



To: Civil Service Commission
 From: Miranda Vollmer, Director of Administrative Services
 Date: January 12, 2021
 Subject: Report from Human Resources

The table below shows the current employees covered under Civil Service:

Job Title	Department	# of Employees
DEPUTY CLERK OF COURT	Court	2
FORESTRY FOREMAN	Parks and Recreation	1
P&R FACILITIES FOREMAN	Parks and Recreation	1
P&R PARKS FOREMAN	Parks and Recreation	1
FACILITIES MAINTENANCE COORDINATOR	Parks and Recreation	1
DISPATCHER	Police	10
LEAD DISPATCHER	Police	1
LIEUTENANT	Police	3
POLICE OFFICER	Police	47
SECRETARY	Police	1
SERGEANT	Police	7
BUILDING AND HEATING INSP	Public Service	1
CODE ENFORCEMENT OFFICER	Public Service	2
EQUIPMENT OPERATOR	Public Service	12
FACILITIES MAINT FOREMAN	Public Service	1
FLEET TECHNICIAN	Public Service	3
FLEET TECHNICIAN FOREMAN	Public Service	1
STREETS FOREMAN	Public Service	1
UTILITY BILLING SPEC	Public Service	3
UTILITY FOREMAN	Public Service	1
Total		100

2020 Year in Review

The Gahanna Civil Service Commission through the Human Resources Department conducted two (2) examinations in 2020.

1. Police Officer. The civil service testing process for police officer is contained in Rule 13 of the Civil Service Rules and Regulations for the City of Gahanna. The testing plan and associated attachments are contained in exhibit A.

Test type: Written Exam – Non-City administered
 Physical Fitness Exam – City administered
 Oral Board Exam – City administered, and non-city scored

The following chart contains the number of applicants in the police officer process.

Applicant Flow Report

[20200301] Police Officer

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<u>Step</u>		<u>Start</u>	<u>Passed</u>	<u>Failed</u>	<u>Pass Rate</u>
1.Application Received	Unknown	315	315	0	100.00%
	Total:	315	315	0	100.00%
2.Application Review	Unknown	315	310	5	98.41%
	Total:	315	310	5	98.41%
				(Details)	
3.Written Exam Invitation	Unknown	310	303	7	97.74%
	Total:	310	303	7	97.74%
				(Details)	
4.NTN Score Upload	Unknown	165	137	28	83.03%
	Total:	165	137	28	83.03%
				(Details)	
5.PT Test	Unknown	137	79	58	57.66%
	Total:	137	79	58	57.66%
				(Details)	
6.PHS	Unknown	79	73	6	92.41%
	Total:	79	73	6	92.41%
				(Details)	
7.Background Review	Unknown	73	63	10	86.30%
	Total:	73	63	10	86.30%
				(Details)	
8.Oral Board	Unknown	63	48	10	82.76%
	Total:	63	48	10	82.76%
				(Details)	
Eligibles Referred	Total:	48	23	25	47.92%
Referred Hired	Total:	23	1	22	4.35%
Exam Overall	Unknown	0	0	0	N/A
	Total:	0	0	0	N/A

2. Facilities Maintenance Coordinator

Test Type: A training and experience evaluation was conducted as the civil service examination.

The following chart contains the number of applicants in the Facilities Maintenance Coordinator position.

	Applications	Training & Experience Evaluation	Eligible List
Passed	8	8	8
Failed	-	-	-
Withdraw	-	-	-
Total	8	8	8

3. 911 Dispatcher. Due to COVID -19, this civil service examination was canceled.

The following civil service hires occurred in 2020:

Positions Filled in 2020			
Position	Department	Number	Successfully Passed Probationary Period
Police Officer	PD	4	Still in progress

2021 Planning

The Department of Human Resources is planning to conduct the following civil service examinations in 2021:

Job Classification	Application Period	Number of Vacancies
Maintenance Worker (Parks)	January 13-30*	4
Facilities Maintenance Coordinator	January 13-30*	1
Code Enforcement Officer	January 13-30*	1
Horticulturist	January 13-30*	1
Police Officer	February 1-28	1
911 Dispatcher	February 1-28	1

*subject to change

Bowling Green State University- Institute for Psychological Research and Application (BGSU- IPRA) will write and score the non-safety civil service examinations.

Gahanna Civil Service Commission

Testing Plan: 2020 Police Officer

I. Job Description Review

The review was completed by HR Director Miranda Vollmer, Deputy Chief Jeffrey Lawless, and Chief of Police Jeffrey Spence. There were no updates in 2020.

II. Civil Service Rules Review

The review was completed by HR Director Miranda Vollmer, HR Administrator Melissa Jackson, Deputy Chief Jeffrey Lawless, and Chief of Police Jeffrey Spence. No changes were made in 2020.

III. Timeline

See Attachment B.

IV. Recruiting Strategies

The following advertisements were completed:

- City of Gahanna social media sites, throughout posting period
- Gahanna Division of Police social media sites, throughout posting period
- Television and streaming advertisements through Sinclair Broadcasting. See Attachment A for details.

V. Background Standards

The standards were reviewed by HR Director Miranda Vollmer, Deputy Chief Jeffrey Lawless, Lt. Chad Cohagen and Chief of Police Jeffrey Spence. After a discussion, the standards were updated in February, 2020. See Attachment C.

VI. Applicant Packet

The applicant packets was revised by HR Director Miranda Vollmer. It was reviewed by the HR Department and Division of Police. See Attachment D.

VII. Applications

Applications were accepted online only through the City's job posting system. Applicants had to file an application during the specified times then complete and pass the entrance examination.

VIII. Entrance (Written) Examination

The 2020 written examination is being conducted by Ergometrics, National Testing Network (NTN). Candidates invited to the written examination were directed to the NTN website to schedule and complete testing. The written examination was completed from December 1, 2019 – June 19, 2020. This timeline was extended due to the COVID-19 pandemic. All candidate appeals for the written examination were handled by NTN and not the Gahanna Civil Service Commission as stated in Rule 13.02.

Candidates must score at least at 70% on the written examination in order to advance to the physical fitness test phase. All candidates passing the entrance examination will move to the physical fitness testing phase.

IX. Physical Fitness Test

The physical fitness test (PT) was completed in early June, 2020 at the Gahanna-Lincoln High School. Candidates must successfully pass the PT test in order to be eligible to move to the oral board phase. 75 candidates moved to the oral board phase.

