

## **Police Officer (Full-Time)**

### **City of Beavercreek**

The City of Beavercreek is seeking OPOTA certified candidates for the position of Police Officer starting pay is \$49,733 (\$23.91/hr). Applicant packets may be obtained at the Beavercreek City Hall, 1368 Research Park Dr. Beavercreek, OH 45432 beginning May 16 – May 27<sup>th</sup>, Mon-Fri 8am to 5pm. There will be a \$20.00 application packet pick-up fee (cash/check only). Please return your completed application packet information to: Human Resources Dept., 1368 Research Park Drive, Beavercreek, OH 45432. **Deadline for submitting applications is 5:00 P.M. May 27, 2011.** Additional information is available at [www.ci.beavercreek.oh.us](http://www.ci.beavercreek.oh.us) The City of Beavercreek is EEO and ADA Compliant. M/F/D Drug-Free Workplace/Women and Minorities are encouraged to apply.

05/05/2011

## **Beavercreek Police Department 2011 Applicant Information**

### ***Police Officer***

**A challenging and rewarding career awaits you as a Police Officer with the City of Beavercreek Police Department.**

The City of Beavercreek is accepting applications for the position of OPOTA certified entry-level police officer. A detailed job description is included with this material. Beavercreek Police department is a nationally accredited law enforcement agency with a tradition of service excellence and a strong community oriented policing philosophy. We serve a growing, progressive community situated in the western portion of Greene County, Ohio. The community has a diverse retail and commercial base with a population of approximately 45,193 (2010 census).

#### **SALARY AND BENEFITS**

The successful applicant will receive salary and benefits that compare favorably with those offered in business or industry. The 2011 base salary of a Beavercreek police officer at the date of appointment is \$49,733 (23.91/hr). Salary progresses incrementally to \$66,934 (32.18/hr). Officers receive shift differential pay, paid vacations, holiday pay, weekend differential pay, personal allowance days and opportunities for overtime payment and/or compensatory time. Additional benefits include an educational incentive bonus, seniority bonus and an attendance bonus.

#### **Additional benefits include:**

- Group Hospitalization and Medical Insurance (partial employee pay)
- Prescription Program
- Dental Coverage
- Vision Care
- Group Life Insurance
- Workers Compensation Protection
- Occupational Injury Leave
- Tuition Reimbursement Program
- Deferred Compensation Program
- Employee Assistance Program

#### **MINIMUM QUALIFICATIONS**

Applicants for the position must meet the following minimum qualifications at the time of appointment.

- Possess OPOTA or out of state police officer certification on the date of appointment (OPOTA mandates must be completed and current)
- Be at least 21 years old @ time of appointment
- Be a United States Citizen

- Possess a valid State of Ohio vehicle operator's license.
- Possess a high school diploma or GED equivalent.
- Must be able to work an 80-hour biweekly schedule including weekend, evenings, nights and holidays on an assigned shift.
- Must be available for on call work

Applicants must also:

- Obtain satisfactory (minimum 70%) scores on written examination.
- Successfully pass other screening tests as required prior to appointment, including a physical agility test, polygraph test, background check, oral interview, psychological evaluation, post polygraph and medical examination.

### **APPLICATION PROCESS**

Applications are available at the City of Beavercreek Municipal Building, 1368 Research Park Drive, 8 a.m. to 5 p.m., Monday through Friday. Additional information is available at [www.ci.beavercreek.oh.us](http://www.ci.beavercreek.oh.us). There will be a \$20.00 application packet pickup fee. (No credit cards) All applicants **must** complete the application thoroughly and accurately.

**The deadline for return of the completed application will be Friday, May 27, 2011 @ 5 p.m.** *Failure to complete the application, return required documents and within a timely submission will constitute grounds for rejection (other than minor omissions). The failure to disclose truthfully all material and relevant information shall also constitute grounds for rejection or dismissal if discovered subsequent to appointment.*

### **Testing Procedures and Qualification Process-Eligibility List**

The selection process for appointing probationary police officers the Beavercreek Police Department has 10 progressive steps:

#### **1. Pick up and submission of a preliminary application.**

Included within the application picked up at city hall will be a test study guide for the written examination to be administered on Tuesday, June 21, 2011, from 1800-2000 hrs.

