



To: Civil Service Commission
From: Miranda Vollmer, Director of Human Resources
Date: January 7, 2020
Subject: Report from Human Resources

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

Job Title	Department	# of Employees
DEPUTY CLERK OF COURT	Court	2
FORESTRY FOREMAN	Parks and Recreation	1
P&R FACILITIES FOREMAN	Parks and Recreation	1
P&R PARKS FOREMAN	Parks and Recreation	1
FACILITIES MAINTENANCE COORDINATOR	Parks and Recreation	1
DISPATCHER	Police	10
LEAD DISPATCHER	Police	1
LIEUTENANT	Police	3
POLICE OFFICER	Police	47
SECRETARY	Police	1
SERGEANT	Police	6
BUILDING AND HEATING INSP	Public Service	1
CODE ENFORCEMENT OFFICER	Public Service	2
EQUIPMENT OPERATOR	Public Service	12
FACILITIES MAINT COORD	Public Service	1
FLEET TECHNICIAN	Public Service	3
FLEET TECHNICIAN FOREMAN	Public Service	1
STREETS FOREMAN	Public Service	1
UTILITY BILLING SPEC	Public Service	3
UTILITY FOREMAN	Public Service	1
Total		99

2019 Year in Review

The Gahanna Civil Service Commission through the Human Resources Department conducted four (4) examinations in 2019

1. Police Officer. The civil service rules governing the police officer testing process were updated in 2019. The testing plan and associated attachments are contained in exhibit A.

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

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

	Applications	Written Exam	Physical Fitness Exam	Oral Board Exam	Eligible List
Passed	163	84	42	30	30
Failed	5	22	9	3	-
No Show	-	57	33	7	-
Background Removal	-	-	-	2	-
Total	168	163	84	42	30

2. Police Sergeant. The civil service process for police sergeant is contained in Article 19 of the collective bargaining agreement between the City of Gahanna and FOP Lodge #9 (see attached exhibit B). The contract language was recently negotiated and ratified in 2019. The following consultants were used: Bowling Green State University – Institute for Psychological Research, Ohio Association of Chiefs of Police, Ergometrics- National Testing Network.

Test Type: Written Exam – Non-City administered
 Assessment Center – Non- City administered
 Oral Board - City administered and non-city scored

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

	Applications	Written Exam	Assessment Center	Oral Board Exam	Eligible List
Passed	8	8	6	6	6
Failed	-	-	0	-	-
Withdraw	-	-	2	-	-
Total	8	8	8	6	6

3. Police Lieutenant. The civil service process for police lieutenant is contained in Article 19 of the collective bargaining agreement between the City of Gahanna and FOP Lodge #9 (see attached exhibit B). The contract language was recently negotiated and ratified in 2019. The process consisted of an assessment center and oral board examination. The following consultants were used in the process: Bowling Green State University – Institute for Psychological Research (oral board questions and scoring of eligible list) and Ohio Association of Chiefs of Police (Assessment Center).

Test Type: Assessment Center – Non- City administered
 Oral Board - City administered and non-city scored

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

	Applications	Assessment Center	Oral Board Exam	Eligible List
Passed	3	3	3	3
Failed	-	-	-	-
Withdraw	-	-	-	-
Total	3	3	3	3

4. Code Enforcement Officer. The Human Resources Department wrote and conducted the examination.

Test type: Written Exam –City administered

	Applications	Written Exam	Eligible List
Passed	16	10	10
Failed	-	2	-
No Show	-	4	-
Total	16	16	10

The following civil service hires occurred in 2019:

Positions Filled in 2019			
Position	Department	Number	Successfully Passed Probationary Period
Police Officers	PD	3	Still in progress
Police Lieutenants	PD	2	Still in progress
Police Sergeants	PD	2	Still in progress
Code Enforcement Officer	Public Service	1	Still in progress

Gahanna Civil Service Commission

Testing Plan: 2019 Police Officer

I. Job Description Review

The review was completed by HR Director Miranda Vollmer, Deputy Chief Jeffrey Lawless, and Chief of Police Jeffrey Spence. The review was completed in May 2019. The following changes were made:

- Format of job description
- Deletion of repetitive job tasks
- Minimum qualification: addition of age restrictions per Gahanna Code 139.04

II. Civil Service Rules Review

The review was completed by HR Director Miranda Vollmer, HR Administrator Melissa Jackson, Deputy Chief Jeffrey Lawless, and Chief of Police Jeffrey Spence. The following changes were recommended by the Civil Service Commission to City Council for approval:

3.03 – removed “he”

Rule 12- Dispatcher

- Deleted 12.02 and added to 12.01 for clarity
- Removed – take test first then apply

12.03 Entrance examinations

- moved second paragraph under (a)
- Added steps for examination process (easy to follow)
- (a) – challenges to non-city testing facility addressed to facility not CSC
- (b)- number of applicants advancing. Changed for efficiency
 - Oral board panel – restructure of reporting at Police dictated the change

12.04 conduct of examinations

- added ID number to ensure grading process is done confidentially

12.09 Eligibility List

- moved to 1 year list. Difficult time recruiting dispatchers
- number of candidates on list- ensure always adequate number of names on list for background purposes. Typically process 3 candidates for every 1 vacancy.

Rule 13 Police officer selection

- deleted section 13.02
- removed – take test first then apply. Change to apply first then test. Expedites hiring process and ensures candidate receives applicable information from Gahanna prior to using non-city test facility
- merged remainder of 13.02 with 13.01 for clarification and easy understanding

13.03- Entrance Examinations

- created list of steps in the examination process. Removed repeating information
- moved second paragraph under (a)
- includes challenges go to non-city testing facility
- (b) physical fitness test - # of candidates moving to PT test determined by HR Director based on anticipated # of vacancies. Stated in job posting. Must pass written exam

- (c) oral examination – must pass written and PT test. # of candidates moving to PT test determined by HR Director based on anticipated # of vacancies. Stated in job posting.
 - Oral board members – updated to include all police officers who want to participate and at least one training officer and one supervisor. Change was to ensure diverse panels and give opportunity for all officers to participate. And limited number of supervisors, need to ensure all are trained to assist as needed.

13.04 – Conduct of Examinations

- added ID number to ensure grading process is done confidentially

13.09- Eligibility List

- if less than 12 remaining applicants on the eligible list, can add more names up to total 20. This is to ensure have enough candidates to process through backgrounds. Typically need 3 candidates for 1 vacancy. Prior rules vague on how additional names were added.

Ordinance 0034-2019 was passed on May 8, 2019 and the updates to the rules were effective immediately.

III. Timeline

See Attachment A.

IV. Recruiting Strategies

The following advertisements were completed:

- City of Gahanna social media sites, throughout posting period
- Targeted twitter postings
- Gahanna Division of Police social media sites, throughout posting period
- Columbus Dispatch, Sunday and Wednesday in printed newspaper and job boards throughout the posting period

V. Background Standards

The standards were reviewed by HR Director Miranda Vollmer, Deputy Chief Jeffrey Lawless, Sgt. Chad Cohagen and Chief of Police Jeffrey Spence. After a discussion, the standards were updated on April 22, 2019. See Attachment B.

VI. Applicant Packet

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

VII. Applications

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

VIII. Entrance (Written) Examination

The 2019 written examination is being conducted by Ergometrics, National Testing Network (NTN). Candidates invited to the written examination were directed to the NTN website to schedule and complete testing. The written examination was completed from March 1, 2019 – June 21, 2019. All candidate appeals for the written examination were handled by NTN and not the Gahanna Civil Service Commission as stated in Rule 13.02.

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

IX. Physical Fitness Test

The physical fitness test (PT) was completed on July 13 and 14 at the Gahanna Middle School South. Candidates must successfully pass the PT test in order to be eligible to move to the oral board phase. 75 candidates moved to the oral board phase.

X. Oral Board

The oral board examination was held during the week of July 25 – August 2, 2019.