X. Oral Board

The oral board examination was held during the week of July 6, 2020.

XI. Eligible List Creation

Bowling Green State University – Institute for Psychology Research (BGSU-IPRA) completed a score review of the oral board examination. BGSU-IPRA then calculated the final scores for the eligible list. 100% of the eligible list score was derived from the oral board examination. Military points were added to those eligible candidates who passed the examination. The pass point was set at a total raw score of 70.

The top 20 candidates will be certified to the Gahanna Division of Police for background processing.



Gahanna



March 2020 Recap

Commercial



View :15 commercial [here](#)

Good Day Marketplace Segment



Aired March 4, 2020 on WTTE FOX 28

Reached 12,000 Central Ohio Households (Nielsen Overnights)

View segment [here](#)



OTT Results

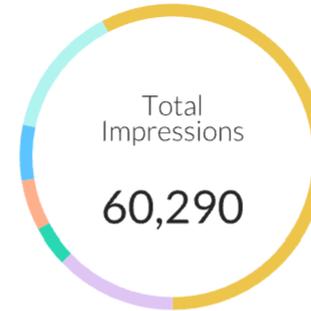
CAMPAIGN REPORT						
Location	Flight Dates	Impressions Ordered	Impressions Delivered	Verified Completion Rate	Hours Engaged	Device Mix
City of Gahanna - OTT	3/3/2020 - 3/20/2020	60,000	60,290	98.30%	249.5	99.55% CTV, 0.11% Tablet, 0.08% Mobile, 0.07% Desktop, 0.19% Other

OTT Results

Top Premium Publishers

	9,657 (16.02%)
	9,445 (15.67%)
	9,249 (15.34%)
	5,113 (8.48%)
	4,675 (7.75%)
	4,005 (6.64%)
	2,919 (4.84%)
	2,893 (4.80%)
	2,427 (4.03%)
	1,040 (1.72%)
	906 (1.50%)

Devices



	57.61%	34,735		14.07%	8,481		5.89%	3,551
	5.36%	3,232		4.18%	2,522		12.89%	7,769

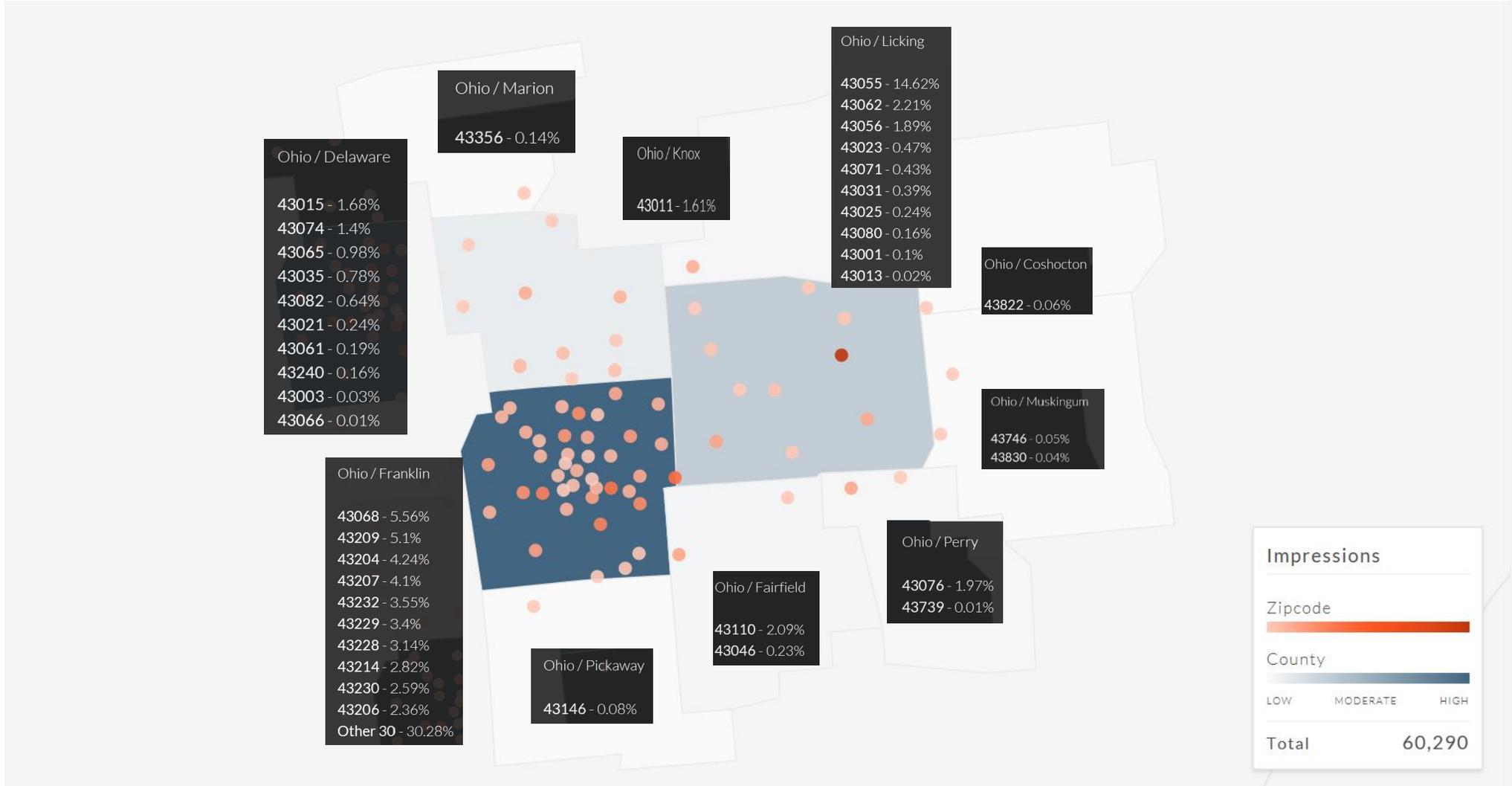
Unique Reach & Frequency



OTT Results



Geo Heat Map ★ New!



