



To: Civil Service Commission
From: Miranda Vollmer, Sr. Director of Administrative Services/Director of Human Resources; Ben Nolan – Human Resources Manager
Date: January 15, 2026
Subject: Report from Human Resources

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

Job Title	Department	Number of Employees
DEPUTY CLERK OF COURT	Court	2
FORESTRY FOREMAN	Parks and Recreation	2
P&R FACILITIES FOREMAN	Parks and Recreation	1
P&R PARKS FOREMAN	Parks and Recreation	1
HORTICULTURIST	Parks and Recreation	1
PARKS MAINTENANCE WORKER I	Parks and Recreation	11
PARKS MAINTENANCE WORKER II	Parks and Recreation	0
PARKS MAINTENANCE WORKER III	Parks and Recreation	3
COMMUNICATIONS TECHNICIAN I	Police	8
COMMUNICATIONS TECHNICIAN II	Police	2
LIEUTENANT	Police	3
POLICE OFFICER	Police	48
SECRETARY	Police	1
SERGEANT	Police	7
CODE ENFORCEMENT OFFICER	Public Service	3
CUSTOMER SERVICE SPECIALIST	Public Service	3
FACILITIES MAINT FOREMAN	Public Service	0
FACILITIES MAINTENANCE WORKER I	Public Service	0
FACILITIES MAINTENANCE WORKER II	Public Service	2
FACILITIES MAINTENANCE WORKER III	Public Service	0
FLEET TECHNICIAN	Public Service	4
FLEET TECHNICIAN FOREMAN	Public Service	0
SERVICE MAINTENANCE WORKER I	Public Service	3
SERVICE MAINTENANCE WORKER II	Public Service	4
SERVICE MAINTENANCE WORKER III	Public Service	8
UTILITY FOREMAN	Public Service	1
STREETS FOREMAN	Public Service	1
Total		119

The 2025 Year in Review

The Gahanna Civil Service Commission through the Human Resources Department conducted 30 examinations in 2025. The City recruited through various job boards including GovernmentJobs.com, Handshake, The Ohio Municipal League, HBCU (Historically Black Colleges and Universities) Connect, LLC through MORPC, and the Ohio Latino Affairs Commission. The City also attended job and career fairs across Ohio including the Annual Women Focused Multi-Jurisdictional Law Enforcement Career Fair. When accepting applications, job postings were shared on the City's social media platforms.

Please refer to the charts at the end of this report for a breakdown of applicant flow by position.

1. Police Officer. The civil service testing process for police officers 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 herein. This process was completed three (3) times in 2025.

Test type: Written Exam – Non-City administered.
 Physical Fitness Exam – City administered.

2. Lateral Police Officer. The civil service testing process for police officers is contained in Rule 13.13 of the Civil Service Rules and Regulations for the City of Gahanna. This process was completed 11 times in 2025.

Test type: Physical Fitness Exam – City administered.

3. Communications Technician I. The civil service testing process for police dispatchers is contained in Rule 12 of the Civil Service Rules and Regulations for the City of Gahanna. This process was completed seven (7) times in 2025.

Test type: Written Exam – Non-City administered.

4. Communications Technician II. The civil service testing process for Comm Tech II is contained in Rule 12 of the Civil Service Rules and Regulations for the City of Gahanna. This process was completed once in 2025.

Test type: Written Exam – Non-City administered.

5. Police Lieutenant. The civil service process was administered pursuant to Article 14 of Fraternal Order of Police collective bargaining agreement with the City. The process was completed once in 2025.

Test type: Assessment Center – Ohio Association of Chiefs of Police (OCAP) administered.
Oral Board & Overall Scoring – PRADCO administered.

Non-safety civil service examinations:

Bowling Green State University - Institute for Psychological Research and Application (BGSU-IPRA) wrote and scored the non-safety civil service examinations. Please refer to the charts at the end of this report for a breakdown of applicant flow by position.

1. Service Maintenance Worker. This process was completed once in 2025.

Test type: Written Exam – City administered.
 Interview – City administered.

2. Fleet Technician. This process was completed once in 2025.

Test type: Training and Experience Evaluation – City administered.
 Interview – City administered.

3. Forestry Foreman. This process was completed once in 2025.

Test type: Training and Experience Evaluation – City administered.
 Interview – City administered.

4. Facilities Maintenance Worker II. This process was completed twice in 2025.

Test type: Written Exam – City administered.
 Training and Experience Evaluation – City administered.
 Interview – City administered.

5. Custodial Maintenance Worker. This process was completed once in 2025.

Test type: Written Exam – City administered.
 Interview – City administered.

6. Facilities Maintenance Coordinator. This process was completed once in 2025.

Test type: Training and Experience Evaluation – City administered.
 Interview – City administered.

The following civil service hires occurred in 2025:

Positions Filled in 2025			
Position	Department	# of Vacancies filled	Successfully Passed Probationary Period
Police Officer	PD	5	5 – in progress
Police Sergeant	PD	1	1 – in progress
Police Lieutenant	PD	2	2 – in progress
Communications Technician I	PD	2	1 – Resigned 1 – in progress
Parks Maintenance Worker I	Parks & Recreation	4	4 – in progress
Forestry Foreman	Parks & Recreation	1	1 – in progress
Facilities Maintenance Coordinator	Parks & Recreation	1	1 – complete
Facilities Maintenance Worker II	Public Service	2	2 – in progress
Fleet Technician	Public Service	1	1 – in progress
Service Maintenance Worker I	Public Service	2	1 – in progress 1 – complete
Service Maintenance Worker II	Public Service	1	1 – complete
Customer Service Specialist	Public Service	2	2 – in progress

2026 Planning

The Department of Human Resources is planning to conduct the following civil service examinations in 2026:

Job Classification	Application Period	Number of Vacancies
Police Officer	February 1-28, 2026	3
Communications Technician I	February 1-28, 2026	0
Facilities Maintenance Worker I	December 1-31, 2026	5
Service Maintenance Worker I	November 1 – 30, 2026	0
Parks Maintenance Worker I	November 1 – 30, 2026	0
Customer Service Specialist	November 1 – 30, 2026	0

Bowling Green State University – Institute for Psychological Research and Application (BGSU-IPRA) will write and score the non-safety civil service examinations. The Police Officer and Communications Technician I test process will follow the same process as in 2025.

Gahanna Civil Service Commission
Testing Plan: 2025 Police Officer

I. Job Description Review

The review was completed by Senior Director Miranda Vollmer, Deputy Chief Jeffrey Lawless, and Chief of Police Jeffrey Spence, there were no updates.

II. Civil Service Rules Review

The review was completed by Senior Director Miranda Vollmer, Deputy Chief Jeffrey Lawless, and Chief of Police Jeffrey Spence.

III. Applicant Packet

The applicant packet was revised by Senior Director Miranda Vollmer. It was reviewed by the Human Resources Department and Division of Police.

IV. Background Standards

The standards were reviewed by Senior Director Miranda Vollmer, Deputy Chief Jeffrey Lawless, Lt. Chad Cohagen, and Chief of Police Jeffrey Spence. See Appendix A in the applicant packet.

V. Timeline

See the 2025 Police Officer Hiring Timeline in the applicant packet.