XI. Eligible List Creation

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

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



Gahanna Division of Police

2019 Police Officer Hiring Timeline



Start	End/ Due	Process	Responsible
5.21.19	6.18.19	Job Announcement and Social Media Site Postings <ul style="list-style-type: none"> Facebook (PD and City Web Sites) Twitter, Nextdoor Columbus Dispatch w/minority postings Police Specific Site Postings Public Location Postings Collegiate/Academic visits and posts Focused minority/gender based efforts 	HR/PD Admin Sgt. Millenbaugh
5.13.19	5.17.19	Recruitment Supporting Requisitions Submitted <ul style="list-style-type: none"> NEOGOV/NTN contract and requisitions Psychological exam Police pension pre-employment physical exam and drug screen Credit Bureau Checks Academy uniform contingency Academy ammunition Duty uniforms, and initial issue Secure track at Middle School South for PT Testing and classroom for Orientation Meetings 7.13.19 and 7.14.19 	HR PD PD PD Sgt. Millenbaugh and Damian Murray HR/Nancy Sgt. Millenbaugh and Staff
5.21.19	6.18.19	NEOGOV Application Period Begins <ul style="list-style-type: none"> Postings include general process outline and timelines Postings include disqualifiers Postings including EOE Statement Collection of voluntary demographic information At all phases adverse impact results provided to police admin. Ensure closure of Application Period 	HR HR HR HR HR HR
3.1.19	6.21.19	NTN Civil Service Testing Period <ul style="list-style-type: none"> Administration and oversight of Civil Service testing process selected by the City Questions regarding eligibility or issues with NTN testing 	HR HR
6.26.18	6.28.19	Notification to Passing Candidates <ul style="list-style-type: none"> Electronic e-mail notification to passing and failing candidates. 	HR



Gahanna Division of Police

2019 Police Officer Hiring Timeline



Start	End/Due	Process	Responsible
6.26.19	6.28.19	Notice to Top Passing Applicants to Take PT Test <ul style="list-style-type: none"> Electronic e-mail notification to top 75 applicants to take PT test on 7.13.19 and 7.14.19. 	HR
7.13.19	7.14.19	PT Test Administered to Top 75 Applicants <ul style="list-style-type: none"> PT Test provided to top 75 Applicants Date of test weather call to activate rain date notification of cancellation and rescheduled date and time if severe weather cancels PT results provided to HR and PHQ emailed to passing Applicants 	Sgt. Millenbaugh HR HR HR
7.14.19	8.03.19	Applicants Complete PHQ <ul style="list-style-type: none"> Letter indicates PHQ is required to be submitted to HR prior to panel interview. Letter indicates questions may be referred to HR Director Miranda Vollmer Passing PT applicants scheduled for panel interview date and time via electronic notification Schedule conflicts and or changes addressed 	HR HR/DC Lawless HR HR
7.13.19	7.14.19	Applicant Information Sessions (Sat/Sun) <ul style="list-style-type: none"> Saturday at 7a.m.-8 a.m. Middle School PT test site (Set up – tear down) Sunday at 7 a.m.- 8 a.m. Middle School PT Test site (Set up – tear down) Applicants provided info on background process, disqualifiers, academy, police work, expectations and remaining timelines to hire. HR and police recruitment personnel available afterwards to address disqualifiers in semi-private setting. Clear lines of disqualification addressed all subjective issues addressed by HR 	HR Sgt. Millenbaugh HR Sgt. Millenbaugh DC Lawless HR/DC Lawless HR