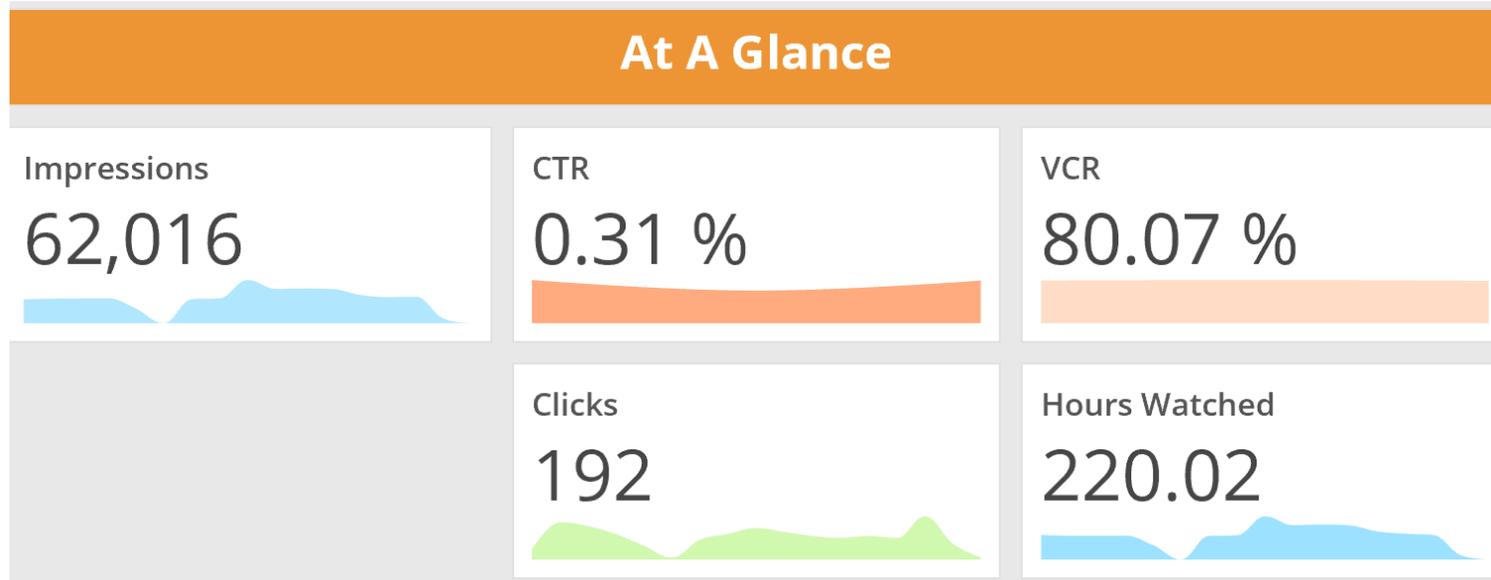
Impressions	
Zipcode	<div style="width: 100%; height: 10px; background: linear-gradient(to right, #f1c40f, #e67e22);"></div>
County	<div style="width: 100%; height: 10px; background: linear-gradient(to right, #34495e, #2c3e50);"></div>
	LOW MODERATE HIGH
Total	60,290

Audience Extension Results

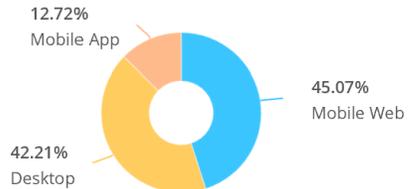


CAMPAIGN REPORT						
Location	Flight Dates	Impressions Ordered	Impressions Delivered	Verified Completion Rate	Hours Engaged	Device Mix
City of Gahanna - Audience Extension	3/4/2020 - 3/20/2020	61,266	62,016	80.07%	220.02	12.72% Mobile App, 45.07% Mobile Web, 42.,21% Desktop

Audience Extension Results



Delivery by Device



Audience Extension Results



Top Geo's by Impressions

State	City	# Impressions ↓	# Clicks	# CTR
OHIO	All	53,282	166	0.31 %
	COLUMBUS	22,444	61	0.27 %
	CINCINNATI	4,755	21	0.44 %
	GROVE CITY	3,106	16	0.52 %
	TOLEDO	3,032	14	0.46 %
	WESTERVILLE	2,458	6	0.24 %
	NEWARK	2,089	1	0.05 %
	HILLIARD	2,051	2	0.10 %
	DUBLIN	1,872	7	0.37 %
	REYNOLDSBURG	1,751	4	0.23 %
	POWELL	1,057	1	0.09 %

Top Geo's by Clicks

State	City	# Impressions	# Clicks ↓	# CTR
OHIO	All	53,282	166	0.31 %
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	CINCINNATI	4,755	21	0.44 %
	GROVE CITY	3,106	16	0.52 %
	TOLEDO	3,032	14	0.46 %
	DUBLIN	1,872	7	0.37 %
	WESTERVILLE	2,458	6	0.24 %
	LEWIS CENTER	805	6	0.75 %
	REYNOLDSBURG	1,751	4	0.23 %



Gahanna Division of Police

2020 Police Officer Hiring Timeline



Start	End	Process
3.1.2020	5.8.2020	Application Period
12.1.19	6.19.2020	Written Examination: NTN Civil Service Testing Period
4.6.2020	6.19.2020	Email Notice to applicants <ul style="list-style-type: none"> • Results of written examination will be sent as scores are received from NTN • Passing applicants will receive self-schedule email for PT test
6.6.2020	6.22.2020	PT Test Administered at Gahanna – Lincoln High School <ul style="list-style-type: none"> • June 6, 2020, 0700,0900,1100 • Week of June 22, 2020
6.7.2020	6.30.2020	Email Notice to applicants: <ul style="list-style-type: none"> • Results of PT Test • Top 75 applicants will receive email to self-schedule panel interview and complete personal history statement
Candidates will have 10 days to complete after PHS is emailed		Personal History Statement <ul style="list-style-type: none"> • This will be completed using an online platform • PHS must be submitted prior to oral examination
7.6.2020	7.9.2020	Oral Examination - Top 75 Candidates <ul style="list-style-type: none"> • Panel Interview Date/Time – TBD
7.13.2020	7.15.2020	List certified by Human Resource Director <ul style="list-style-type: none"> • Applicants notified of results and placement on eligible list
7.15.2020	7.25.2020	Polygraph <ul style="list-style-type: none"> • Times 0900 and 1230 • Candidates will receive notice to self-schedule
7.15.2020	9.1.2020	Background Investigations <ul style="list-style-type: none"> • Top 20 candidates begin backgrounds
9.28.2020	10.1.2020	Notice to candidates to self-schedule Chief's interview
10.5.2020	10.9.2020	Chiefs Interview of top applicants
10.12.2020		Conditional Offer of Employment
10.12.2020	11.13.2020	Medical/Psychological/Exam and Drug Screen
11.16.2020	11.20.2020	Appointment; HR Processing and Start Dates prior to Academy; Swearing In
12.2020		Columbus Police Academy Begins
July	2021	Academy Graduation
7/2021	10/2021	Field Training Period
October	2021	Solo Patrol Assignment