VI. Recruiting Strategies

The following advertisements were completed:

- City of Gahanna social media sites, throughout the posting period
- Gahanna Division of Police social media sites, throughout the posting period
- Attended multiple job and career fairs at universities, colleges, vocational schools, and high schools

VII. Applications

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

VIII. Entrance (Written) Examination

The 2025 written examination was conducted by Ergometric, National Testing Network (NTN). Candidates invited to the written examination were directed to the NTN website to schedule and complete testing. The written examinations were completed from August 1, 2024, through March 8, 2025; December 1, 2024, through June 7, 2025; and February 1, 2025, through September 12, 2025. 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 70% on the written examination 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 tests (PT) were completed in mid April, mid June, and mid October at either Gahanna-Lincoln High School or Gahanna Middle School West. Candidates must successfully pass the PT test to be eligible to proceed. See Appendix C in the applicant packet.

X. Eligible List Creation

100% of the eligible list score was derived from the passing scores of the written examination of those who passed the physical fitness test. Military points were added to those eligible candidates who passed the examination. The pass point was set at a total raw score of 70.

**City of Gahanna
Position Description**

Contract Position Title:	Police Lieutenant	Employee Type: Full-Time (40-hr week)
Working Title:	Police Lieutenant	DEPT: Public Safety
Job Code:	FOP03	Ord/Contract: FOP
Reports To:	Deputy Chief of Police	FLSA Status: Non-Exempt
Revision Date:	6/20/2025	Civil Service Type: Classified

General Description:

The Lieutenant is a member of the executive leadership team of the Division of Police and is responsible for the effective and efficient operation of the subdivision assigned. The Lieutenant is under the direction of the Deputy Chief of Police ensuring uniform interpretation and full compliance of division directives. The Lieutenant is accountable for contributing to the creation and attainment of multi-year Strategic Plans and annual division goals and objectives on an ongoing basis. The Lieutenant is responsible for the timely submission of all analysis, audits, inspections, reports, and related elements necessary for the effective management of the division and to maintain accreditation. Aligns self, subordinate leaders, and members with goals, objectives, plans, and priorities of the City and Division of Police.

Essential Functions of Work:

- Supervising activities of a subdivision; maintaining records and files; preparing reports.
- Research, implement, and provide oversight to complex programs, projects, and initiatives.
- Plans, conducts, and supervises the activities, outputs, and overall work product of programs within assigned subdivision.
- Coordinates with other subdivision commanders on projects, programs, and initiatives to ensure coordination of effort among all components of the division.
- Reviews daily reports and other paperwork generated by subordinates.
- Develops subordinates and cultivates leadership among members.
- Schedules work assignments; adjusts, changes, and adapts to various work schedules.
- Conducts internal affairs investigations and exercises appropriate risk management activities.
- Recommends, develops, implements, and provides oversight to fiscal operations.
- Supervises and coordinates facility maintenance and fleet management.
- Performs related tasks as required or assigned.
- Provides leadership and guidance to members.
- Advise command staff of ongoing or reoccurring significant events.
- Regular, predictable, and punctual attendance is required.

Important Functions:

- Performs all duties, functions, and assignments of a police officer when required.
- Maintains a variety of records on all division activities and prepares required reports.
- Participates in grievance hearings and related personnel issues.
- Research, recommend, and drafts policies, procedures, and operational guidelines.
- Attends staff meetings and conducts meetings with division supervisors.
- Responds to assist division supervisors with requests for guidance and direction on difficult and technical issues.
- Coordinates media relations and the recruitment of staff.

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

- Pursue fleeing suspects on foot.
- 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.
- Wear gun belt, body armor, and other required police equipment as required for duty.

Material and Equipment Used:

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

Minimum Qualification:**Education and Experience:**

- At least one (1) year of service as a Sergeant with the Gahanna Division of Police by the last day of the open posting period.

Licenses and Certificates:

- Current and valid Ohio Driver's License with an acceptable driver's abstract to meet criteria for insurability established by the City of Gahanna.
- Ohio Police Officer Training Academy certificate
- Ohio Peace Officer Certification

Knowledge, Skills, and Abilities:**Knowledge of:**

- Principles and practices of modern policing strategies, tactics, and procedures.
- Supervisory abilities including thorough knowledge of policies, procedures, and accepted police management practices.
- Budgetary practices including the ability to accurately forecast, develop, manage, and execute annual and program budgets including the management of overtime to achieve operational success.

- Complete knowledge of government structure and processes.
- Thorough knowledge of the division's CAD and Records management system including the use of analysis functions.
- Basic crime prevention techniques.
- Use of police records, analysis, statistics, and their application to solutions to current community issues and police problems.
- Mathematics and accounting as they relate to creating and maintaining daily, monthly, and annual activity reports and statistics.
- All computer applications and hardware related to performance of the essential functions of the job. (Proficiency with Microsoft Office Suite, particularly Word and PowerPoint required.)
- Considerable knowledge of safety practices and procedures.
- Thorough knowledge and skill in applying all state, federal and local ordinances, laws, rules, and regulations.

Skill in:

- Excellent leadership and management skills.
- Excellent verbal and written communication skills.
- Supervision of members including the ability to monitor performance, document problems, take corrective action, initiate discipline, and follow-up on performance deficiencies.
- Use of firearms/impact weapons, less lethal devices, and the operation of a motor vehicle.
- Interpreting and applying principles, concepts, methods, laws, ordinances, and techniques to field conditions.
- Proper research and investigative methods, techniques, and practices in gathering data.
- Conducting in depth interviews of suspects, witnesses, and victims.
- 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 and citizens
- Using tact, discretion, initiative, and independent judgment within established guidelines

Ability to:

- Understand and complete oral and written instructions and prepare clear and concise reports.
- Present effectively in front of large groups.
- Supervise the work of subordinates.
- Deal firmly and tactfully with associates and the public.
- Excellent organizational abilities.
- Recognize, analyze, and define problems, establishes facts, draw valid conclusions, and initiate appropriate corrective actions.
- Prepare clear and concise reports.
- Work with little direct supervision.
- Proficient use of firearms/impact weapons, less-lethal devices.
- Interpret and apply principles, concepts, methods, laws, ordinances, and techniques to field conditions.
- Use proper research and investigative methods, techniques, and practices in gathering data.
- Establish and maintain effective working relationships with community members and co-workers.

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.

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

City of Gahanna

Position Description

Contract Position Title:	Police Sergeant	Employee Type: Full-Time (40-hr week)
Working Title:	Police Sergeant	DEPT: Public Safety
Job Code:	FOP02	Ord/Contract: FOP
Reports To:	Police Lieutenant	FLSA Status: Non-Exempt
Revision Date:	4/2024	Civil Service Type: Classified

General Description:

The Sergeant is responsible for the effective and efficient operation of the shift (s), function(s) and program(s) as assigned. The Sergeant is under the general supervision of the Deputy Chief and under the direct supervision of the Subdivision Lieutenant. Sergeants are responsible for providing supervision, leadership, guidance, management and discipline to police officers and other subordinate staff as assigned. The Sergeant will also maintain and perform the essential functions of a police officer and take proper enforcement action as necessary and required to maintain the order, safety and general welfare of the city of Gahanna. The Sergeant is guided by the United States Constitution, the Ohio Revised Code and Gahanna Codified Ordinances in the performance of police actions and supervising police actions. The Sergeant initiates or assigns reports, affects arrests, and processes prisoners. Sergeants conduct initial and follow up investigations in cooperation with detectives, share intelligence information, and coordinate police resources and response. Sergeants observe and identify potential problem areas within the community and work to develop partnerships to resolve the issue. Sergeants assist in the annual preparation and attainment of goals and objectives, prepare annual budgets related to assigned programs or functions, and complete analysis, audits, inventories, inspections, reports and related elements necessary to maintain accreditation.

