).

2. 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 10)
    4. Copy of certificate of service or honorable discharge from the Uniformed Services in the Armed Forces of the United States.
    5. Copy of valid and current O.P.O.T.A. certification certificate.
    6. Copy of valid current State of Ohio Driver's License.

    to the City of Canal Fulton Administrative Office, 155 E. Market St. Canal Fulton Ohio 44614 by 4:00 P.M. on Monday, July 6, 2015.

3. The Civil Service Commission will then compile eligible applicant names into an eligibility list.

4. The top ranked candidates may be scheduled for a non-scored oral interview, physical fitness testing (See Addendum), background investigation, polygraph examination, and drug screen testing.

5. Candidates offered conditional employment would then be scheduled for psychological and medical examinations.

MINIMUM QUALIFICATIONS

Minimum Original Appointment Age - Applicants for Police examinations may take the test any time after 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.

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.

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

Investigation - The City may investigate the information provided by any applicant. Whenever the City finds that an applicant fails to meet the minimum requirements stated in the announcement; or, the applicant is ineligible for appointment due to exclusions in 737.052 of the Ohio Revised Code; or has made a false statement on the application; the City may reject the application.

O.P.O.T.A. – No person is eligible to receive an original appointment as a police officer unless he/she has a valid and current O.P.O.T.A. (Ohio Police Officers Training Academy) certification certificate.

ADDITIONAL CREDITS FOR ENTRY-LEVEL EXAMINATIONS:

An applicant for an entry level position who has received at least a minimum passing grade shall have bonus points added to his or her score for the following:

1. One percent (1%) of the passing grade for every one thousand (1,000) hours of completed service with the City of Canal Fulton;

2. Three percent (3%) of the passing grade for every one thousand 1,000 hours of completed service in the position for which the applicant is applying with the City of Canal Fulton;

3. Any applicant for original appointment who is a resident of Ohio, who has completed service in the uniformed services as described in R.C. 124.23 who was honorably discharged or transferred to reserve duty with evidence of satisfactory service, and who otherwise meets the qualifications of that section, may file with the Commission a certificate of service or honorable discharge for extra credit for such service. The Commission shall grant additional credit of twenty percent (20%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.
Such requests for uniformed service credit must be submitted to the Commission prior to participation in the examination and must, at that time, be accompanied by proof of uniformed service as described above. Uniformed service credit requested after the start of participation in the examination will not be honored.

Candidates are required to file <u>notarized or certified</u> copies of the appropriate records for additional credits along with the "Application for Additional Credit" form no later than 4:00 P.M. on July 15, 2013 with the Administrative Offices for the City Of Canal Fulton. Candidates who have not met this deadline will not receive additional credits. Candidates are limited to a maximum of 20% additional credits.

APPLICATION FOR ADDITIONAL CREDIT

I am requesting additional credit for one of the following:

_____% Military service credit (attach DD214)

_____% Prior Service with the City Of Canal Fulton

_____% Prior Service with the Canal Fulton Police Department

NAME: _____

ADDRESS: _____

_____

ADDITIONAL CREDIT REQUESTED:

_____

WRITTEN TEST:

The written examination will be approximately two 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 written examination will be designed and graded by an independent organization employed to do so by the City of Canal Fulton.

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 Canal Fulton 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. An applicant not achieving the minimum passing score will be eliminated from consideration. The Civil Service Commission will notify by mail those candidates who do not pass the written examination.

Officers and employees of the Canal Fulton Police Department and the City of Canal Fulton Administration Department will monitor the test. No applicant shall be admitted to an assembled examination more than thirty (30) minutes after the advertised time for beginning such examination, or after any applicant competing in such examination has completed his work and left the examination room, except by special permission of the person in charge, who, in his discretion, may admit the applicant conditionally, subject to the final approval or disapproval of such admission by the Commission. (Section 5.5; Rules and Regulations of the Civil Service Commission of the City of Canal Fulton)

Pencils 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.