Gahanna Division of Police Background Hiring Standards

Attachment C



All standards are cause for removal for time frames listed and any time during the selection process. Unless otherwise noted, standards that reference a time frame will be calculated from the date of application. Applicants are removed from the eligible list and selection process for any of the following reasons:

A. Honesty/Falsification:

1. At any stage of the selection process, the applicant provides false, incorrect or substantially inconsistent information.
2. At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, relative to, and governed by, any of the Background Hiring Standards.
3. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.
4. If applicable, any attempt by the applicant to distort the truth verification examination results.
5. The applicant's use or attempted use of political influence to secure employment.

B. Personal History:

1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws for police officer applicants.
2. Verified or admitted physical abuse of one's spouse, ex-spouse, child, stepchild, and parent or any other relative or person with whom one lives, has a relationship or has had a relationship.
3. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
4. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
5. Verified or admitted sexual abuse of another to include, but not limited to, any of the following as defined in the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred: Rape, Sexual battery, Unlawful sexual conduct with a minor, Gross sexual imposition, sexual imposition, importuning, Voyeurism.

C. Employment:

1. Two or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
2. Post-probationary termination or resignation in lieu of discipline from any criminal justice related employment.
3. Abuse of a position of trust through theft of time or services.
4. Any incident of engaging in an act of discrimination or harassment.
5. Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
6. Any failure to establish and maintain a residence within a sixty mile radius of police headquarters within 6 months of employment.



Gahanna Division of Police Background Hiring Standards

Appendix A



D. Military History – Except as provided below in Number 3 of this Section, applicants are removed from the selection process for any of the following reasons:

1. Dishonorable or Bad Conduct Discharge from the Military.
2. Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or other listed disqualifying misdemeanor in this standard under the Ohio Revised Code (ORC).
3. An Other Than Honorable Discharge from the Military will be evaluated to determine whether the applicant should be removed from the selection process.
4. Failure to register with selective service, if required by law.

E. Traffic:

1. Any conviction of vehicular homicide or related offense(s).
2. OVI: Conviction within the past five (5) years including physical control; More than one (1) OVI conviction and/or physical control as an adult; More than two (2) OVI convictions, if one of the convictions was as a juvenile.
3. Four (4) moving violations in the past three (3) years as an adult.
4. Failure to possess a valid driver's license. Failure to hold auto insurance as required by resident state, if the applicant owns a motor vehicle
5. One (1) conviction involving operating a motor vehicle while under suspension (or an applicable ORC statute or Municipal code) or leaving the scene of an accident, within two (2) years of application.
6. One (1) or more revocation or suspension of a driver's license as an adult, in effect during the past five (5) years. (Unless applicant can show that the suspension was the result of an error by the BMV, random selection, or administrative overlap).

F. Gambling – The term “gambling offense” includes any activity defined as gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred. Applicants are removed from the selection process for any of the following reasons:

1. Conviction of a gambling offense, within the last five (5) years.
2. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
3. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the applicant gains, or attempts to gain, a financial benefit.

G. Criminal Activity:

1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
2. Any insurance claims or applications for welfare, workers' compensation, unemployment compensation or other public assistance benefit program determined to be fraudulent by the body overseeing the claim, compensation, or benefit program.
3. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed in these standards.
4. Any admission or conviction of an offense, as a juvenile, of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.
5. Any admission or conviction of a M-1 or M-2 misdemeanor offense, as an adult, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the



Gahanna Division of Police Background Hiring Standards



Appendix A

last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).

6. Any admission or conviction of soliciting another for sexual conduct/contact, whether or not the offense was legal at the time and place where the act occurred, in the last five (5) years.
7. Any admission or conviction of more than one (1) M-1 or M-2 misdemeanor offense, as a juvenile, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards) (does not include traffic or minor misdemeanors).
8. Any admission of an offense of carrying a concealed weapon within the last five (5) years if it is defined as a felony by the federal, state, or local law where the offense occurred.

H. Controlled Substances:

1. Any use or purchase of drugs of abuse (except marijuana) within five (5) years before application or admitted use during any portion of the selection process. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken for reasons other than intended use, in more than once incident without a prescription.
2. Any possession, use, or purchase of marijuana within two (2) years prior to application date or any time during the selection process.
3. Any illegal sales or manufacture of drugs of abuse, marijuana or prescription drugs after the applicant turned 18 years of age.

*For the purpose of this standard the "use" of drugs includes, but not limited to, when an applicant smokes, puffs, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug, including but not limited to, marijuana, cocaine, anabolic steroids, or chemical inhalants.

*For the purpose of this standard, the "purchase" of marijuana or other illegal drugs include those purchases made by pooling of resources or money by the applicant and others for substances for their own use.

I. Applicant Non-Responsiveness:

1. Failure to appear for pre-interview/interview.
2. Failure to appear for physical fitness testing.
3. Failure to appear for or attempts to distort the truth verification examination.
4. Failure to appear for medical/stress test.
5. Failure to appear for psychological exam.
6. Failure to respond to phone calls or correspondence from agency personnel.
7. Unable to locate at address/phone number on file.
8. Applicant is no longer interested in employment with the Gahanna Division of Police.



GAHANNA CIVIL SERVICE COMMISSION APPLICATION PACKET FOR POLICE OFFICER



“The Mission of the Gahanna Division of Police is to serve and protect our diverse community by building partnerships to provide professional law enforcement services that safeguard the lives, rights and property of all.”

Respect - Commitment - Integrity - Professionalism

Salary Range

1/1/2020 Rates	Step 1	Step 2	Step 3	Step 4
Hourly	\$28.30	\$32.07	\$37.00	\$46.37
Annually	\$58,868.34	\$66,713.87	\$76,951.92	\$96,450.84
1/1/2021 Rates				
Hourly	\$29.25	\$33.15	\$38.23	\$47.92
Annually	\$60,834.54	\$68,942.11	\$79,522.11	\$99,672.30

- New hires begin at Step 1 and advance to the next step after each year of service
- The Chief of Police may start a new hire with experience at a higher step as defined below
 - OPOTA Certification and 1-3 years prior experience starts at Step 2.
 - OPOTA Certification and 3+ years of experience starts at Step 3.