Essential Functions of Work:

- Provides leadership and guidance to the officers and assigned staff to ensure adherence to Division policies
- Directs officers and assigned staff activity in support of the guidance and intent of the Command Staff. Monitors and documents officers and staff performance;
- Regularly guides, focuses, counsels and develops subordinates regarding work performance, career paths and responsibilities within the Division of Police;
- Prepares reports and documents pertaining to individual and collective work performance/accomplishments;
- Maintains accountability of all equipment assigned
- Consults with and reports to the Subdivision Lieutenant on daily issues concerning duties, assigned subordinates and the business of the Division.
- Maintains quality control on daily reports, paperwork and work product generated by subordinates;
- Ensures adequate staffing levels, approves casual leave and sick leave;
- Monitors sick leave usage of their assigned officers and staff;
- Issues staffing notifications to assigned personnel;
- Monitors assigned subordinate pay sheets for accurate and timely submission;
- Monitors overtime usage of officers and assigned staff
- Conducts internal investigations when directed or upon complaint of misconduct or violation of policy, procedure or General Orders of assigned staff;
- Counsels, corrects and disciplines subordinates as required.
- Prepares reports regarding officer activity;
- Monitor and prepare reports regarding vehicular pursuits;
- Conducts and submits initial investigation and review of use of force incidents. Advise Command Staff of ongoing or reoccurring significant events;
- Recommends training, schooling and educational updates for assigned subordinates as needed.

- **Regular, predictable, and punctual attendance is required

Important Functions:

- Performs all duties, functions, and assignments of a police officer.
- Provides first-line supervision to assigned personnel and functions within the Division.
- Supports community meetings, presentations, and school events (as required).
- Keeps detailed records of daily and monthly activities of assigned officers and staff.
- Attends advanced training seminars, conferences, and schools; participates in in-service training events; maintains proficiency in all tasks required of a police officer.
- Performs other related duties as assigned.

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

- Pursue fleeing suspects on foot.
- 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:

- At least five (5) years of service as a full-time police officer at the time the posting period is closed. At least three (3) of the five (5) years of service must be in a patrol assignment with the Gahanna Division of Police. Members assigned to the Detective Subdivision as of January 1, 2019 must have at least thirty (30) months of service in a

patrol assignment.

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

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of modern policing strategies, tactics, and procedures.
- Supervisory abilities including thorough knowledge of policies, procedures, and accepted police management practices.
- Budgetary practices including the ability to accurately forecast, develop, manage and execute annual budgets including the management of overtime to achieve operational success.
- Complete knowledge of government structure and process.
- Thorough knowledge of the Division's CAD and Records system including the use of analysis functions.
- Basic crime prevention techniques.
- Use of police records and their application to the solution of police problems.
- Mathematics and accounting as it relates to creating and maintaining daily, monthly, and annual activity reports and statistics.
- All computer applications and hardware related to performance of the essential functions of the job. (Proficiency with Microsoft Office Suite, particularly Word and PowerPoint required.)
- Considerable knowledge of safety practices and procedures.
- Thorough knowledge and skill in applying all state, federal and local ordinances, laws, rules and regulations.

Skill in:

- Excellent leadership and management skills.
- Excellent verbal and written communication skills.
- Supervision of employees including the ability to monitor performance, document problems, take corrective action, initiate discipline and follow-up on performance deficiencies.
- Use of firearms/impact weapons, less-lethal devices and the operation of a motor vehicle.
- Interpreting and applying principles, concepts, methods, laws, ordinances and techniques to field conditions.
- Proper research and investigative methods, techniques and practices in gathering data.
- Conducting in depth interviews of suspects, witnesses, victims, etc.
- 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:

- Prepare clear and concise reports.
- Present effectively in front of large groups.
- Plan and supervise the work of subordinates.
- Resolve complaints from citizens in an effective, tactful, and courteous manner.
- Projects a professional police image and has demonstrated enthusiasm for police work.
- Excellent organizational abilities.
- Strong commitment to enforcement narcotics and alcohol statutes.
- The proficient use of firearms/impact weapons, less-lethal devices.

- Interpret and apply principles, concepts, methods, laws, ordinances and techniques to field conditions.
- Recognize, analyze and define problems, establishes facts, draw valid conclusions, and initiate appropriate corrective actions.
- Conduct in depth interviews of suspects, witnesses, victims, etc.
- Establish and maintain effective working relationships with community members and co-workers

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



Position Description

Contract	Police Officer	Employee Type: Full-Time (40-hr week)
Position Title:		
Working	Police Officer	DEPT: Public Safety
Title:		
Job Code:	FOP01	Ord/Contract: FOP
Reports To:	Police Sergeant	FLSA Status: Non-Exempt
Revision Date:	12.2020	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

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

Position Description

Contract Position Title:	Communications Technician I	Employee Type: Full-Time (40-hr week)
Working Title:	Communications Technician I	DEPT: Public Safety
Job Code:	3010	Ord/Contract: FOP-OLC
Reports To:	9-1-1 Communications Center Manager	FLSA Status: Non-Exempt
Revision Date:	1.31.2024	Civil Service Type: Classified

General Description:

Performs intermediate technical work on an assigned shift dispatching law enforcement personnel usually in response to emergency situations; does related work as required. WILL WORK ROTATING SHIFTS to help cover a 24/7 radio room operation.

Essential Functions of Work:

- Receiving calls for service; dispatching personnel and equipment; maintaining records; entering data; preparing reports.
- Receives and transmits messages primarily by radio and maintains radio log on shift work in Computer Aided Dispatch System (CAD).
- Enters and retrieves a variety of data into computer system concerning department activities.
- Receives emergency calls, determines location and nature of emergency, and dispatches appropriate personnel and equipment.
- Dispatches vehicles where and when needed.

**Regular, predictable, and punctual attendance is required

Important Functions:

- Receives complaints in person or by telephone, passes information on to appropriate units and keeps records of complaints/phone calls.
- Makes inquiries concerning vehicles via computer system.
- Monitors police frequencies and emergency frequencies.
- Makes criminal history and vehicle information checks.
- Performs a variety of filing, checking, and clerical functions for officers and the general public including accepting payment for bonds.
- Provides complex verbal pre-arrival instructions to callers as well as first responders including but not limited to emergency medical care, location of potential hazards, etc.
- Performs all other duties as assigned by supervisor.

