

CITY OF CANAL FULTON, OHIO

LATERAL TRANSFER
POLICE OFFICER
CIVIL SERVICE INFORMATION
AND SELECTION PROCESS

Application Period: January 1st, 2023 – TBD

Physical Assessment: TBD

**CITY OF CANAL FULTON
CIVIL SERVICE COMMISSION
APPROVED: 2017**

Date: January 1, 2023
From: Chief Sara Wilson
City of Canal Fulton
Subject: Lateral Transfer Police Officer

**Civil Service Commission
City of Canal Fulton
Lateral Transfer Police Officer**

The City of Canal Fulton will be accepting applications to establish an eligibility list for the position of external Lateral Transfer 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, if applicable.
5. Copy of valid and current O.P.O.T.A. certificate
6. Copy of valid current State of Ohio Driver's License

Applications can be obtained by picking up a copy at the office of Clerk of Council, 155 Market Street E, Canal Fulton, Ohio 44614, or by logging onto www.cityofcanalfulton-oh.gov and printing off an application. Applications are to be returned to the Canal Fulton Police Department at 1165 S. Locust St., Canal Fulton, OH 44614.

Candidates may be scheduled for a non-scored oral interview, physical fitness testing, background investigation, polygraph examination and drug screen testing as a condition of employment.

Applications must be completed in ink, signed in the applicant's own handwriting. Incomplete applications will not be considered. For more information, please call Canal Fulton Police Department at (330) 854-2926.

APPLICANT FOR LATERAL TRANSFER POLICE OFFICER POSITION

The application process for the lateral transfer 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
 4. Copy of certificate of service or honorable discharge from the Uniformed Services in the Armed Forces of the United States, if applicable.
 5. Copy of valid and current O.P.O.T.A. certificate.
 6. Copy of valid current State of Ohio Driver's License.

to the Canal Fulton Police Department, 1165 S. Locust St., Canal Fulton Ohio 44614.

3. The Civil Service Commission will then compile eligible applicant names into an eligibility list.
4. Candidates may be scheduled for a physical fitness testing (See Addendum for minimum requirements), a non-scored oral interview, background investigation, polygraph examination, and drug screen testing.
5. Candidates offered conditional employment would then be scheduled for psychological and medical examinations.

MINIMUM QUALIFICATIONS

As established by the Rules and Regulations of the Civil Service Commission of the City of Canal Fulton, the following are the minimum requirements for the lateral external transfer list:

- a.) Applicant must be a United States citizen.
- b.) Applicant must possess a valid Ohio driver's license, and be insurable under the City's vehicle insurance program.
- c.) Applicant must have completed secondary education (high school diploma or GED).
- d.) Applicant must be at least 21 years of age at time of appointment. No person is eligible on or after their 35th birthday; unless currently commissioned as a member of a Police Department, as defined in Ohio Revised Code section 742.01.
- e.) Applicant must be currently employed as a full-time police officer with a current OPOTA peace officer certification, working a minimum of 35 hours per week in a jurisdiction in the State of Ohio.
- f.) Applicant must pass the physical agility test (requirements are attached).
- g.) An external lateral transfer patrolman's seniority shall start on the date of hire with the City of Canal Fulton.
- h.) A person may be ineligible to receive an original appointment as a police officer if he/she has a criminal record.



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.

(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:

Accommodations

Date

Print Full Name

Signature

ADDENDUM

Physical Agility Test Requirements

The Physical Agility portion of the process is taken from the Ohio Peace Officer Training Physical Fitness Requirements

Push-Ups

Sit-Ups

1.5 Mile Run

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.

****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 the hiring process.** Applicants may reapply during future processes.**

	Males (<29)	Females (<29)
Sit ups (1 minute)	40	35
Push ups (1 minute)	33	18
1.5 mile run	11:58	14:07
	Males (30 - 39)	Females (30 - 39)
Sit ups (1 minute)	36	27
Push ups (1 minute)	27	14
1.5 mile run	12:25	14:34
	Males (40 - 49)	Females (40 - 49)
Sit ups (1 minute)	31	22
Push ups (1 minute)	21	11
1.5 mile run	13:11	15:24
	Males (50 - 59)	Females (50 - 59)
Sit ups (1 minute)	26	17
Push ups (1 minute)	15	13*
1.5 mile run	14:16	17:13
	Males (60+)	Females (60+)
Sit ups (1 minute)	20	8
Push ups (1 minute)	15	8*
1.5 mile run	15:56	18:52

RELEASE OF ALL CLAIMS AND ASSUMPTION OF THE RISK

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 potentially 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

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