



2015 POLICE OFFICER ENTRANCE EXAMINATION

I. GENERAL INFORMATION

The City of Defiance Civil Service Commission is accepting applications for the 2015 examination for the position of POLICE OFFICER. The application form is attached to this information announcement. **Application Deadline: Friday, May 15, 2015 @ 4:30 p.m.** Examination Date: Physical Agility 8:00 a.m. Saturday, May 30, 2015; Written Examination: Saturday, May 30, 2015 at 1:00 p.m. **There are no make up dates available for the physical agility or written testing.**

The examination process has two separately administered components - a physical agility test and a written examination. The physical agility test is administered first and is comprised of six events. These six events are designed to assess strength, fitness and ability to perform job-related activity. To successfully complete the physical agility portion, the candidate must meet the minimum standard for each event. If he or she fails an event, the candidate is automatically disqualified. The physical agility test is pass/fail only.

Those who pass the physical agility test will then proceed to the written examination. The written examination is primarily a general knowledge exam. There are no study materials available for this exam. A score of 70% or better is needed for passing the written examination. Veterans Preference Credit, as explained in Part IV, is available. Veteran's Preference Credit will only influence the position on the eligibility list; it cannot be combined to create a passing grade.

Candidates passing all six events of the physical agility test and scoring 70% or above on the written examination will have their names placed on an eligibility list from which appointments will be made. Prior to appointment, the candidate must pass a comprehensive medical examination by a physician designated by the City, undergo a background investigation, undergo an interview process, undergo psychological testing, and may be required to take a polygraph and drug screen. Results of medical evaluations will be communicated to State agencies as required by law.

The starting salary for Police Officer is \$37,400 as of January 1, 2015.

The APPLICATION PACKAGE is available in PDF format on line at www.cityofdefiance.com at the **Civil Service Commission link** (left side of webpage) or may be picked up at the City of Defiance offices at 631 Perry Street, Defiance, OH 43512 between the hours of 8:00 a.m. and 4:30 p.m. A request for a packet to be mailed to your address may be made by calling the Civil Service Clerk at the City Offices at 419-783-4348.

**DEADLINE FOR APPLICATION:
FRIDAY, May 15, 2015 @ 4:30 P.M. (no exceptions)**

II. MINIMUM REQUIREMENTS TO COMPETE

1. Must be at least 20 years of age when applying. Individuals must be at least 21 years of age and not exceeding 37 years of age by the time of appointment (see note below).
2. Must be a U.S. Citizen.
3. Must have obtained a high school diploma or a GED.
4. Must have a valid motor operator's license.
5. Must agree to establish and maintain a residence within the State of Ohio (obtain an Ohio driver's license). Said residence shall be maintained at a location which provides the appointee the ability to commute to and from work in a timely manner and does not cause any hardship upon the City of Defiance due to the inability of the appointee to report to the work site in a timely manner per the DPOA contract.

NOTE: *Please be advised that Ohio Revised Code Section 124.41 provides that no person may receive an appointment to the position of police officer after obtaining the age of thirty-five. However the City's Codified ordinances state that "No person is eligible to receive an original appointment as a police officer or fire fighter on or after his or her thirty-seventh birthday and no person shall be disqualified as over age prior to that time."*

III. DEADLINES AND TIMETABLES

The completed application form, Physical Agility Release Form, Background Investigation Release Form, a \$10.00 fee (non-refundable) by **Certified Check or Money Order** made payable to the City of Defiance and military documentation as explained in Part IV, if applicable, must be received **NO LATER THAN FRIDAY, May 15, 2015 at 4:30 p.m. at the City of Defiance Offices** (see Part I. for location and hours). **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED. NO EXCEPTIONS.**

The testing will be held in two separate phases. The physical agility test will be held on Saturday, May 30, 2015 at 8:00 a.m. and the written examination on Saturday, May 30, 2015 at 1:00 p.m. **You MUST bring a government photo ID (preferably a driver's license) to both exams to gain admittance. Applicants should arrive 15 minutes prior to the start of each test.**

The physical agility portion will begin at 8:00 a.m. on Saturday, May 30, 2015 at Defiance High School, FRED J. BROWN STADIUM, 1755 Palmer Drive, Defiance, Ohio 43512. Registration will begin at 7:30 a.m. YOU MUST PASS THE PHYSICAL AGILITY PORTION IN ORDER TO MOVE FORWARD TO PARTICIPATE IN THE WRITTEN EXAMINATION.

The written examination will be held on Saturday, May 30, 2015 at 1:00 p.m. with registration beginning at 12:30 p.m. The written portion of the examination will take place at Defiance High School, Study Hall, Room 109, 1755 Palmer Drive, Defiance, OH 43512

IV. VETERANS' PREFERENCE CREDIT

Applicants who have provided qualifying military service to the United States are accorded preferential consideration for civilian employment by the State of Ohio and its political subdivisions. In accordance with Ohio Revised Code §124.23, the examination score of any eligible applicant who timely requests "Veterans' Preference Credit" will be adjusted by an award of additional credit equal to twenty per cent of the applicant's total grade on the regular examination provided he or she receives a passing grade. The credit cannot be used to elevate a failing grade to a passing grade.