Material and Equipment Used:

- Computer
- Radio Console and associated headset
- General Office Equipment
- Desktop and/or laptop computer along with all related equipment (Including Microsoft Office Suite software – Word, Excel, Access, and PowerPoint)

Minimum Qualification:

- High school graduate or equivalent

Licenses and Certificates:

- State of Ohio Notary (obtain within first six months of employment)
- Must be able to obtain and maintain LEADS certification within 6 months of employment.
- APCO EMD/EFD certification (obtain within the first six months of employment)

Knowledge, Skills, and Abilities:**Knowledge of:**

- Methods of operating two-way communication systems.
- Radio code and signal system and teletype procedures
- Geography of the City and location of important buildings

Skill in:

- Typing with minimal error at least 45 WPM.
- Data Entry with minimal error at least 4,000 keystrokes per hour.
- Radio operations and related equipment; Telecommunications Device for the Deaf (TDD); telephone; two-way radio; LEADS and basic office equipment.
- Assisting and responding courteously and professionally to the public and co-workers.
- Quickly assessing an emergency situation and determining a course of action.

Mental and Physical Abilities (Ability to):

- Listen, speak, and write articulately and clearly while interacting with the public, co-workers and emergency personnel.
- Remain calm in stressful situations.
- Establish and maintain effective working relationships with other communication technicians, police officers, and the general public.
- Operate standard office, data entry and computer equipment, and communication consoles.
- Effectively multi-task with multiple calls, radio traffic and other tasks under emergency and often times, stressful situations.
- Work all shifts including holidays, weekends and mandatory overtime in order to handle the workload of the dispatching center.

Working Conditions:

This is light work requiring the exertion of up to 20 pounds occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is not subject to adverse environmental conditions.

Employee Acknowledgement and Receipt

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Print Employee Name

Employee Signature

____/____/____
Date

Position Description

Contract Position Title:	Communications Technician II	Employee Type: Full-Time (40-hr week)
Working Title:	Communications Technician II	DEPT: Public Safety
Job Code:	3000	Ord/Contract: FOP-OLC
Reports To:	9-1-1 Communications Center Manager	FLSA Status: Non-Exempt
Revision Date:	1.31.2024	Civil Service Type: Classified

General Description:

Performs technical and lead dispatching work in planning, organizing, and leading the activities of the City of Gahanna Police Department Communications Dispatching Center. Work involves responsibility for planning, scheduling, training, directing the staff; organizing and leading the efficient operation of the communications center; enforcing policies and procedures; assuring records are maintained; and implementing equipment upgrades and changes. Performs intermediate technical work on an assigned shift dispatching law enforcement personnel usually in response to emergency situations as required. WILL WORK ROTATING SHIFTS to help cover a 24/7 radio room operation.

Essential Functions of Work:

- Schedules, assigns and evaluates the work of communications technicians; provides on the job training to employees on procedures and equipment operation; ensures required training is completed, including LEADS certification and recertification; responds to questions and complex problems; ensures that proper City, Department and Communications procedures are followed; makes recommendations to 9-1-1 Communications Center Manager for performance evaluations and disciplinary actions; assists with counseling where required; processes vacation and leave request and sick leave coverage; prepares time records for payroll purposes; ensures departmental LEADS compliance, timely completion of validations, and timely entry, updating, and removal of warrants.
- Maintains communications equipment and supplies; reports any equipment malfunctions to the 9-1-1 Communications Center Manager. Submits supply order requests to the 9-1-1 Communication Manager assists the 9-1-1 Communications Center Manager with defining goals and objectives; monitors the overall activities and performance of the communications section and makes recommendations to the 9-1-1 Communications Center Manager regarding operational improvements.
- Receives calls for service; dispatching personnel and equipment; maintaining records; entering data; preparing reports; receives and transmits messages primarily by radio and maintains radio log on shift work in Computer Aided Dispatch System (CAD).
- Receives complaints in person or by telephone, passes information on to appropriate units and keeps records of complaints/phone calls.
- Receiving calls for service; dispatching personnel and equipment; maintaining records; entering data; preparing reports
- Receives and transmits messages primarily by radio and maintains radio log on shift work in Computer Aided Dispatch System (CAD)
- Enters and retrieves a variety of data into computer system concerning department activities.
- Receives emergency calls, determines location and nature of emergency, and dispatches appropriate personnel and equipment.
- Dispatches vehicles where and when needed.

**Regular, predictable, and punctual attendance is required

Important Functions:

- Receives complaints in person or by telephone, passes information on to appropriate units and keeps records of complaints/phone calls.
- Makes inquiries concerning vehicles via computer system.

- Monitors police frequencies and emergency frequencies.
- Makes criminal history and vehicle information checks.
- Performs a variety of filing, checking, and clerical functions for officers and the general public including accepting payment for bonds.
- Provides complex verbal pre-arrival instructions to callers as well as first responders including but not limited to emergency medical care, location of potential hazards, etc..
- Performs all other duties as assigned by supervisor.

Material and Equipment Used:

- Computer
- Radio Console and associated headset
- General Office Equipment
- Desktop and/or laptop computer along with all related equipment (Including Microsoft Office Suite software – Word, Excel, Access, and PowerPoint)

Minimum Qualification:

- High school graduate or equivalent and two years' experience working as a Communications Technician I

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.
- State of Ohio Notary (obtain within first six months of employment)
- Must be able to obtain and maintain LEADS certification within 6 months of employment.

Knowledge, Skills, and Abilities:

Knowledge of:

- Communications Center policies, procedures, practices, rules and regulations.
- Methods of operating two-way communication systems.
- Radio code and signal system and teletype procedures.
- Geography of the City and location of important buildings.

Skill in:

- Typing with minimal error at least 45 WPM.
- Data Entry with minimal error at least 4,000 keystrokes per hour.
- Radio operations and related equipment; Telecommunications Device for the Deaf (TDD); telephone; two-way radio; LEADS and basic office equipment.
- Assisting and responding courteously and professionally to the public and co-workers.
- Quickly assessing an emergency situation and determining a course of action.

Mental and Physical Abilities (Ability to):

- Listen, speak, and write articulately and clearly while interacting with the public, co-workers, and emergency personnel.
- Remain calm in stressful situations.
- Establish and maintain effective working relationships with other communication technicians, police officers, and the general public.
- Operate standard office, data entry and computer equipment, and communication consoles.
- Effectively multi-task with multiple calls, radio traffic and other tasks under emergency and often times, stressful situations.
- Plan, assign, train and evaluate the work of subordinate staff.
- Evaluate center operational effectiveness and recommend improvements.
- Work all shifts including holidays, weekends, and mandatory overtime in order to handle the workload of the dispatching center.

Working Conditions:

This is light work requiring the exertion of up to 20 pounds occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is not subject to adverse environmental conditions.

Employee Acknowledgement and Receipt

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Print Employee Name

Employee Signature

__/__/____
Date



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

1/1/2025 Rates	Step 1	Step 2	Step 3	Step 4
Hourly	\$33.56	\$38.03	\$43.87	\$54.99
Annually	\$69,804.80	\$79,102.40	\$91,249.60	\$114,379.20

- 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.
 - OPOTA Certification and 4+ years of experience starts at Step 4.

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.

The testing process is detailed in Gahanna Civil Service Rule 13, Police Officer Selection Procedures. To view civil service rules, visit [Civil-Service-Rules-Regulations-Adopted-5.8.19.pdf \(gahanna.gov\)](https://www.gahanna.gov/civil-service-rules-regulations-adopted-5.8.19.pdf) **See Appendix B for 2025 Hiring Timeline and job description.**

Step 1 - Formal Application with the City of Gahanna

Completing the Application

- File an application at <https://www.governmentjobs.com/careers/gahanna>
- After completing the application, you will receive an invitation or pre-approval within 1 week 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 August 1, 2024 and March 8, 2025.
- 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:
Human Relations Test, Report Writing Test, and Multiple-Choice Reading Test
- A candidate must score at least 70% in each test section to pass the exam.