Gahanna Division of Police

2019 Police Officer Hiring Timeline



Start	End/Due	Process	Responsible
7.25.19	8.2.19	Panel Interview Scoring Top 45 Candidates <ul style="list-style-type: none"> Selection and training of Panel members as early as possible Applicant list as of 8.19.19 provided to panel for potential conflicts Interview location, schedule, and questions to be determined Coordination once panel members, schedule and location determined If PHQ has not been received no panel interview. Assist HR in panel interview logistics Panel Interviews Date 7.29-8.2 2019 Times TBD Coordinate panel meeting rooms and logistics Panel Interview results provided to applicant 	HR/DC Jeff Lawless Sgt. Kissel HR/PD Admin Sgt. Kissel HR HR HR HR HR HR Sgt. Kissel
8.9.19	8.9.19	List certified by Human Resource Director <ul style="list-style-type: none"> Results of testing and certified list provided to police administration Applicants notified of results of testing, rank, length list is good for, notification to HR if change of address and appeal process. HR maintains active lists and addresses 	HR HR HR
8.9.19		PHQ's and List provided to Investigative Bureau <ul style="list-style-type: none"> Unranked list of top 20 candidates and accompanying PHQ's provided to Det. Sgt. Cohagen for background processing phase 	HR/Sgt. Cohagen
8.9.19	9.27.19	Backgrounds Conducted <ul style="list-style-type: none"> Backgrounds conducted including credit check, Truth Verification, LE fingerprinting, in home interview, and examination for disqualifiers and backgrounds Weekly updated list and progress provided to HR and police admin. Waived and disqualified applicants provided to HR with supporting documents Subjective issues referred to HR Director 	Sgt. Cohagen Assigned Investigators Sgt. Cohagen HR HR



Gahanna Division of Police

2019 Police Officer Hiring Timeline



Start	End/Due	Process	Responsible
9.27.19		Backgrounds Complete <ul style="list-style-type: none"> Disqualified or waived applicant information with copies of supporting documents sent to HR (completed packet to Records) Successful applicant packets to admin for review during Chief's interview phase Applicants not waived or disqualified notified of chief's interview schedule date and time Applicants who waive or are disqualified after notified further interviews cancelled All backgrounds completed as pass/fail 	Sgt. Cohagen Sgt. Cohagen HR Staff Sgt. Cohagen
9.30.19	10.4.19	Chiefs Interview of applicants <ul style="list-style-type: none"> Selection Executive Staff members Scheduling Applicant Interviews 	Chief of Police PD Admin/HR
10.7.19		Recommendation for Offer of Employment <ul style="list-style-type: none"> Chief's recommendation to Safety Director for conditional offer of employment Letter and packet provided to Safety Director for review and approval/denial 	Chief Spence PD Admin
10.11.19		Conditional Offer of Employment <ul style="list-style-type: none"> Letter and notification to applicant of conditional offer of employment upon Safety Directors approval Applicant given 5 days to respond Contingent applicants packets available to be considered immediately if an applicant declines Earliest selected for prescheduled exams in case of failure to allow contingent applicant time to complete. 	HR HR/PD Admin Sgt. Millenbaugh
10.16.18	10.26.18	Medical/Psychological/Exam and Drug Screen <ul style="list-style-type: none"> Applicant advised of prescheduled physical, psychological, and drug screen tests Completed tests and results directed to HR Successful applicant test results forwarded to police admin for inclusion in medical file 	HR Staff/ Sgt. Millenbaugh



Gahanna Division of Police

2019 Police Officer Hiring Timeline



Start	End/Due	Process	Responsible
11.4.19		Request for Appointment <ul style="list-style-type: none"> Results received and request for appointment sent to Safety Director for letter of appointment Council Clerk advised of anticipated swearing in for new officer at council 	PD Admin Director Thomas PD Admin
11.4.19	11.12.19	Appointment <ul style="list-style-type: none"> Safety Director provides applicant a letter of appointment, start date, and swearing in information 	HR Dir. Thomas
11.4.19	11.12.19	HR Processing <ul style="list-style-type: none"> Recruit completes HR processes for hiring including payroll, benefits, and related new employee training and orientation 	HR Staff Sgt. Millenbaugh
11.12.19		Recruit Info, due to CPD Academy (non-certified) <ul style="list-style-type: none"> Recruit enrollment paperwork and scheduling for PT test and orientation meetings Sgt. Millenbaugh is single point of contact while in academy 	Sgt. Millenbaugh Sgt. Millenbaugh
11.19.18		Swearing In <ul style="list-style-type: none"> Recruit notified family welcomed Division personnel notified (Chief of Police) 	HR Staff PD Admin
TBD		CPD orientation and pre-academy testing <ul style="list-style-type: none"> CPD pre academy PT Test CPD Academy physical if required OPOTC (within 60 days of academy) CPD academy orientation meeting 	Sgt. Millenbaugh HR and Sgt. Millenbaugh
Dec. 2019		CPD Academy Begins <ul style="list-style-type: none"> Single Point of Contact established 	Sgt. Millenbaugh
July	2020	CPD Graduation	Chief/Deputy Chief
7/2020	10/2020	Field Training Period	Lt. Moffitt
October	2020	Solo Patrol Assignment	PD Admin