Statement of Hiring Standards

Along with the qualifications listed in the job description, candidates must meet the requirements of the City of Gahanna Background Hiring Standards. All information provided to the City of Gahanna will be verified through a **DETAILED** background investigation, including a truth verification examination. **The Background Hiring Standards are contained in Appendix A.**

Police Officer Civil Service Process

The civil service testing process contains multiple steps. The steps include:

1. File an application during the specified times and meet the minimum qualifications as stated in the job posting.
2. Complete and pass the entrance examination through the National Testing Network.
3. Complete and pass the Physical Fitness Test.
4. Complete and pass the Oral Examination.

The testing process is detailed in Gahanna Civil Service Rule 13, Police Officer Selection Procedures. To view civil service rules, visit <https://www.gahanna.gov/wp-content/uploads/2019/05/Civil-Service-Rules-Regulations-Adopted-5.8.19.pdf> . See **appendix B for 2020 hiring timeline and job description.**

Step 1 - Formal Application with the City of Gahanna

Completing the Application

- File an application by May 8, 2020 at 11:59 PM, 2020 at <https://www.governmentjobs.com/careers/gahanna>
- After completing the application, you will receive an invitation or pre-approval within 24 hours inviting you to Step 2 of the testing process.

Claiming Military Service Credit

Military Service Credit: Active Duty or Active Military Duty means full time duty with military pay and allowances in the armed forces. Reserve training, exercises and time less than 180 days shall be excluded. When an applicant has received a passing grade of seventy percent (70%), or the grade set by the Director of Human Resources as passing in a police officer final score, he/she shall be granted an additional credit of **two (2) points** for military credit. Requests for additional credit for military service, along with proof of satisfactory service, shall be submitted to the Human Resources Department with the application. Documentation for credit must be received on or before the close of the job posting. Such proof shall include branch of service, service dates, character of discharge (if not active) and/or are in good standing if currently active. Examples of an acceptable document for proof would be a DD-214 form or equivalent; or an official letter from the candidate's commanding officer.

Step 2 - Entrance (Written) Examination

Examination Deadline

- The written examination is completed through the National Testing Network (NTN).
- **You must be PRE-APPROVED to submit testing scores from the National Testing Network to the City of Gahanna.** You will receive pre-approval after completing Step 1.
- Scores will be accepted from NTN for exams completed between December 1, 2019 and June 1, 2020.
- Examination dates close to our deadline fill up quickly. NTN has an online testing option. Online testing is limited, so sign up immediately.
- We encourage you to register early to ensure you can complete the examination prior to our deadline. If a testing date is filled, it will be removed from the calendar. If no testing dates remain, you can contact National Testing Network so they know there is an interest; however, they cannot guarantee a new testing date will open.
- For any questions pertaining to the written examination, contact National Testing Network at 1-866-563-3882.

Date and Location of Test

- The written examination is offered through National Testing Networks at multiple times and locations throughout the United States, including online testing.
- To register, go to www.nationaltestingnetwork.com.
- A complete list of locations and examination dates and times are also available through their website at: www.nationaltestingnetwork.com.

Examination Information

- In an effort to increase testing integrity, **each individual will be required to show two pieces of identification, one containing his/her picture. If taking the online test, follow instructions from NTN.**
- 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 examination will consist of the following concepts:
Judgment; Human Interaction; Responding Calmly to Provocation; Unbiased Enforcement; Social Maturity and Ethics; Handling Authority; Gaining Cooperation; Observation and Analysis; Reading; Writing.
- A candidate must score at least 70% in each test section to pass the exam. All candidates passing the written examination will be invited to the physical fitness test.

Examination Fee

- The written examination fee is due to National Testing Network at the time that you register for the written examination.
- The fee is set by National Testing Network and is currently \$49.00 to participate in the examination and have your results sent to one participating city or agency; however, this could be subject to change.
- Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$9.50 fee; however, you only have to complete the test once per testing cycle. This fee is not refundable.

Step 3 - Physical Fitness Examination

All candidates completing Steps 1 and 2 and passing the written examination will be invited to the physical fitness test. You will receive an email with instructions to self-schedule your physical fitness examination.

Date and Location of Examination

Location: Gahanna Middle School South, 349 Shady Spring Dr., Gahanna, OH 43230

Time: 0800- 1200. Registration begins 30 minutes prior to testing time.

Dates: June 6 – 13, 2020

*specific dates and times will be announced in the self-schedule email

*Registration will close promptly at the test start time. No admittance after testing has started. Additional times may be added or deleted as needed.

Note: Only verifiable reasons for changing to the other exam date will be accepted, such as work scheduling or a documented medical reason. Requests for different date must be emailed to hr@gahanna.gov

1. If you are unable to successfully complete the physical fitness examination, you will be disqualified from the process.
2. **Two forms of identification are required**, including one that is government-issued and bears your photograph. The other identification must include at least your name, such as a work identification, credit card or bill.
3. Wear appropriate clothing to the physical fitness exam. The exam will be held indoors and outdoors.
4. The exam will be administered by Police personnel and will be evaluated in accordance with established and valid fitness standards as outlined by the Cooper Institute and as prescribed by the Ohio Peace Officer Training Commission (OPOTC).

Standards and Preparation for the Physical Fitness Examination

See **Appendix C** for a complete description of the standards of the physical fitness examination.

Visit <https://www.gahanna.gov/join-our-team/> to view a video of the fitness standards.

Step 4 – Oral examination

The oral examination will consist of a scored panel interview. The top 75 candidates successfully completing all steps of testing will be invited to the oral examination. The oral examination board will include: one police supervisor, one police training officer and one police officer.

The oral examination will be held June 18- 23, 2020. Candidates invited to the oral examination will receive an email invitation to self-schedule a date and time.

Eligible List

Creation of Eligible List

The eligible list will be created from applicants who successfully pass all steps in the hiring process. 100% of the eligibility score will be determined by the oral examination. Applicants will be notified of their standing after the list is created.

Duration of Lists. The term or eligibility of each list and of the names appearing thereon shall be for a period of one (1) year from the date of the establishment of the eligibility list. At the discretion of the Director of Human Resources, an eligibility list may be terminated before its expiration date or extended for an additional six (6) months.