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 the current rate can be found at: <https://nationaltestingnetwork.com/publicsafetyjobs/test-pricing.cfm>.
- Should you want to send your results to multiple participating cities or agencies, you would pay an additional fee; however, you only have to complete the test once per testing cycle. This fee is not refundable and can also be found on the NTN test pricing page.

Step 3 - Physical Fitness Examination

All candidates completing Steps 1 and 2 with a passing score on 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: TBD. Gahanna, OH 43230

Time: TBD. Registration begins 30 minutes prior to testing time.

Dates: April 7, 2025-April 18, 2025

*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 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 [Join Our Team | Gahanna, OH](#) to view a video of the fitness standards.

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 written 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. Completion of PRADO Quick View Law Enforcement and Emotional Intelligence Assessment. This assessment will assist the Division in determining candidate fit in the department culture and organizational goals.
6. 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 an 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.

Sworn Tattoo Policy

Sworn personnel shall not have tattoos (visible or not visible) that depict obscene, gang-related, sexual, nude, extremist, racist, or otherwise offensive images which may bring the member and/or Division into disrepute. Sworn Division members shall not have visible tattoos on the head, neck, or hands.

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: chad.cohagen@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 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

1/1/2025 Rates	Step 1	Step 2	Step 3	Step 4
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Annually	\$69,804.80	\$79,102.40	\$91,249.60	\$114,379.20

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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.**

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Step 2 - Entrance (Written) Examination

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- 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, 2024 and June 7, 2025.
- 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.

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Step 3 - Physical Fitness Examination

All candidates completing Steps 1 and 2 with a passing score on 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: TBD. Gahanna, OH 43230

Time: TBD. Registration begins 30 minutes prior to testing time.

Dates: June 23, 2025-June 27, 2025

*Registration will close promptly at the test start time. No admittance after testing has started. Additional times may be added or deleted as needed. Schedules will be emailed out once all details are confirmed.

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 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).

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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

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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. Completion of PRADO Quick View Law Enforcement and Emotional Intelligence Assessment. This assessment will assist the Division in determining candidate fit in the department culture and organizational goals.
6. 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 an 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.

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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

Police Officer
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, 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.
2. 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.
3. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
4. 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.
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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

Police Officer
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



Gahanna Division of Police Background Hiring Standards

Police Officer
Appendix A



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).

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 one (1) incident without a prescription.
2. Any possession, use, or purchase of marijuana products, including edibles with THC within two (2) years prior to application date or any time during the selection process, even if it is prescribed for medical usage.
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.

*** For those possessing medical marijuana cards, the Gahanna Division of Police follows federal drug guidelines in regard to controlled substances. The federal Controlled Substance Act (CSA) states that marijuana is a Schedule I drug; therefore, any use, even with a medical marijuana card, within the 2 years prior to application date is prohibited.

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

2025 Police Officer Hiring Timeline



Appendix B

Start	End	Process
5.1.2025	5.31.2025	Application Period
12.1.2024	6.7.2025	Written Examination: NTN Civil Service Testing Period
6.9.2025	6.13.2025	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
6.23.2025	6.27.2025	PT Test Administered at Gahanna – Location TBD
7.1.2025	7.7.2025	List certified by Human Resource Director Applicants notified of results and placement on eligible list
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
End of July 2025		Polygraph <ul style="list-style-type: none"> Candidates will receive confirmation email from HR
8.1.2025	10.1.2025	Background Investigations <ul style="list-style-type: none"> Top 20 candidates begin backgrounds PRADCO quick view Law Enforcement and Emotional Intelligence Assessment
10.6.2025	10.10.2025	Notice to candidates to self-schedule Chief's interview
10.13.2025	10.17.2025	Chiefs Interview of top applicants
10.20.2025	10.24.2025	Conditional Offer of Employment
10.27.2025	11.7.2025	Medical/Psychological/Exam and Drug Screen
11.10.2025	11.25.2025	Appointment: HR Processing and Start Dates prior to Academy; Swearing In
12.8.2025		Columbus Police Academy Begins
July	2026	Academy Graduation
7/2026	10/2026	Field Training Period
October	2026	Solo Patrol Assignment

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 10 minute rest period between each test.

1. **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.
2. **1 MINUTE PUSH-UP TEST** - One push-up is considered complete if it breaks the horizontal plane with the body parallel to the floor.
3. **1.5 MILE RUN** - The score is in minutes and seconds.

WHAT ARE THE STANDARDS?

1. The minimum acceptable standards published in the following tables are representative of the 30th percentile of the *Cooper Standards for Law Enforcement*.
2. The actual performance requirement for each test is based upon norms for a national population sample.
3. 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



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

1/1/2025 Rates	Step 1	Step 2	Step 3	Step 4
Hourly	\$33.56	\$38.03	\$43.87	\$54.99
Annually	\$69,804.80	\$79,102.40	\$91,249.60	\$114,379.20

- 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.
 - OPOTA Certification and 4+ years of experience starts at Step 4.

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.

The testing process is detailed in Gahanna Civil Service Rule 13, Police Officer Selection Procedures. To view civil service rules, visit [Civil-Service-Rules-Regulations-Adopted-5.8.19.pdf \(gahanna.gov\)](https://www.gahanna.gov/civil-service-rules-regulations-adopted-5.8.19.pdf) **See Appendix B for 2025 Hiring Timeline and job description.**

Step 1 - Formal Application with the City of Gahanna

Completing the Application

- File an application at <https://www.governmentjobs.com/careers/gahanna>
- After completing the application, you will receive an invitation or pre-approval within 1 week 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 first apply to the City of Gahanna job posting by September 5, 2025. Candidates that meet the minimum job requirements will receive email notification to either schedule testing or submit testing scores from the National Testing Network to the City of Gahanna.**
- Scores will be accepted from NTN for exams completed between February 1, 2025 and September 5, 2025.
- 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:
Human Relations Test, Report Writing Test, and Multiple-Choice Reading Test
- A candidate must score at least 70% in each test section to pass the exam.

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 the current rate can be found at: <https://nationaltestingnetwork.com/publicsafetyjobs/test-pricing.cfm>.
- Should you want to send your results to multiple participating cities or agencies, you would pay an additional fee; however, you only have to complete the test once per testing cycle. This fee is not refundable and can also be found on the NTN test pricing page.

Step 3 - Physical Fitness Examination

All candidates completing Steps 1 and 2 with a passing score on 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: TBD. Gahanna, OH 43230

Time: TBD. Registration begins 30 minutes prior to testing time.

Dates: September 23, 2025-September 26, 2025

*Registration will close promptly at the test start time. No admittance after testing has started. Additional times may be added or deleted as needed. Schedules will be emailed out once all details are confirmed.

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 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 [Join Our Team | Gahanna, OH](#) to view a video of the fitness standards.

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 written 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.

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Police Officer
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1. A conviction of a misdemeanor crime of domestic violence, 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.
2. 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.
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4. 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.

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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.
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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.
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Appendix A



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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).

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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



Gahanna Division of Police Background Hiring Standards

Police Officer
Appendix A



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).

