

OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: September 9, 2014
NO: M22-14

CLASSIFICATION TITLE
POLICE OFFICER
(Canton Police Department)

STARTING SALARY
\$34,000 - (with OPOTC Certification)
\$31,000 - (without OPOTC Certification)

SALARY AFTER ONE YEAR
\$35,374

FILING OF APPLICATION

Application must be made on the special preliminary application form (not the regular Civil Service application) available in the office of the Canton Civil Service Commission, 3rd Floor, Canton City Hall, 218 Cleveland Ave. SW, Canton, Ohio or may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Click on "View City Jobs" and then on the Police links. Application must be on file no later than Friday, October 10, 2014. Forms may be returned between the hours of 8:30 a.m. and 3:30 p.m.

Mailed applications must be clearly postmarked on or before October 10, 2014. The mailing address is Canton Civil Service Commission, Canton City Hall, Third Floor, 218 Cleveland Avenue SW, P.O. Box 24218, Canton, OH 44701-4218. If you choose to use the United States Postal Service, you may wish to consider "Certified Mail" as a way to verify our receipt of your documents. You **MUST** enclose the following:

1. A special preliminary police application
2. A clear copy of your current, valid driver's license.
3. A \$20 application filing fee. Cash, checks or money orders made payable to the "City of Canton".
NOTE: THE \$20 FILING FEE IS NON-REFUNDABLE.
3. If you will be returning the application, driver's license, \$20 filing fee and any documentation by mail, you **MUST** include a 10" x 13" self-addressed, stamped catalog envelope (\$3.32 postage required) with your application so that we may mail you your Test Preparation Manual. **NO ENVELOPE ENCLOSED, NO STUDY GUIDE SENT.**

FAILURE TO INCLUDE DRIVER'S LICENSE COPY OR \$20 FILING FEE WILL VOID YOUR APPLICATION. APPLICATIONS WILL NOT BE ACCEPTED AFTER THE DEADLINE. THERE WILL BE NO EXCEPTIONS.

The applicant will receive a Test Preparation Manual when application is submitted with all proper documentation. This Test Preparation Manual is to be used to study for the examination, and is to be returned to the Civil Service Commission at the written examination on November 4, 2014.

If the applicant is unable to appear for the written examination, the Test Preparation Manual **MUST** be returned to the Civil Service Commission, 218 Cleveland Ave. SW, City Hall, 3rd Floor, Canton, OH 44702. **ANY APPLICANT NOT RETURNING THE TEST PREPARATION MANUAL WILL BE ADDITIONALLY CHARGED FOR THE MANUAL.**

WRITTEN EXAMINATION - TUESDAY, NOVEMBER 4, 2014

CHECK-IN: 4:00 p.m. (no candidate will be admitted after 4:00 p.m.)
EXAM: IMMEDIATELY FOLLOWING CANDIDATE CHECK-IN
LOCATION: Canton Civic Center, Main Arena, 1101 Market Avenue North, Canton, Ohio 44702
SCOPE: The written examination will consist of questions related to the Test Preparation Manual which the applicant will receive at the time of filing the application.

ADMITTANCE TO WRITTEN EXAMINATION

To be admitted to the examination, applicants must present their valid driver's license and Test Preparation Manual to the examiners. **NO PERSON WILL BE ADMITTED TO THE EXAMINATION WHO DOES NOT PRESENT THEIR DRIVER'S LICENSE AND TEST PREPARATION MANUAL TO THE EXAMINERS.**

APPLICATION STANDARDS

To apply, you must meet the qualifications given below:

- *** You must be at least 21 years of age on or before November 4, 2014 and you must be appointed before your 35th birthday. **NO POLICE OFFICER SHALL BE APPOINTED AFTER THEIR 35TH BIRTHDAY. THERE ARE NO EXCEPTIONS.**
- *** You must possess a valid driver's license issued by your state of residence.
- *** You must be a high school graduate or possess a G.E.D.
- *** You must be a citizen of the United States or have legally declared your intention of becoming a United States Citizen.
- *** You must never have been convicted of a felony.
- *** You must have vision correctable to 20/20 and normal color vision.

CAUTION: YOU WILL BE DISQUALIFIED IF IT IS FOUND THAT YOU...

- *** Have made false statements or concealed any material fact, or practiced, or attempted to practice any deception or fraud in your application, or in your examination or in establishing your eligibility.

TESTING PROCESS

The testing process will consist of three components which will be individually scored and added together for a total composite score. The three components are a written examination, a physical fitness test and an oral interview. The written examination will count as 70% of your total grade, the physical fitness test as 20% and the oral interview as 10%. An applicant's overall composite score plus bonus credits shall be the basis for the ranking of candidates on an eligibility list. The following is a brief overview of each of the testing phases.

WRITTEN EXAMINATION

The written examination will be given on Tuesday, November 4, 2014 starting at 4:00 p.m. at the Canton Civic Center, Main Arena, 1101 Market Avenue North, Canton, OH.

The test publisher will score the examinations and make a cutoff recommendation based upon the difficulty level of the test as identified by police officers who participated in the validation study. The cutoff score is based upon statistics resulting from the overall groups' test performance and therefore we are unable to provide information on what the final cutoff score will be. The test publisher uses a court-defensible and job-related method to establish this cutoff score. This process is designed to identify those candidates who have obtained scores at or above the minimum competency level required for successful job performance.

The written examination will count 70% of the total composite score (if 100% is the score, it will count as 70 points of the total composite score).

PHYSICAL FITNESS TEST

The next step is the Physical Fitness Test. This examination will be scheduled at a later date. In order to take this exam, you must have passed the written examination. You will need to receive medical clearance from a physician. Details of this examination will be provided to applicants who have passed the written examination. All candidates who pass the physical fitness examination will receive 100% on that event. The physical fitness exam is 20% of the total composite score and passing the exam would mean that you would receive 20 points.