Tied Scores. In the event two or more applicants receive the same score in open competitive examination, names of all applicants receiving such score shall be placed on the eligibility list with the same ranking.

Removal from Eligibility List

See Section 13.09 of the City of Gahanna Civil Service Rules and Regulations.

Offenses in Examination

See Section 13.04 of the City of Gahanna Civil Service Rules and Regulations

Appeals

Per Chapter 149.05 of the City of Gahanna Codified Ordinances, appeals shall be in writing and shall be filed with the Clerk of Council within 30 calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the office of the Clerk of Council. Any appeal received after 5:00 p.m. on a business day or at any time on a non-business day shall be considered to be filed on the next business day.

Written Examination Appeals - Pursuant to Section 13.02 of the Gahanna Civil Service Rules, all challenges must be made to the National Testing Network.

Physical Fitness Examination Appeals

If any candidate wishes to protest the results of an event in the physical fitness examination, it must be done immediately after that event, and the decision of the Director of Human Resources will be final; however, information will be given to the candidate for appeal rights to the Civil Service Commission pursuant to Chapter 149 of the City of Gahanna Codified Ordinances.

Selection Process completed by the Gahanna Division of Police

After the eligible list is established, names will be certified to the Division of Police pursuant to Gahanna Civil Service Rules, Section 13.08(c). The following steps will be completed in the selection process:

1. Completion of background investigation paperwork
2. Polygraph examination
3. Comprehensive background investigation
4. Investigative interviews, including home, neighbor and employer interviews
5. Chief's interview

After the Chief's interview, those selected candidates will receive a conditional offer of employment. All candidates receiving a conditional offer of employment must complete and pass the following:

1. Psychological Examination, including a written exam and psychological evaluation by a licensed and certified psychologist
2. Pre-employment physical exam, including drug screen (10-Panel Plus Extended Opiates), cardiac Stress Test, VO₂ max testing – the numerical measurement of the body's ability to consume oxygen and EKG and chest x-ray.

Contact Information

If you have questions about this process, please carefully read through this packet to see if you can find the information you are seeking. If you are unable to find an answer to your question, you can reach us at:

Human Resources Department: hr@gahanna.gov or 614-342-4457
Police Recruitment Officer: police.recruiting@gahanna.gov
Background Detective: police.background@gahanna.gov

- *If you would like a paper-copy of this packet, you may pick one up from: Gahanna City Hall, HR Department (2nd Floor), 200 S Hamilton Rd, Gahanna, OH 43230. Office Hours are M-F, 8am-5pm.*

Accommodation/Interpreter

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative within two business days of submitting the application. Medical documentation will be required. Should you require services of a professional interpreter during the examination, please contact a Human Resources representative within two business days of submitting the application.

Public Records

The City of Gahanna cannot guarantee the confidentiality of the results of, or information obtained through our hiring procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment related documents, with the exception of medical records, maintained by the City of Gahanna related to these hiring procedures do not appear to fall within the enumerated exceptions.



Gahanna Division of Police Background Hiring Standards

Appendix A



All standards are cause for removal for time frames listed and any time during the selection process. Unless otherwise noted, standards that reference a time frame will be calculated from the date of application. Applicants are removed from the eligible list and selection process for any of the following reasons:

A. Honesty/Falsification:

1. At any stage of the selection process, the applicant provides false, incorrect or substantially inconsistent information.
2. At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, relative to, and governed by, any of the Background Hiring Standards.
3. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.
4. If applicable, any attempt by the applicant to distort the truth verification examination results.
5. The applicant's use or attempted use of political influence to secure employment.

B. Personal History:

1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws for police officer applicants.
2. Verified or admitted physical abuse of one's spouse, ex-spouse, child, stepchild, and parent or any other relative or person with whom one lives, has a relationship or has had a relationship.
3. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
4. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
5. Verified or admitted sexual abuse of another to include, but not limited to, any of the following as defined in the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred: Rape, Sexual battery, Unlawful sexual conduct with a minor, Gross sexual imposition, sexual imposition, importuning, Voyeurism.

C. Employment:

1. Two or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
2. Post-probationary termination or resignation in lieu of discipline from any criminal justice related employment.
3. Abuse of a position of trust through theft of time or services.
4. Any incident of engaging in an act of discrimination or harassment.
5. Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
6. Any failure to establish and maintain a residence within a sixty mile radius of police headquarters within 6 months of employment.



Gahanna Division of Police Background Hiring Standards

Appendix A



D. Military History – Except as provided below in Number 3 of this Section, applicants are removed from the selection process for any of the following reasons:

1. Dishonorable or Bad Conduct Discharge from the Military.
2. Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or other listed disqualifying misdemeanor in this standard under the Ohio Revised Code (ORC).
3. An Other Than Honorable Discharge from the Military will be evaluated to determine whether the applicant should be removed from the selection process.
4. Failure to register with selective service, if required by law.

E. Traffic:

1. Any conviction of vehicular homicide or related offense(s).
2. OVI: Conviction within the past five (5) years including physical control; More than one (1) OVI conviction and/or physical control as an adult; More than two (2) OVI convictions, if one of the convictions was as a juvenile.
3. Four (4) moving violations in the past three (3) years as an adult.
4. Failure to possess a valid driver's license. Failure to hold auto insurance as required by resident state, if the applicant owns a motor vehicle
5. One (1) conviction involving operating a motor vehicle while under suspension (or an applicable ORC statute or Municipal code) or leaving the scene of an accident, within two (2) years of application.
6. One (1) or more revocation or suspension of a driver's license as an adult, in effect during the past five (5) years. (Unless applicant can show that the suspension was the result of an error by the BMV, random selection, or administrative overlap).

F. Gambling – The term “gambling offense” includes any activity defined as gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred. Applicants are removed from the selection process for any of the following reasons:

1. Conviction of a gambling offense, within the last five (5) years.
2. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
3. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the applicant gains, or attempts to gain, a financial benefit.

G. Criminal Activity:

1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
2. Any insurance claims or applications for welfare, workers' compensation, unemployment compensation or other public assistance benefit program determined to be fraudulent by the body overseeing the claim, compensation, or benefit program.
3. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed in these standards.
4. Any admission or conviction of an offense, as a juvenile, of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.
5. Any admission or conviction of a M-1 or M-2 misdemeanor offense, as an adult, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the



Gahanna Division of Police Background Hiring Standards



Appendix A

last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).