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 one (1) incident without a prescription.
2. Any possession, use, or purchase of marijuana products, including edibles with THC within two (2) years prior to application date or any time during the selection process, even if it is prescribed for medical usage.
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.

*** For those possessing medical marijuana cards, the Gahanna Division of Police follows federal drug guidelines in regard to controlled substances. The federal Controlled Substance Act (CSA) states that marijuana is a Schedule I drug; therefore, any use, even with a medical marijuana card, within the 2 years prior to application date is prohibited.

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

2026 Police Officer Hiring Timeline



Appendix B

Start	End	Process
8.5.2025	9.5.2025	Application Period
2.1.2025	9.5.2025	Written Examination: NTN Civil Service Testing Period
9.8.2025	9.12.2025	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
9.23.2025	9.26.2025	PT Test Administered at Gahanna – Location TBD
9.29.2025	10.3.2025	List certified by Human Resource Director Applicants notified of results and placement on eligible list
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
End of October 2025		Polygraph <ul style="list-style-type: none"> Candidates will receive email from Detective Bureau
11.3.2025	1.1.2026	Background Investigations <ul style="list-style-type: none"> Top 20 candidates begin backgrounds PRADCO quick view Law Enforcement and Emotional Intelligence Assessment
1.5.2026	1.9.2026	Notice to candidates to self-schedule Chief's interview
1.12.2026	1.16.2026	Chiefs Interview of top applicants
1.19.2026	1.23.2026	Conditional Offer of Employment
2.3.2026	2.6.2026	Medical/Psychological/Exam and Drug Screen
2.16.2026		Appointment: HR Processing and Start Dates prior to Academy; Swearing In
4.13.2026	11.13.2026	Columbus Police Academy Begins
December	2026	Academy Graduation
1/2027	4/2027	Field Training Period
May	2027	Solo Patrol Assignment

Appendix C: Physical Fitness Examination Preparation-Regular Police Applicant

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 10 minute rest period between each test.

1. **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.
2. **1 MINUTE PUSH-UP TEST** - One push-up is considered complete if it breaks the horizontal plane with the body parallel to the floor.
3. **1.5 MILE RUN** - The score is in minutes and seconds.

WHAT ARE THE STANDARDS?

1. The minimum acceptable standards published in the following tables are representative of the current OPOTC Physical Fitness Entry Level Benchmarks.
2. The actual performance requirement for each test is based upon norms for a national population sample.
3. 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			
	20-29	30-39	40-49	50 +	20-29	30-39	40-49	50+
1 Minute Push Up (Minimum #)	19	15	10	7	9	7	5	4
1 Minute Sit-Up (Minimum #)	32	28	22	17	23	18	13	7
1.5 Mile Run (Maximum Time in minutes)	14:34	15:13	15:58	17:38	17:49	18:37	19:32	21:31

Date	Lieutenant Promotional Process
October 1, 2025	HR will send an email with application and timeline information to Division of Police
October 16 -30, 2025 at 11:59 PM	<p>Job Posting available online.</p> <p>Applicants may apply at https://www.governmentjobs.com/careers/gahanna/promotionaljobs</p> <p>Applicants must apply online and will be required to create a governmentjobs.com profile. Applicants are encouraged to visit the following link to learn how to set up an account. https://www.governmentjobs.com/Home/ApplicationGuide</p>
Week of November 3, 2025	HR to notify qualified candidates and send self-schedule link for assessment center dates. Information about the assessment center will be sent at this time.
November 19, 2025 Location: City Hall	Lieutenant Assessment Center
December 1, 2025	HR to notify candidates of Assessment Center scores and next steps for the oral board.
December 15, 2025	<p>Article 14.7 – oral board will be completed within 30 days of certification of participants in Assessment Center.</p> <p>Oral Boards conducted at Police Dept and scored by PRADCO.</p>
December 22, 2025	Establishment of Lieutenant Eligible List. Names on list sent to Civil Service Commission.
December 29, 2025	Certification of Eligible List to Division of Police Safety Director by HR. Selection of candidates.
January-March 2026	Newly promoted lieutenant field training program
April 2026	Begin regular assignment

Date	Sergeant Promotional Process
November 2025	HR will send email with application and timeline information to Division of Police
November 26, 2025-December 10, 2025 at 11:59 PM	<p>Job Posting available online.</p> <p>Applicants may apply at https://www.governmentjobs.com/careers/gahanna/promotionaljobs</p> <p>Applicants must apply online and will be required to create a governmentjobs.com profile. Applicants are encouraged to visit the following link to learn how to set up an account. https://www.governmentjobs.com/Home/ApplicationGuide</p>
December 2025	HR to notify qualified candidates for assessment center dates. Information about the assessment center will be sent at this time.
January 13-14, 2026	Sergeant Assessment Center facilitated by OACP
February 2, 2026	HR to notify candidates of Assessment Center scores and next steps for the oral board.
February 16, 2026	<p>Article 14.7 – oral board will be completed within 30 days of certification of participants in Assessment Center.</p> <p>Oral Boards conducted at Police Dept and scored by PRADCO.</p>
February 23, 2026	Establishment of Sergeant Eligible List. Names on list sent to Civil Service Commission.
March 2, 2026	Certification of Eligible List to Division of Police Safety Director by HR. Selection of candidates.
April-June, 2026	Newly promoted sergeant field training program
July, 2026	Begin regular assignment



Gahanna Division of Police

2025 Police Officer Hiring Timeline



Appendix B

Start	End	Process
2.1.2025	3.1.2025	Application Period
8.1.2024	3.8.2025	Written Examination: NTN Civil Service Testing Period
3.17.2025	3.21.2025	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
4.7.2025	4.18.2025	PT Test Administered at Gahanna – Location TBD
4.21.2025	4.25.2025	List certified by Human Resource Director Applicants notified of results and placement on eligible list
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
May 2025		Polygraph <ul style="list-style-type: none"> Candidates will receive confirmation email from HR
6.3.2025	8.1.2025	Background Investigations <ul style="list-style-type: none"> Top 20 candidates begin backgrounds PRADCO quick view Law Enforcement and Emotional Intelligence Assessment
8.11.2025	8.15.2025	Notice to candidates to self-schedule Chief's interview
8.18.2025	8.29.2025	Chiefs Interview of top applicants
9.2.2025	9.5.2025	Conditional Offer of Employment
9.8.2025	11.1.2025	Medical/Psychological/Exam and Drug Screen
11.3.2025	11.24.2025	Appointment: HR Processing and Start Dates prior to Academy; Swearing In
12.8.2025		Columbus Police Academy Begins
July	2026	Academy Graduation
7/2026	10/2026	Field Training Period
October	2026	Solo Patrol Assignment



GAHANNA CIVIL SERVICE COMMISSION APPLICATION PACKET FOR COMMUNICATIONS TECHNICIAN I



“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

1/1/2025		Year 1	Year 2	Year 3	Year 4
Hourly		\$ 26.91	\$ 29.06	\$ 32.27	\$ 36.14
If Annualized		\$55,975.92	\$60,453.12	\$67,114.32	\$75,173.28

- New hires begin at Step 1 and advance to the next step after each year of service

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.

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.