#### **Special Instructions for the Application**

- a. Your application will be processed by the City of Beavercreek
- b. Print or type clearly and legibly in ink.
- c. Return your application personally to the City of Beavercreek city hall by, Friday, May 27, 2011 @ 5:00 P.M.
- d. If you are currently a law enforcement officer, complete the Law Enforcement Questionnaire and return it with your application.
- e. Complete and sign the waiver and release forms with the application and return them.
  1. Affirmative Action Form (Voluntary submission)
- f. The following documents **MUST** be included with the application:
  1. Copy of Driver's license
  2. High School Diploma or equivalent

3. Military Form DD-214, if applicable
4. Certificates of completion of Ohio Peace Officer Training Academy specialized courses, certificates of “mandate” class completion and technical or trade schools, etc.
5. Three (3) letters of recommendation. Letters must be currently dated, signed and contain the address of the person writing the letter. Letters will not be accepted from any relative, i.e. spouse, parent, etc.
6. Signed waiver and release form
7. Authorization and Consent for Consumer Credit Report
8. Notification to Applicant/employee that a consumer credit report may be obtained by the employer
9. Authorization of Employer to obtain a consumer credit report

## 2. Written Examination

By returning the completed application and the required information by the deadline date the applicant will be eligible to participate in this phase of the applicant process. A score of **70%** on the examination is required to achieve a minimum passing grade and proceed to the next step in the applicant process. The written examination will be administered on Tuesday, June 21 2011, at the City of Beavercreek Golf Course, 2800 New Germany-Trebein Rd. Beavercreek, OH at 6:00 P.M. Arrive a minimum of 15 minutes early. You **must** bring a picture ID, driver’s license or other acceptable proof of identification with you at that time. Included with the application packet is a study guide for your review prior to participation in the written examination.

This will establish a provisional applicant list containing the names of all applicants having successfully passed the written examination. Names of the candidates who have successfully passed the written examination will remain on the applicant list (for the life of the applicant list) in the event the qualification process is reopened. The applicant list has a life of one year from the date of the written examination. With approval of the city manager it may be extended an additional year.

## 3. Personnel Evaluation Profile

This assessment evaluates a person’s basic value system: their background, attitudes, and beliefs concerning key areas such as honesty, reporting dishonesty, customer service, socialization, drugs, employment background, work ethics, absenteeism and tardiness. **The Personnel Evaluation Profile assessment is a pass / fail with the candidate required to score at minimum 36% on this assessment to be eligible to move on in the applicant process.** Applicants who obtain an overall score on this assessment

of less than 36% will be deselected from the process and removed from the eligibility list. Only the top twenty scoring applicants will be evaluated for continuation in the applicant process. Others who scored a 70% or better may be evaluated at a later time if the need occurs.

**THE FOLLOWING PHASES ARE PASS/FAIL**

**4. Physical Fitness Assessment**

The Ohio Peace Officer Training Academy has established fitness standards that are required for successful completion of the peace officer training curriculum. Those standards are:

**Ohio Peace Officer Basic Training Program  
Physical Fitness Standards  
(50<sup>th</sup> Percentile)**

Sit-ups (1 min)	<b>Males (&lt;29)</b> 40	<b>Females (&lt;29)</b> 35
Push-ups (1 min)	33	18
1.5 mile run	11:58	14:15
Sit-ups (1 min)	<b>Males (30-39)</b> 36	<b>Females (30-39)</b> 27
Push-ups (1 min)	27	14
1.5 mile run	12:25	15:14
Sit-ups (1 min)	<b>Males (40-49)</b> 31	<b>Females (40-49)</b> 22
Push-ups (1 min)	21	11
1.5 mile run	13:05	16:13
Sit-ups (1 min)	<b>Males (50-59)</b> 26	<b>Females (50-59)</b> 17
Push-ups (1 min)	15	13-modified
1.5 mile run	14:33	18:05
Sit-ups (1 min)	<b>Males (60+)</b> 20	<b>Females (60+)</b> 8
Push-ups (1 min)	15	8-modified
1.5 mile run	16:19	20:08

The above standards **must** be met for successful completion of the Ohio Peace Officers training for certification as a police officer. Lateral entry police officers **must** meet the above standards on the date of the scheduled fitness evaluation.

As a condition of employment an applicant **must** also meet the 10% body fat, body composition standard as defined by the Cooper Institute. This 10% body fat composition is the minimum acceptable standard for entry level employment. This will be based upon the skin fold assessment method. The standard is:

**MALE**

AGE	20-29	30-39	40-49	50-59	+60
10 <sup>TH</sup> %	25.9	27.3	28.9	30.3	31.2

**FEMALE**

AGE	20-29	30-39	40-49	50-59	+60
10 <sup>TH</sup> %	32.1	32.8	35.0	37.9	39.3

**5. A Pre-employment polygraph examination**

The polygraph results will not be the single determinant of employment status. It is only an investigative aid that will be used together with other information to support decisions relevant to employment status. Refer to form entitled, Clearance Polygraph Information Guide, included with this packet.

**6. A Psychological Examination**

A psychological examination is designed to assess the appropriate, adequate, acceptable or desirable psychological, emotional, and personality profile, characteristics, traits, qualities, attributes and tendencies to perform as a Beavercreek Police officer. It will also evaluate an applicant to determine whether that person has the ability to endure stress associated with the nature of the job.

