

REYNOLDSBURG POLICE OFFICER ANNUAL EXAMINATION PROCESS APPLICATION INSTRUCTIONS

The annual police officer written examination will be held on 9/25/10. *There are no vacancies at this time; the exam is given to form an eligible list to use for hiring purposes, if and when a vacancy occurs in the next year.*
This packet contains the following items; please follow instructions carefully and call with questions.

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| a. This instructional page (keep for your records). | d. Physical Fitness Standards (keep for your records). |
| b. Abbreviated Questionnaire (complete and return). | e. Application/Questionnaire (complete and return). |
| c. Causes for Removal (keep for your records). | (specifies "police officer"). |

Instructions:

- 1. Abbreviated questionnaire:** complete this form in its entirety. If you answer "yes" to any question, call the Commission before continuing, if not, complete the application and return it with this abbreviated form. *(If you are applying in person you will be asked to complete this form first and if all responses are "no" the clerk will hand the application packet to you).*
- 2. Application:** complete this form in its entirety and follow the instructions throughout. Attach copies of all required documents specified (i.e. birth certificate, high school diploma and/or transcript, etc.).
- 3. Filing applications:** return the application and abbreviated questionnaire form in person to the police department (any time) or mail to: Attn Civil Service Commission, 7240 E. Main St., Reynoldsburg, OH 43068 **(it cannot be faxed)** with the \$20.00 examination fee (explained below) by the deadline date. **Confirmation** will be sent within 3 business days if your application is mailed.

Examination fee of \$20.00 is charged and must be paid when the application is submitted. If necessary, it is refundable if requested 7 days prior to the exam. **Money order only**, payable to the **City of Reynoldsburg**.

Application deadline: September 8, 2010, 5:00 p.m. **(return date and time of filing break tied scores).**

Written examination: Saturday, September 25, 2010 at 9:00 a.m. in the police building 7240 E. Main St. No other date or time is available to take this examination. Allow two (2) hours.

Check-in: Between 8:30-9:00 a.m. **You must bring photo ID.**

Study Guide: Is available inside the police building and will be handed to you when you return the completed application, or will be mailed to you with a verification letter upon receipt if you mail the application.

Fitness tests: will not be given as a part of the exam, but at a later date if and when a position becomes available, to candidates as they enter the background stage (usually to candidates that rank in the top 15 to 20 on the eligible list) and at that time it will be necessary for those candidates to obtain a *doctor's certificate* stating they are physically fit to participate.

Salary range: \$42,806 - \$67,392 (5 steps; caps after 48 months).

Questions: Call Billie Reidel, Civil Service Secretary at 614-322-6934 (leave a voice message if necessary).

Form A (revised 8/10)

ABBREVIATED QUESTIONNAIRE FOR EMPLOYMENT IN THE DIVISION OF POLICE.

Instructions: Complete this form **before** the employment application. You must answer truthfully. If you answer “no” to each question, then continue the process by completing the application in its entirety. **Leave this form with the clerk if you are applying in person, or return it with the application if you apply by mail.**

- 1. Have you used marijuana in the last 2 years? [] Yes [] No
This is an automatic removal; no exceptions.

- 2. For the exception of marijuana, have you used any illegal drugs, including prescription drugs without a prescription, in the last 5 years of application? [] Yes [] No
This is an automatic removal; no exceptions.

- 3. As an adult, have you been convicted of, pled to or found guilty of possession of a drug of abuse, to include the minor misdemeanor charge of possession of marijuana? **This is an automatic removal** (due to a recent court ruling). [] Yes [] No

- 4. As an adult, have you ever committed, been convicted of or admitted to a **felony** level crime? **A felony conviction is an automatic removal, no exceptions.** [] Yes [] No

- 5. Have you ever been convicted of vehicular assault, manslaughter or homicide? [] Yes [] No

If you answer “yes” to the following you would be considered uninsurable at this time and unable to apply.

- 6. Have you been issued more than 2 moving violations in the past 3 years (includes at-fault accidents). [] Yes [] No

- 7. Have you been convicted of an OVI (operating a vehicle under the influence) or a reduced charge, or a Reckless Operation within the last 5 years? [] Yes [] No

- 8. Have you been convicted of vehicular homicide or assault? [] Yes [] No

- 9. Have you ever had the following on your driving record: (a) leaving the scene of an accident, (b) hit and run or (c) eluding the police. [] Yes [] No

If you answered “yes” to any of the questions above, there is no need to apply for the position. If you are uncertain of an answer (i.e. uninsurable now, but will soon be, etc.), call the Civil Service Commission at 614-322-6934 to determine if you are eligible to apply.

Note: Any disqualifying information on this or any form you complete or give during the background investigation will be cause for removal from the eligibility list. Information will be verified during the background investigation, including a truth verification test.