The testing process is detailed in Gahanna Civil Service Rule 12, Police Radio Dispatcher Selection Procedures. To view civil service rules, visit [Civil-Service-Rules-Regulations-Adopted-5.8.19.pdf \(gahanna.gov\)](#) See **Appendix B for 2025 Hiring Timeline and job description.**

Step 1 - Formal Application with the City of Gahanna

Completing the Application

- File an application between January 17, 2025-December 31, 2025 at 11:59 PM, at <https://www.governmentjobs.com/careers/gahanna>
- After the application period, you will receive an invitation 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 Examination

Date and Location of Test

- The entrance examination will be administered by Criticall through an online server.
- The examination will be held remotely once a month.

Examination Information

- You will receive an e-mail from HR at the City of Gahanna letting you know what your test window is to take the test and that you will receive an e-mail directly from Criticall.
- You will receive an e-mail invitation from Criticall directly, make sure to check your spam.
- If you have any IT related issues, contact the support team from Criticall directly as indicated in the e-mail invitation.

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 practical 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 12.09 of the City of Gahanna Civil Service Rules and Regulations.

Offenses in Examination

See Section 12.04 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.

Entrance Examination Appeals - Pursuant to Section 12.02 of the Gahanna Civil Service Rules, all challenges must be made to the City of Gahanna.

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 12.08(c). The following steps will be completed in the selection process:

1. Completion of background investigation paperwork
2. Truth verification examination
3. Comprehensive background investigation
4. Job shadowing experience at the Dispatch Call Center
5. Investigative interviews, including home, neighbor and employer interviews
6. Completion of PRADO Quick View Dispatch and Emotional Intelligence Assessment. This assessment will assist the Division in determining candidate fit in the department culture and organizational goals.
7. 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 an exam and psychological evaluation by a licensed and certified psychologist

Non-sworn Tattoo Policy

Non-sworn members shall not have visible tattoos on the face, forehead, or front-facing portion of the neck. Otherwise, non-sworn personnel may have tattoos so long as the tattoos do not depict obscene, gang-related, sexual, nude, extremist, racist, or otherwise offensive images.

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: chad.cohagen@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

Communications Technicians

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, 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.
2. 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.
3. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
4. 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

Communications Technicians

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. If you possess a driver's license, it must be in a valid status in the state of issuance. Failure to hold auto insurance as required by resident state, if the applicant owns a motor vehicle.
- 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 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.



Gahanna Division of Police

Background Hiring Standards

Communications Technicians

Appendix A



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 one (1) incident without a prescription.
2. Any possession, use, or purchase of marijuana products, including edibles with THC, since application date or any time during the selection process, even if it is prescribed for medical usage.
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.

*** For those possessing medical marijuana cards, the Gahanna Division of Police follows federal drug guidelines in regard to controlled substances. The federal Controlled Substance Act (CSA) states that marijuana is a Schedule I drug; therefore, any use, even with a medical marijuana card, within the 1 year prior to application date is prohibited.

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

2025 Communications Technician I Hiring Timeline

Appendix B



Start	End	Process
1.17.2025	12.31.2025	Application Period
		Email Notice to applicants <ul style="list-style-type: none"> Applicants sent Criticall testing notice
2.18.2025		Criticall Examination Administered <ul style="list-style-type: none"> Applicants that apply by the 18th of the month will be sent the test link and given 10 days to complete. Applicants that apply after the 18th will be sent the test link the following month.
		List certified by Human Resource Director <ul style="list-style-type: none"> Applicants notified of results and placement on eligible list
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
Background process takes approximately 2 months to complete		Background Investigation <ul style="list-style-type: none"> Candidates will receive notice to self-schedule truth verification examination PRADCO quick view Law Enforcement and Emotional Intelligence Assessment
1-2 weeks after background investigation		Notice to candidates to self-schedule Chief's interview
		Chiefs Interview of top applicants
		Conditional Offer of Employment

*Timeline subject to change



GAHANNA CIVIL SERVICE COMMISSION APPLICATION PACKET FOR COMMUNICATIONS TECHNICIAN I



“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

1/1/2025	Year 1	Year 2	Year 3	Year 4
Hourly	\$ 26.91	\$ 29.06	\$ 32.27	\$ 36.14
If Annualized	\$55,975.92	\$60,453.12	\$67,114.32	\$75,173.28

- New hires begin at Step 1 and advance to the next step after each year of service

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.

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.

The testing process is detailed in Gahanna Civil Service Rule 12, Police Radio Dispatcher Selection Procedures. To view civil service rules, visit [6.8.2021 Civil Service Rules & Regulations FINAL \(1\).pdf](#)

See Appendix B for 2025 Hiring Timeline and job description.

Step 1 - Formal Application with the City of Gahanna

Completing the Application

- File an application between August 1, 2025-August 31, 2025 at 11:59 PM, at <https://www.governmentjobs.com/careers/gahanna>
- After the application period, you will receive an invitation 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 Examination

Date and Location of Test

- The entrance examination will be administered by Criticall through an online server.
- The examination will be held remotely once a month.

Examination Information

- You will receive an e-mail from HR at the City of Gahanna letting you know what your test window is to take the test and that you will receive an e-mail directly from Criticall.
- You will receive an e-mail invitation from Criticall directly, make sure to check your spam.
- If you have any IT related issues, contact the support team from Criticall directly as indicated in the e-mail invitation.

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 practical 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 12.09 of the City of Gahanna Civil Service Rules and Regulations.

Offenses in Examination

See Section 12.04 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.

Entrance Examination Appeals - Pursuant to Section 12.02 of the Gahanna Civil Service Rules, all challenges must be made to the City of Gahanna.

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 12.08(c). The following steps will be completed in the selection process:

1. Completion of background investigation paperwork
2. Truth verification examination
3. Comprehensive background investigation
4. Job shadowing experience at the Dispatch Call Center
5. Investigative interviews, including home, neighbor and employer interviews
6. Completion of PRADO Quick View Dispatch and Emotional Intelligence Assessment. This assessment will assist the Division in determining candidate fit in the department culture and organizational goals.
7. 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 an exam and psychological evaluation by a licensed and certified psychologist

Non-sworn Tattoo Policy

Non-sworn members shall not have visible tattoos on the face, forehead, or front-facing portion of the neck. Otherwise, non-sworn personnel may have tattoos so long as the tattoos do not depict obscene, gang-related, sexual, nude, extremist, racist, or otherwise offensive images.