**7. A Thorough Background Investigation**

A background investigation of each applicant will be conducted prior to appointment to probationary status. Some areas of this investigation will include:

- a. Verification of a candidate’s qualifying credentials
- b. A review of the candidate’s criminal and traffic violation record, if any
- c. An interview with at least three personal references of the applicant
- d. Verification of the applicant’s previous employment history
- e. A check of any individual postings on the internet

**8. Oral Interview**

Applicants who are in the top three positions will be invited for an oral interview with a member of the city human resources staff, the police chief and members of the police command staff. Applicants will be asked a uniform set of questions that seek to measure specific attributes and qualifications. All answers will be uniformly rated and recorded on a standardized form by each member of the oral review board. A top applicant will be chosen from this group of three persons.

**The top applicant on the list will receive a conditional offer of employment to participate in the last two phases of the applicant process. Should the top applicant fail to pass any remaining phase the next person on the list, from a group of three, will advance.**

Should an applicant be considered but not selected for two vacant positions the City shall have the authority to disqualify the applicant from future consideration.

## **9. A Conditional Offer Polygraph**

This polygraph explores medical, physical and psychological aspects of the applicant.

## **10. A Medical Examination**

A medical examination of each applicant will be conducted after a conditional offer of employment but prior to actual appointment to probationary status.

This examination is to identify any medical problems that might inhibit work performance, shorten a career or contribute to work-related disabilities. Areas of evaluation will include but not limited to: audio examination, eye examination, and blood and blood pressure evaluation and medical history and clinical examination. Tests will also include EKG, chest x-ray, spine x-ray, cardiac stress test and a hemocult test. **A drug screen will be included in this examination.**

Prior to appointment the police applicant will be required to provide the City of Beavercreek a copy of their birth certificate.

## **APPLICANT DISQUALIFICATION AND RE-APPLICATION**

The following occurrences or combination occurrences in your background are examples of things that may result in rejection of an applicant's consideration for a police officer position:

- Felony conviction
- Conviction for drug related violations or Use of Illegal Drugs
- Domestic Violence Conviction
- Abuse of Alcohol and/or drugs
- Anti-Social Behavior
- Poor Work Record
- Poor Driving Record
- Numerous Debts
- Incomplete or Inaccurate information on Application or Personal History Questionnaire (this will be in consideration of other areas of the applicant process, it is not a sole disqualifier)

Applicants not eligible for appointment to probationary status or not appointed to probationary status as a result of any portion of the applicant process shall be informed, in writing, of the reason within 30 calendar days.

Applicants not selected for appointment to probationary status will be eligible for re-application, re-testing and reevaluation at the next applicant process or any future applicant processes offered by the City of Beavercreek.

## **DURATION OF THE APPLICANT PROCESS**

The anticipated duration of the reopened selection process is as follows:  
(Please note: This schedule is subject to change without notice.)

- Recruit and Advertise 3 weeks
- Administer & Score Written Examination/Personality Assessment 2 weeks
- Schedule and Administer Pre-polygraph 1 week
- Schedule and Administer Psychological Evaluation 1 week
- Conduct Background Investigations 2 weeks
- Schedule and Administer oral interview 2 week
- Schedule and Administer Post –polygraph 1 week
- Schedule and Administer Medical Exams 2 weeks

Approximate time required 14 weeks

**The appointment of a new employee shall not be deemed complete until successful completion of a 1-year probationary period is completed from the date of appointment.**

If you feel that you have not been treated fairly or in a courteous manner, you should report the incident to the Human Resources Director. (Preferably in writing).

Comments or complaints about the employment procedure will be answered in writing, as soon as possible. Comments or complaints will not affect this or future applications for employment.

The U.S. Equal Employment Opportunity Commission and the Ohio Civil Rights Commission also investigate discriminatory practices alleged by an applicant or employee. We urge you to file a complaint with those offices if you believe that is appropriate.

The conditions of employment of the law enforcement positions of the Beavercreek Police Department require a work schedule including first, second and third shifts, on a 365 day per year basis. Shift assignments are determined by the length of service provisions of the Labor Agreement between the Beavercreek Fraternal Order of Police and the City of Beavercreek.

Contact phone numbers:

Beavercreek City Human Resources  
(937) 426-5100 ext. 353

Beavercreek Police Department  
(937) 426-1225

**The City of Beavercreek is an Equal Opportunity Employer and  
ADA Compliant.**

**Women and Minorities are Encouraged to Apply**

**City of Beavercreek is a Drug-Free Work Environment**

BEAVERCREEK POLICE DEPARTMENT