ORAL EXAMINATION

The final step in the testing process is the oral examination. To be eligible for this examination, applicants **MUST** have passed the written examination and the physical fitness test. The oral examination will count 10% of the total composite score. The oral examination will be given by a committee appointed by the Civil Service Commission to measure the applicant's appearance, demeanor and communication skills. Applicants meeting the requirements will be scheduled for their oral interview date after successfully completing the physical fitness examination. The oral examination will take approximately 15 minutes.

BONUS CREDIT - DOCUMENTATION & STANDARDS

Bonus credits shall be added only if the candidate passes all three (3) test components. All credits will be added to the final composite score provided candidates submitted the necessary documentation when required.

1. **Veteran's Preference:** Upon receiving a passing score, a twenty percent (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard who has completed more than 180 days of active duty service. (ORC 124.23C)

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given upon receiving a passing score (ORC 124.23C). Applicant must submit a certificate of service or honorable discharge (Form DD-214 – Long version) when required to receive the bonus credit.
2. **Bachelor's Degree:** Upon receiving a passing score, a twenty percent (20%) bonus will be granted if diploma or transcript of college grades are submitted when required (unofficial transcripts are acceptable). Credit will be granted if all degree requirements are met by October 10, 2014 and documentation is received when required.
3. **Associate's Degree:** Upon receiving a passing score, a ten percent (10%) bonus will be granted. Documents for this credit include a copy of a college diploma provided the name of the degree, i.e., Criminal Justice is named on the diploma or a transcript of college grades (unofficial transcripts are acceptable). Credit will be granted if all degree requirements are met by October 10, 2014 and documentation is received when required.
4. **Ohio Peace Officer Certification:** Upon receiving a passing score, a twenty (20%) percent bonus will be granted to all persons who possess a current, valid Ohio Peace Officer Basic Training (OPOBT) Certificate issued by the Ohio Peace Officers Training Commission; or a "Letter of Completion" issued by a school certified by the State of Ohio which may be immediately converted to a OPOBT Certification without restriction or the need for additional or supplemental training. A verification letter of training to open enrollment students issued through the Ohio Peace Officer Training Council will also be acceptable for the bonus credit. Out of state police certification will not qualify for the bonus credit. Persons must submit proof of Ohio Certification or training when required to receive bonus points.
5. **Safety Forces Mentoring Program Certificate of Successful Completion.** Upon receiving a passing score, a twenty (20%) percent credit will be granted to all persons who hold a Certificate of Successful Completion of the City of Canton Safety Forces Mentoring Program. Certificate must be submitted when required.
6. **City Residency:** A five (5%) percent bonus credit will be granted to all persons who have maintained permanent residence within the corporate boundaries of the City of Canton for six (6) months or more on or before November 4, 2014. No documentation is required with the application, however, proof of residency may be required at a later date.

TO RECEIVE BONUS CREDIT FOR NUMBERS 1-5, DOCUMENTATION MUST BE SUBMITTED WHEN REQUIRED AND APPLICANT MUST ATTAIN THE MINIMUM PASSING GRADE. THE MAXIMUM BONUS CREDIT ALLOWABLE IS 20%.

ACCOMMODATIONS

If you have a disability requiring an accommodation at any phase during the testing process, please advise the Civil Service Commission Office as soon as possible so that the steps necessary to accommodate your needs can be met. Failure to do so may result in the City's inability to accommodate the disability.

COMPLETION OF TESTING PROCESS

Candidates who pass the written and physical examinations will be required to complete a lengthy, detailed application form and to supply a transcript of high school grades. This application form will be given to the candidate upon his/her successful completion of the physical fitness examination and will be turned in to the Civil Service Commission Office at the time of the candidate's oral interview along with high school grade transcripts. Any and all bonus documentation needs to be turned in no later than the oral interview examination.

CERTIFICATION OF RESULTS

A candidate is declared eligible for employment upon successful completion of all facets of the testing process. Eligible candidates will be ranked in grade order from highest to lowest scores according to their composite scores from the written, physical fitness, and oral examinations plus any applicable bonus credit(s) provided the minimum passing score is attained and bonus credit documentation is provided. The eligibility list will be valid for a one-year period.

THE HIRING PROCESS

The hiring process begins with a formal request from the City Administration to employ a number of Police Officers. The Civil Service Commission will forward the appropriate number of names of the highest scoring candidates to the Administration.

Candidates will then be required to undergo a background investigation conducted by the Canton Police Department. Candidates will be scheduled to appear before an interview Committee composed of representatives of the Canton Police Department which will take approximately one (1) hour to complete. The Safety Director shall be notified of the results of the interviews and the Committee's recommendations. Those candidates selected by the Safety Director will then be required to undergo the examinations described below.

PHYSICAL/PSYCHOLOGICAL EXAMINATION

All candidates for Police Officer must submit to and successfully pass a physical and psychological examination by a licensed physician designated by the Civil Service Commission before being appointed to the position of Police Officer.

DRUG SCREENING REQUIRED

All candidates for Police Officer must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to, marijuana, hashish, "crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates, and hallucinogens.

EQUAL EMPLOYMENT

The City of Canton is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

DUTIES

The Police Officer's area(s) of responsibility shall provide for prevention and suppression of crime, protection of life and property. Apprehension and prosecution of offenders, preservation of regulatory measures, and preservation of peace. The individual shall maintain firearms and equipment in a functional, presentable condition. The Police Officer shall conduct him/herself in accordance with the highest ethical standards, both on and off duty.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**