Gahanna Division of Police Background Hiring Standards

Appendix A



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

A. Honesty/Falsification:

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

B. Personal History:

1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws for police officer applicants.
2. Verified or admitted physical or emotional abuse of one's spouse, ex-spouse, child, stepchild, and parent or any other relative or person with whom one lives, has a relationship or has had a relationship.
3. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
4. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
5. Verified or admitted sexual abuse of another.

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.

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.



Gahanna Division of Police Background Hiring Standards

Appendix A



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

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

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

G. Criminal Activity:

1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
2. Any insurance claims or applications for welfare, workers' compensation, unemployment compensation or other public assistance benefit program determined to be fraudulent by the body overseeing the claim, compensation, or benefit program.
3. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed in these standards.
4. Any admission or conviction of an offense, as a juvenile, of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.
5. Any admission or conviction of a M-1 or M-2 misdemeanor offense, as an adult, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).
6. 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).
7. 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.



Gahanna Division of Police Background Hiring Standards

Appendix A



H. Controlled Substances:

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

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

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

I. Applicant Non-Responsiveness:

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



GAHANNA CIVIL SERVICE COMMISSION APPLICATION PACKET FOR POLICE OFFICER



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



Respect - Commitment - Integrity - Professionalism

Salary Range

Pay rates are established through negotiations with the Fraternal Order of Police (FOP). As of January 1, 2018, rate of pay will be as follows:

<i>Police Officer</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>
<i>Hourly</i>	\$27.39	\$30.04	\$34.65	\$43.43
<i>If Annualized</i>	\$56,971.20	\$62,478.30	\$72,067.78	\$90,344.21

Step 1 is the hiring rate for Police Officers except that the City may start a new hire at Step 2 if he/she is currently certified as having completed the Ohio Peace Officers Training Program and has proven law enforcement experience. The City may start a new hire at Step 3 if he/she is currently certified as having completed the Ohio Peace Officer Training Program and has at least three (3) years proven full time experience with municipal law enforcement.

Statement of Hiring Standards

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

Police Officer Civil Service Process

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

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

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

Step 1 - Formal Application with the City of Gahanna

Completing the Application

The City of Gahanna is accepting applications from May 22, 2019- June 18, 2019. Visit <https://www.governmentjobs.com/careers/gahanna> to apply for the police officer position. After completing the application, you will receive an invitation or pre-approval within 24 hours inviting you to Step 2 of the testing process.

Claiming Military Service Credit

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

Step 2 - Entrance (Written) Examination

Examination Deadline

The written examination is completed through the National Testing Network. **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.

All testing must be completed between March 1, 2019 and June 21, 2019. Examination dates close to our deadline fill up quickly. 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. 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.** The use of cellular phones will be prohibited during the examination. No cellular phones, taping, video, or picture taking devices will be allowed in the testing room.

The examination will consist of the following concepts:

Judgment; Human Interaction; Responding Calmly to Provocation; Unbiased Enforcement; Social Maturity and Ethics; Handling Authority; Gaining Cooperation; Observation and Analysis; Reading; Writing.

A candidate must score at least 70% in each test section to pass the exam. All candidates passing the written examination will be invited to the physical fitness test.

Examination Fee

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

Step 3 - Physical Fitness Examination

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

Date and Location of Examination

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

Time: Registration begins 30 minutes prior to testing time.

Dates: Saturday, July 13, 2019 at 8:00 AM
Saturday, July 13, 2019 at Noon
Sunday, July 14, 2019 at 8:00 AM

*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. If you need to request a change, you will do so as part of your online application.

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

Standards and Preparation for the Physical Fitness Examination

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

Step 4 – Oral examination

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

The oral examination will be held during the week of July 25, 2019- August 2, 2019. Candidates invited to the oral examination will receive an email invitation to self-schedule a date and time.