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: chad.cohagen@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

2025 Communications Technician I Hiring Timeline

Appendix B



Start	End	Process
1.17.2025	12.31.2025	Application Period
		Email Notice to applicants <ul style="list-style-type: none">Applicants sent Criticall testing notice
2.18.2025		Criticall Examination Administered <ul style="list-style-type: none">Applicants that apply by the 18th of the month will be sent the test link and given 10 days to complete. Applicants that apply after the 18th will be sent the test link the following month.
		List certified by Human Resource Director <ul style="list-style-type: none">Applicants notified of results and placement on eligible list
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 platformPHS must be submitted prior to oral examination
Background process takes approximately 2 months to complete		Background Investigation <ul style="list-style-type: none">Candidates will receive notice to self-schedule truth verification examinationPRADCO quick view Law Enforcement and Emotional Intelligence Assessment
1-2 weeks after background investigation		Notice to candidates to self-schedule Chief's interview
		Chiefs Interview of top applicants
		Conditional Offer of Employment

*Timeline subject to change



Gahanna Division of Police

2025 Communications Technician I Hiring Timeline

Appendix B



Start	End	Process
8.1.2025	8.31.2025	Application Period
9.2.2025		Email Notice to applicants <ul style="list-style-type: none">Applicants sent Criticall testing link information
9.2.2025	9.12.2025	Criticall Examination Administered Online
9.15.2025	9.19.2025	List certified by Human Resource Director <ul style="list-style-type: none">Applicants notified of results and placement on eligible list
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 platformPHS must be submitted prior to oral examination
10.1.2025	12.1.2025	Background Investigation <ul style="list-style-type: none">Candidates will receive notice to self-schedule truth verification examinationPRADCO quick view Law Enforcement and Emotional Intelligence Assessment
12.8.2025	12.12.2025	Notice to candidates to self-schedule Chief's interview
12.15.2025	12.19.2025	Chiefs Interview of top applicants
12.22.2025	12.29.2025	Conditional Offer of Employment

*Timeline subject to change

Applicant Flow Report

20250117 Communications Technician I

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	67	49	18	73.13%
	Total	67	49	18	73.13%
2.Crticall	Unknown	49	33	1	97.06%
	Total	49	33	1	97.06%
Eligibles Referred	Total	33	33	0	100.00%
Referred Hired	Total	33	0	33	0.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250801 Communications Technician I

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	53	51	2	96.23%
	Total	53	51	2	96.23%
2.Criticall	Unknown	51	22	1	95.65%
	Total	51	22	1	95.65%
Eligibles Referred	Total	22	22	0	100.00%
Referred Hired	Total	22	0	22	0.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250605 Communications Technician II

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	1	0	0	N/A
	Total	1	0	0	N/A
Eligibles Referred	Total	0	0	0	N/A
Referred Hired	Total	0	0	0	N/A
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20251001 Custodial Maintenance Worker

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	23	23	0	100.00%
	Total	23	23	0	100.00%
2.Supplemental Questionnaire	Unknown	23	23	0	100.00%
	Total	23	23	0	100.00%
3.Civil Service Exam	Unknown	23	10	0	100.00%
	Total	23	10	0	100.00%
Eligibles Referred	Total	10	10	0	100.00%
Referred Hired	Total	10	0	10	0.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	25	25	0	100.00%
	Total	25	25	0	100.00%
2.Supplemental Questionnaire	Unknown	25	17	8	68.00%
	Total	25	17	8	68.00%
Eligibles Referred	Total	17	17	0	100.00%
Referred Hired	Total	17	0	17	0.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250319 Facilities Maintenance Coordinator - Parks & Recreation

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	4	4	0	100.00%
	Total	4	4	0	100.00%
2.Min Quals	Unknown	4	4	0	100.00%
	Total	4	4	0	100.00%
Eligibles Referred	Total	4	4	0	100.00%
Referred Hired	Total	4	1	3	25.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250623 Facilities Maintenance Worker II

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	10	5	0	100.00%
	Total	10	5	0	100.00%
2.Written Exam	Unknown	5	3	0	100.00%
	Total	5	3	0	100.00%
Eligibles Referred	Total	3	3	0	100.00%
Referred Hired	Total	3	0	3	0.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250829 Facilities Maintenance Worker II

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	17	11	6	64.71%
	Total	17	11	6	64.71%
2.Supplemental Questionnaire	Unknown	11	7	4	63.64%
	Total	11	7	4	63.64%
Eligibles Referred	Total	7	7	0	100.00%
Referred Hired	Total	7	2	5	28.57%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250908 Fleet Technician

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	4	4	0	100.00%
	Total	4	4	0	100.00%
2.Fleet Written Exam	Unknown	4	3	1	75.00%
	Total	4	3	1	75.00%
Eligibles Referred	Total	3	3	0	100.00%
Referred Hired	Total	3	1	2	33.33%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250908 Fleet Technician

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	11	9	2	81.82%
	Total	11	9	2	81.82%
2.Training and Experience	Unknown	9	6	3	66.67%
	Total	9	6	3	66.67%
Eligibles Referred	Total	6	6	0	100.00%
Referred Hired	Total	6	0	6	0.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	19	14	5	73.68%
	Total	19	14	5	73.68%
2.Min Quals	Unknown	14	11	3	78.57%
	Total	14	11	3	78.57%
3.Training and Experience Review	Unknown	11	11	0	100.00%
	Total	11	11	0	100.00%
Eligibles Referred	Total	11	11	0	100.00%
Referred Hired	Total	11	1	10	9.09%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250110 Police Officer- Lateral

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	72	34	37	47.89%
	Total	72	34	37	47.89%
2.PHS	Unknown	32	18	13	58.06%
	Total	32	18	13	58.06%
3.Physical Fitness Exam	Unknown	18	10	6	62.50%
	Total	18	10	6	62.50%
Eligibles Referred	Total	10	10	0	100.00%
Referred Hired	Total	10	3	7	30.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250201 Police Officer

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	32	31	0	100.00%
	Total	32	31	0	100.00%
2.Written Exam Score Upload	Unknown	31	14	2	87.50%
	Total	31	14	2	87.50%
3.Physical Fitness Exam	Unknown	9	1	8	11.11%
	Total	9	1	8	11.11%
4.Supplemental Questionnaire	Unknown	1	1	0	100.00%
	Total	1	1	0	100.00%
Eligibles Referred	Total	1	1	0	100.00%
Referred Hired	Total	1	0	1	0.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250501 Police Officer

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Close

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	41	41	0	100.00%
	Total	41	41	0	100.00%
2.Written Exam Score Upload	Unknown	41	15	4	78.95%
	Total	41	15	4	78.95%
3.Physical Fitness Exam	Unknown	15	7	6	53.85%
	Total	15	7	6	53.85%
4.Supplemental Questionnaire	Unknown	7	7	0	100.00%
	Total	7	7	0	100.00%
Eligibles Referred	Total	7	7	0	100.00%
Referred Hired	Total	7	0	7	0.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	33	33	0	100.00%
	Total	33	33	0	100.00%
2.Written Exam Score Upload	Unknown	33	13	2	86.67%
	Total	33	13	2	86.67%
3.Physical Fitness Exam	Unknown	13	4	9	30.77%
	Total	13	4	9	30.77%
4.Supplemental Questionnaire	Unknown	4	4	0	100.00%
	Total	4	4	0	100.00%
Eligibles Referred	Total	4	4	0	100.00%
Referred Hired	Total	4	0	4	0.00%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250523 Service Maintenance Worker I

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	3	3	0	100.00%
	Total	3	3	0	100.00%
2.Supplemental Questionnaire	Unknown	3	3	0	100.00%
	Total	3	3	0	100.00%
Eligibles Referred	Total	3	3	0	100.00%
Referred Hired	Total	3	2	1	66.67%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A

Applicant Flow Report

20250728 Service Maintenance Worker I

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Step		Start	Passed	Failed	Pass Rate
1.Application Received	Unknown	28	27	1	96.43%
	Total	28	27	1	96.43%
2.Civil Service	Unknown	27	11	2	84.62%
	Total	27	11	2	84.62%
Eligibles Referred	Total	11	11	0	100.00%
Referred Hired	Total	11	2	9	18.18%
Exam Overall	Unknown	0	0	0	N/A
	Total	0	0	0	N/A