After acceptance by the Commission of the test results, the Commission shall forward notification by first class mail to the applicant indicating the score. Final score shall consist of cumulative total of examination grade together with any credit percentage points to which the applicant is entitled. (Section 5.10; Rules and Regulations of the Civil Service Commission of the City of Canal Fulton)

A member of the Civil Service Commission or their designee may be present to rule on any issues that are presented.

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) 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:

(15) 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; shall 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

_____

_____

_____

_____

_____

_____

_____
Date

_____
Print Full Name

_____
Signature

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 is not conducted until the candidate is scheduled for a background interview with the Canal Fulton 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 Agility Test Requirements

The Physical Agility portion of the process is taken from the Cooper Institute Recommended Fitness Test Battery.

Push-Ups
Sit-Ups
1.5 Mile Run
300 Meter Run
Vertical Jump

Description of Exercises

Push-ups: The applicant will begin by placing his/her hands on the ground approximately shoulder width apart. The applicant's feet may be together or up to 12 inches apart. The applicant's body should be in a straight line from the shoulders to the ankles, and must remain that way throughout the exercise. The applicant will then lower his/her body by bending the elbows until the upper arms are parallel to the ground. The applicant will then return to the starting position by straightening the arms. The applicant will have 1 minute to perform the required repetitions. The applicant may rest only in the up position.

Sit-ups: The applicant will begin in the starting position lying on his/her back with the knees bent at a 90-degree angle and the heels of the feet on the ground. The applicant's fingers must stay interlocked behind the head throughout the entire test. When told to begin, the applicant will raise the upper body by bending at the waist and touch the elbows to the knees and then return to the starting position. The applicant will have 1 minute to perform the required repetitions. The applicant may rest only in the upright position.

1.5 Mile Run: The applicant must complete the 1.5 mile run in the prescribed time limit. The run will be held at an outdoor track, and the distance will be pre-certified. Applicants must supply their own running shoes; however, there is no other prescribed wear. Applicants may run in a group, or with an individual pacer, but they may not be assisted during the run in any other manner.

300 Meter Run: The applicant must complete the 300 meter run in the prescribed time limit. The run will be held at an outdoor track, and the distance will be pre-certified. Applicants

must supply their own running shoes; however, there is no other prescribed wear. Applicants may run in a group, or with an individual pacer, but they may not be assisted during the run in any other manner.

Vertical Jump: The applicant stands side on to a wall and reaches up with the hand closest to the wall. Keeping the feet flat on the ground, the point of the fingertips is marked or recorded. This is called the standing reach height. The athlete then stands away from the wall, and leaps vertically as high as possible using both arms and legs to assist in projecting the body upwards. The jumping technique can or cannot use a countermovement. Attempt to touch the wall at the highest point of the jump. The difference in distance between the standing reach height and the jump height is the score. The best of three attempts is recorded

This is a pass-fail element of the selection process. Additional repetitions beyond the minimal requirements will not benefit the applicant in the selection process. **Failure to successfully complete the exercises requires disqualification from further consideration during this hiring process. Applicants may reapply during future processes.

	Ages 21 through 29 Male	Ages 21 through 29 Female	Ages 30 through 34 Male	Ages 30 through 34 Female
Pushups (One Minute)	37	21	30	15
Sit Ups (One Minute)	42	38	39	29
1.5 Mile Run	11:27	14:33	11:49	15:17
300 Meter Run (Measured In Seconds)	54	61	55	71
Vertical Jump (Measured in Inches)	21.5	15.9	20	13.2

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 CANAL FULTON 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 CANAL FULTON. 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 Canal Fulton Police Department, 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 Canal Fulton 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

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 C.F.?..... 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
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
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 Canal Fulton the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the City of Canal Fulton and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant _____ Date _____/_____/_____

***** AN EQUAL OPPORTUNITY EMPLOYER *****

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