Eligibility List

Creation of Eligibility List

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

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

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

Removal from Eligibility List

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

Offenses in Examination

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

Appeals

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

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

Physical Fitness Examination Appeals

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

Selection Process completed by the Gahanna Division of Police

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

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

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

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

Contact Information

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

Human Resources Department: hr@gahanna.gov or 614-342-4457

Police Recruitment Officer: police.recruiting@gahanna.gov

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

Accommodation/Interpreter

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

Public Records

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



Gahanna Division of Police Background Hiring Standards

Appendix A



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

A. Honesty/Falsification:

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

B. Personal History:

1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws for police officer applicants.
2. Verified or admitted physical or emotional abuse of one's spouse, ex-spouse, child, stepchild, and parent or any other relative or person with whom one lives, has a relationship or has had a relationship.
3. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
4. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
5. Verified or admitted sexual abuse of another.

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.

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.



Gahanna Division of Police Background Hiring Standards

Appendix A



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

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

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

G. Criminal Activity:

1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
2. Any insurance claims or applications for welfare, workers' compensation, unemployment compensation or other public assistance benefit program determined to be fraudulent by the body overseeing the claim, compensation, or benefit program.
3. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed in these standards.
4. Any admission or conviction of an offense, as a juvenile, of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.
5. Any admission or conviction of a M-1 or M-2 misdemeanor offense, as an adult, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).
6. 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).
7. 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.



Gahanna Division of Police Background Hiring Standards

Appendix A



H. Controlled Substances:

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

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

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

I. Applicant Non-Responsiveness:

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



Gahanna Division of Police

2019 Police Officer Hiring Timeline



Start	End/ Due	Process
5.22.19	6.18.19	Job Announcement and Social Media Site Postings
5.22.19	6.18.19	NEOGOV Application Period
3.1.19	6.21.19	NTN Civil Service Testing Period
6.26.19	6.28.19	Notification to Passing Candidates
6.26.19	6.28.19	Notice to Applicants to Schedule PT test
7.13.19	7.14.19	PT Test Administered <ul style="list-style-type: none"> Sat 7.13.19 8 am and noon Sun 7.14.19 8 am
7.14.19	8.03.19	Personal History Questionnaire <ul style="list-style-type: none"> PHQ must be submitted prior to panel interview.
7.25.19	8.2.19	Panel Interview Scoring Top 75 Candidates <ul style="list-style-type: none"> Panel Interview Date 7.29-8.2 2019 Times TBD
8.9.19	8.9.19	List certified by Human Resource Director <ul style="list-style-type: none"> Applicants notified of results of testing
8.9.19	9.27.19	Background Investigations <ul style="list-style-type: none"> Top 20 candidates begin backgrounds
9.30.19	10.4.19	Chiefs Interview of top applicants
10.11.19		Conditional Offer of Employment
10.16.19	10.26.19	Medical/Psychological/Exam and Drug Screen
11.4.19	11.12.19	Appointment
11.4.19	11.12.19	HR Processing and Start Dates prior to Academy
11.19.19		Swearing In
12/2019		CPD Academy Begins
July	2020	CPD Graduation
7/2020	10/2020	Field Training Period
October	2020	Solo Patrol Assignment



Position Description

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

General Description:

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

Essential Functions of Work:

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

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

Important Functions:

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

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

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

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

Material and Equipment Used:

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

Minimum Qualification:

Education and Experience:

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

Licenses and Certificates:

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

Knowledge, Skills, and Abilities:

Knowledge of:

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

Skill in:

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

Ability to: (Mental and Physical):

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

Job Location:

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

Working Conditions:

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

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

Employee Acknowledgement and Receipt

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

_____	_____	____/____/____
Print Employee Name	Employee Signature	Date

Appendix C: Physical Fitness Examination Preparation

HOW WILL PHYSICAL FITNESS BE MEASURED?

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

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

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

WHAT ARE THE STANDARDS?

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			
	20-29	30-39	40-49	50 +	20-29	30-39	40-49	50+
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