6. Any admission or conviction of soliciting another for sexual conduct/contact, whether or not the offense was legal at the time and place where the act occurred, in the last five (5) years.
7. Any admission or conviction of more than one (1) M-1 or M-2 misdemeanor offense, as a juvenile, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards) (does not include traffic or minor misdemeanors).
8. Any admission of an offense of carrying a concealed weapon within the last five (5) years if it is defined as a felony by the federal, state, or local law where the offense occurred.

H. Controlled Substances:

1. Any use or purchase of drugs of abuse (except marijuana) within five (5) years before application or admitted use during any portion of the selection process. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken for reasons other than intended use, in more than once incident without a prescription.
2. Any possession, use, or purchase of marijuana within two (2) years prior to application date or any time during the selection process.
3. Any illegal sales or manufacture of drugs of abuse, marijuana or prescription drugs after the applicant turned 18 years of age.

*For the purpose of this standard the "use" of drugs includes, but not limited to, when an applicant smokes, puffs, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug, including but not limited to, marijuana, cocaine, anabolic steroids, or chemical inhalants.

*For the purpose of this standard, the "purchase" of marijuana or other illegal drugs include those purchases made by pooling of resources or money by the applicant and others for substances for their own use.

I. Applicant Non-Responsiveness:

1. Failure to appear for pre-interview/interview.
2. Failure to appear for physical fitness testing.
3. Failure to appear for or attempts to distort the truth verification examination.
4. Failure to appear for medical/stress test.
5. Failure to appear for psychological exam.
6. Failure to respond to phone calls or correspondence from agency personnel.
7. Unable to locate at address/phone number on file.
8. Applicant is no longer interested in employment with the Gahanna Division of Police.



Gahanna Division of Police

2020 Police Officer Hiring Timeline



Start	End	Process
3.1.2020	5.8.2020	Application Period
12.1.19	6.1.2020	Written Examination: NTN Civil Service Testing Period
4.6.2020	6.5.2020	Email Notice to applicants <ul style="list-style-type: none"> • Results of written examination will be sent as scores are received from NTN • Passing applicants will receive self-schedule email for PT test
6.6.2020	6.13.2020	PT Test Administered at Gahanna Middle School South <ul style="list-style-type: none"> • Specific dates and times TBA
6.14.2020	6.15.2020	Email Notice to applicants: <ul style="list-style-type: none"> • Results of PT Test • Top 75 applicants will receive email to self-schedule panel interview and complete personal history statement
6.14.2020	6.27.2020	Personal History Statement <ul style="list-style-type: none"> • This will be completed using an online platform • PHS must be submitted prior to oral examination
6.18.2020	6.23.2020	Oral Examination - Top 75 Candidates <ul style="list-style-type: none"> • Panel Interview Date/Time – TBD
6.24.2020	6.29.2020	List certified by Human Resource Director <ul style="list-style-type: none"> • Applicants notified of results and placement on eligible list
7.1.2020	9.1.2020	Background Investigations <ul style="list-style-type: none"> • Top 20 candidates begin backgrounds
9.1.2020	9.4.2020	Notice to candidates to self-schedule Chief's interview
9.7.2020	9.11.2020	Chiefs Interview of top applicants
9.14.2020		Conditional Offer of Employment
9.21.2020	10.2.2020	Medical/Psychological/Exam and Drug Screen
11.9.2020	11.20.2020	Appointment; HR Processing and Start Dates prior to Academy; Swearing In
12.2020		Columbus Police Academy Begins
July	2021	Academy Graduation
7/2021	10/2021	Field Training Period
October	2021	Solo Patrol Assignment



Position Description

Contract Position Title:	Police Officer	Employee Type: Full-Time (40-hr week)
Working Title:	Police Officer	DEPT: Public Safety
Job Code:	FOP01	Ord/Contract: FOP
Reports To:	Police Sergeant	FLSA Status: Non-Exempt
Revision Date:	5/2019	Civil Service Type: Classified

General Description:

The position of Police Officer is under the general supervision of the Operations Bureau Lieutenant and under the direct supervision of a Sergeant. The individual assuming this position will be responsible for providing a highly visible, professional police presence while conducting patrol activities in a specified geographical area. Answers calls when a crime is suspected or an emergency exists; takes such actions as necessary to prevent crime and/or to apprehend a criminal; to maintain safety and to assist citizens in a wide range of emergency and non-emergency situations. Takes proper enforcement action as necessary and required to maintain the order, safety and general welfare of the city of Gahanna utilizing the United States Constitution, the Ohio Revised Code and Gahanna Codified Ordinances. Initiates reports, affects arrests, processes prisoners, conducts investigations in cooperation with detectives, shares intelligence information, and coordinates police resources; observes and identifies potential problem areas within the community.

Essential Functions of Work:

- Conduct routine patrol activities within assigned areas of the city.
- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations.
- Identify and monitor areas where criminal activities or public nuisances are occurring or are likely to occur.
- Utilize an understanding of streets, businesses and significant locations within the city.
- Evaluate complaint and emergency request information to determine response requirements.
- Interact with members of the community.
- Mediate domestic and other disputes.
- Identify, pursue and arrest suspects and perpetrators of criminal acts; use physical force when necessary to control and arrest law violators.
- Use automated systems to perform computer checks of persons, vehicles, locations and property utilizing mobile computing devices.
- Operate a motor vehicle safely under various conditions, in severe weather, in an emergency response/pursuit status and other stressful situations.
- Effectively utilize and verbally communicate via police radio during routine and high stress events.
- Record facts and prepare detailed and accurate reports, criminal complaints, crash reports, forms, memorandums, and other documents as required.

**Regular, predictable, and punctual attendance is required

Important Functions:

- Provide support and assistance to other peace officers, whether local, state, or federal personnel of the criminal justice system and employees of other communities and agencies.
- Document facts necessary to provide for appropriate responses by non-police resources as necessary to maintain public order and safety.