Full name (print):	home # ()	cell # ()
Full address (print):		

Signature: _____ Date: _____

The following are causes for (possible) removal from the selection process for employment in the Division of Police:

1. Failure to appear for any required step in the selection process, or any acts of non-compliance, including **failure to furnish all required information** on the employment application and **failure to provide all required documents**.
2. Failure to pass any required test in the selection process, including truth verification test, fitness, psychiatric and medical tests.
3. Provide **false, incorrect or inconsistent information, knowingly or unknowingly**, including a finding of deception as a result of the truth verification test.
4. The use of marijuana within two (2) years preceding application.
5. For the exception of marijuana, the use of any illegal drug within the last five (5) years preceding application.
6. Convicted of, pled to or found guilty of possession of a drug of abuse, to include the minor misdemeanor charge of possession of marijuana, as an adult.
7. As an adult, a past pattern of continual or ongoing use of any illegal drug (including prescription drugs without a prescription).
8. The use of alcohol to a level that would indicate abuse, dependence or a level of inability to function without the use of alcohol for any period of time. One must show a recovering history of non-use of at least two years.
9. Committed, accused of, admitted to, arrested for or convicted of a **criminal** sexual offense.
10. Engaging in any **illegal** sexual activity (i.e. incest, prostitution, etc.) as an adult.
11. Committed, admitted to, arrested for, or convicted of trafficking drugs.
12. Committed, admitted to, arrested for, or convicted of a violent misdemeanor or felony level crime.
13. Arrested, convicted or incarcerated for a misdemeanor level crime, including traffic offenses (i.e. OVI) as an adult.
14. Currently under indictment or a defendant in any pending criminal, traffic charges or civil actions.
15. Having knowingly bought, sold or received stolen property.
16. Dishonorable discharge from the military or having demonstrated a past disciplinary history in the military.
17. Extensive history of accidents, showing a lack of defensive driving ability or serious traffic offenses (i.e. Reckless Operations or Drag Racing, etc.), or considered uninsurable at the time of application as follows: (1) no valid driver's license, (2) OVI w/in five years of application, (3) leaving the scene of an accident, (4) hit and run accident, (5) vehicular homicide or assault, (6) eluding or attempting to elude police or (7) more than two moving violations in the past three years (includes preventable or at-fault accidents).
18. Documented poor employment history including attendance and/or tardiness, poor quality and/or quantity of work, inability to get along with others, poor disciplinary records, etc.
19. **Illegally** received public assistance (i.e. welfare, worker's compensation, unemployment compensation).
20. Documented medical and/or psychological disorders which would tend to render an applicant unable to perform the functions of the position which includes awarded (active) percentage of disability, etc., or past/present psychological treatments and/or confinements.
21. Failure to provide for family/dependents as ordered by the Courts including child support or spousal support, or for which a legal obligation of care exists. Any violation of a CPO (civil protection order) or TPO (temporary protection order) for spousal abuse and/or abuse of children/dependents.
22. Activity which would tend to indicate a past history of association or involvement with illegal gambling for a profit (as a prime source of income), to include any other organized crime areas of concern.
23. Any documented history of racial, ethnic or social intolerance.

REYNOLDSBURG POLICE OFFICER PHYSICAL FITNESS STANDARDS

Candidates selected for employment are given a conditional offer of employment and must pass fitness tests which are based on gender, age and OPOTA certification status, as shown below.

Uncertified candidates are sent to Ohio State Patrol's academy, and to be **accepted**, must pass the exercises according to the numbers to the right of "uncertified". To **graduate** from the academy, they must pass the exercises according to the numbers to the right of "certified".

Certified candidates are normally not sent to the academy, so they must be able to pass the exercises according to the numbers to the right of "certified".

If you are given a conditional offer of employment you will need to take this form to a physician (your personal one or a walk-in type facility) to obtain a statement that you are fit to participate in the fitness test. You do not have to obtain the statement at this time; only if you are selected for employment. The statement is usually written on a prescription pad or the physician's letterhead.

Note: candidates given a conditional offer of employment have to pass physical and psychological examinations, as well as the fitness.

Exercise	Males 21-29		Females 21-29	
Sit-ups (1 minute)	Uncertified: 30	Certified: 40	Uncertified: 21	Certified: 35
Push-ups (1 minute)	Uncertified: 18	Certified: 33	Uncertified: 8	Certified: 18
1.5 Mile Run	Uncertified: 15:14	Certified: 11:58	Uncertified: 18:39	Certified: 14:15

Exercise	Males 30-39		Females 30-39	
Sit-ups (1 minute)	Uncertified: 26	Certified: 36	Uncertified: 15	Certified: 27
Push-ups (1 minute)	Uncertified: 13	Certified: 27	Uncertified: 6	Certified: 14
1.5 Mile Run	Uncertified: 15:56	Certified: 12:25	Uncertified: 20:13	Certified: 15:14

Exercise	Males 40+		Females 40+	
Sit-ups (1 minute)	Uncertified: 22	Certified: 31	Uncertified: 10	Certified: 22
Push-ups (1 minute)	Uncertified: 9	Certified: 21	Uncertified: 4	Certified: 11
1.5 Mile Run	Uncertified: 17:04	Certified: 13:05	Uncertified: 20:13	Certified: 16:13

Note: The academy requires candidates to take and pass the fitness tests within 30 days of entering the academy. If for some reason more than 30 days pass from the time the candidate is given the fitness tests to when the academy begins, it will be necessary to take and pass them again for acceptance.