- Present evidence in legal proceedings, testify in court to present evidence or act as witness in traffic and criminal cases and in civil proceedings as required.
- Conduct investigation activities of criminal and noncriminal events.
- Review facts of incidents to determine if criminal acts or statute violations were involved. Interview witnesses, complainants and suspects and document their statements in written reports or detailed formal statements.
- Conduct lawful searches of persons, vehicles and places.
- Conduct the preliminary investigation of criminal acts as necessary to substantiate crimes and preserve evidence of any crime.
- Respond to situations where deadly force may be threatened or used and to use deadly force when authorized and necessary to protect or preserve life.
- Perform as a rescuer under adverse and difficult conditions.
- Provide for persons held in custody, transport prisoners to and from jail and court. Control and restrain unruly persons held in custody.
- Performs other related duties as assigned by supervisor.

Physical activity, force or endurance required for performing essential job functions:

- Pursue fleeing suspects on foot in both difficult terrain and weather conditions
- Climb over fences and through windows to gain access to residences
- Subdue resisting or attacking persons
- Use compliance or come-along holds to move persons
- Physically disarm persons
- Use hands or feet in weaponless defense
- Lift and/or carry hard to move objects or persons
- Maintain balance on uneven or narrow surfaces
- Stand in one position for extended periods of time
- Sit in one position for extended periods of time
- Walk for extended periods of time
- Drag and/or pull hard to move objects or persons
- Crawl in confined spaces or low areas
- Push/pull hard to move objects by hand
- Use body force to gain entrance through barricades
- Hold or support heavy objects
- Possess eye-hand- foot coordination and physical stamina necessary to perform essential job functions.
- Bend, stoop, crouch, kneel, climb, crawl, and perform fine manipulation when required.
- Possess visual acuity (mid and far vision, depth perception, color vision, and field of vision continuously, near vision occasionally)
- Possess the finger and arm dexterity and strength necessary to safely operate a firearm
- Withstand exposure to traffic hazards, adverse weather conditions, dust, slippery surfaces, high noise levels, irregular/extended work hours, job pressure/stress
- Wearing a gun belt, body armor, and other required police equipment as required for duty

Material and Equipment Used:

- Computers
- General office equipment
- Police vehicles including bicycles
- Firearms
- Impact weapons
- Less-than-lethal weapons

Minimum Qualification:

Education and Experience:

- High school graduate or equivalent
- Minimum of 21 years of age at time of original appointment not to exceed 40 years of age at time of original appointment (Gahanna Code 139.04)
- Must be a United States citizen
- The location of an officer's residence must be such that if an officer is contacted and called back to duty in an emergency, the officer can report to the station, ready for duty, within sixty minutes of being contacted. New officers must meet this requirement within six months of appointment.
- Visual acuity – both eyes must have corrected vision of 20/30

Licenses and Certificates:

- Current and valid Ohio Driver's License with an acceptable driver's abstract in order to meet criteria for insurability established by the City of Gahanna.
- Ohio Police Officer Training Academy certificate or the ability to attend and successfully complete a residential police academy as required for appointment.

Knowledge, Skills, and Abilities:

Knowledge of:

- Knowledge of government structure and process.
- Knowledge of state law and local ordinances, police policy and procedures, and agency rules.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Detailed knowledge of the City of Gahanna, its roadways, residential, business, industrial, and recreational areas, or ability to acquire this knowledge rapidly.

Skill in:

- Proficiency in word processing/typing.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols
- Communicating orally and in writing with internal staff, citizens
- Using tact, discretion, initiative and independent judgment within established guidelines

Ability to: (Mental and Physical):

- Maneuver and work in a variety of ground conditions.
- Identify and analyze problems, evaluate alternative solutions, and make sound judgments.
- Move quickly and forcefully in response to unexpected situations.
- Operate patrol vehicles routinely and in an emergency mode.
- Get into and out of police vehicles on a frequent basis.
- Communicate effectively, both verbally and in writing, with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.
- Render credible testimony in court.
- Apprehend suspects.
- Work flexible schedules, including evenings, weekends, and holidays.
- Analyze situations and to adopt quick, effective and reasonable courses of action.
- Think clearly and make logical decisions in stressful situations.
- Establish and maintain effective working relationships with fellow employees, city officials, and community members.
- Perform the essential functions of the position.
- Work alone.

Job Location:

- Various locations within and outside the City of Gahanna.
- Varying time both inside (including time spent in a police vehicle) and outside.
- Inside work: protection from weather conditions but not necessarily from temperature changes.

Working Conditions:

- Occasionally exposed to hazards of risk of bodily injury/volatile situations and imminent danger when performing the essential functions of the job; occasionally exposed to heat and cold extremes and temperature changes; occasional exposure to loud noises; frequently exposed to moderate noises such as emergency sirens and roadway/traffic noise. Occasionally exposed to persons who have contagious diseases/illnesses; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

 Print Employee Name

 Employee Signature

___/___/___
 Date

Appendix C: Physical Fitness Examination Preparation

HOW WILL PHYSICAL FITNESS BE MEASURED?

The Physical Fitness Examination consists of three (3) basic tests. Each test is a scientifically valid test. A video tutorial of the tests and the manner in which they are administered can be found at <https://www.youtube.com/watch?v=HtEYyNN5dyk>. A three inch sponge will be used as a guide during the push-up test as referenced in the video, for all candidates.

The tests will be given in the following sequence with a rest period between each test.

- 1. 1 MINUTE PUSH-UP TEST** - One push-up is considered complete if it breaks the horizontal plane with the body parallel to the floor.
- 2. 1 MINUTE SIT UP TEST** - The score is in the number of bent leg sit-ups performed in 1 minute. One sit up is considered complete when the upper body breaks the vertical plane with fingers laced behind the head and elbows out to the side.
- 3. 1.5 MILE RUN** - The score is in minutes and seconds.

WHAT ARE THE STANDARDS?

- The minimum acceptable standards published in the following tables are representative of the 30th percentile of the *Cooper Standards for Law Enforcement*.
- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test during a single session.

The required performance to pass each test is based upon gender and age bracket by decade. While the absolute performance is different for the eight (8) categories, the relative level of effort is identical for each age and gender group. All candidates are required to meet the same percentile rank in terms of their respective age/gender group.

PHYSICAL FITNESS CHART

TEST	MALE				FEMALE			
	Ages				Ages			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50 +</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>
1 Minute Push Up (Minimum #)	26	20	15	10	13	9	7	6
1 Minute Sit-Up (Minimum #)	35	32	27	21	30	22	17	12
1.5 Mile Run (Maximum Time in minutes)	13.08	13.48	14.33	16.16	15.56	16.46	18.26	20.17