Veterans' Preference Credit is available to:

1. Residents of Ohio who have completed service in the uniformed services and been honorably

discharged or transferred to the reserve with evidence of satisfactory service;

2. Active Members of the Air Force Reserve, Army Reserve, Coast Guard Reserve, Marine Corp Reserve and Navy Reserve in good standing who have completed more than one hundred eighty days active duty service pursuant to an Executive Order of the President or Act of Congress; and,
3. Active Members of the National Guard of any state or territory of the United States who are in good standing and have completed more than one hundred eighty days of active duty service pursuant to an Executive Order of the President or Act of Congress.

To request Veterans' Preference Credit, an applicant must present sufficient proof of eligibility to the Clerk of the Civil Service Commission by the date and time established as the deadline for receipt of applications for employment in the position for which the examination is to be given. A request for Veterans' Preference Credit made after the due date of the employment application will not be honored.

The terms "*Uniformed Services*" and "*Service in the Uniformed Services*" are defined by the "Uniformed Services Employment and Reemployment Rights Act of 1994," 38 U.S.C. §4303. This Federal Law extends employment rights and other benefits to those who have served in regular and reserve components of the Armed Forces, National Guard, commissioned corps of the Public Health Service and to those who have served in governmental or non-governmental capacities designated by the President. The occupations covered by the law can change in accordance with Presidential determinations regarding the importance of various civilian jobs to US military operations. Applicants may review their military service and/or civilian employment histories with the Clerk of the Civil Service Commission but are cautioned not to rely on such informal review by the Clerk as legal advice. Any applicant who is doubtful about his or her personal eligibility should consult an attorney.

In most cases, the following documents will be required to demonstrate eligibility:

Veterans of the Armed Forces:

1. An Ohio Driver's License, Personal Identification Card, Voter Registration Card, U.S. Passport or other government document demonstrating residence in the State of Ohio on the date application is made for employment; and,
2. A Department of Defense Form 214 (DD-214) reflecting honorable discharge from the Air Force, Army, Coast Guard, Marine Corps or Navy; or a Form DD-214 demonstrating release from active duty in the Air Force, Army, Coast Guard, Marine Corps or Navy by transfer to the reserves under honorable conditions.

Veterans of Reserve Components of the Armed Forces:

1. An Ohio Driver's License, Personal Identification Card, Voter Registration Card, U.S. Passport or other governmental document demonstrating residence in the State of Ohio on the date application is made for employment; and,
2. A Department of Defense Form 214 (DD-214) reflecting honorable discharge from the Air Force Reserve, Army Reserve, Coast Guard Reserve, Marine Corps Reserve or Navy Reserve; and,
3. A Department of Defense Form 214 (DD-214) demonstrating that the applicant's service included some period of active duty, active duty for training, initial active duty for training or inactive duty training .

Veterans of the National Guard:

1. An Ohio Driver's License, Personal Identification Card, Voter Registration Card, U.S. Passport or other government document demonstrating residence in the State of Ohio on the date application is made for employment; and,
2. A Certificate of Honorable Discharge (or equivalent) issued by the State or Territory into whose

service the applicant was enlisted; and,

3. A Department of Defense Form 214 (DD-214) demonstrating that the applicant's term of enlistment included a period of service in the Army National Guard-U.S. or Air National Guard-US for active duty, active duty for training, initial active duty for training, inactive duty training or full-time National Guard duty.

Serving Reservists:

1. A letter of recent date signed by the Applicant's commanding officer attesting to the applicant's good standing as an active Member of the Air Force Reserve, Army Reserve, Coast Guard Reserve, Marine Corps Reserve or Navy Reserve; and,
2. One or more Department of Defense Forms 214 (DD-214) demonstrating that the applicant has been credited with more than 180 days of active duty service.

Serving Members of the National Guard:

1. A letter of recent date signed by the Applicant's commanding officer attesting to the applicant's good standing as an active Member of the National Guard of the State or Territory into whose service the applicant is enlisted; and,
2. One or more Department of Defense Forms 214 (DD-214) demonstrating that the applicant has been credited with more than 180 days of active duty service in the Army National Guard-US or Air National Guard-US.

The Civil Service Commission is the final authority with respect to eligibility and the sufficiency of any evidence presented to demonstrate eligibility. The Commission may accept documents other than those listed in these instructions as sufficient proof of eligibility or may require an applicant who has presented all of the documents listed in these instructions to submit additional evidence of eligibility. In any instance in which a timely request for Veterans' Preference Credit is made but sufficient proof of eligibility is unavailable due to circumstances beyond the applicant's control, the Commission may grant an extension of time within which to submit evidence of qualifying service.

IV. BACKGROUND CHECK

Suitable applicants who have passed both portions of the examination, and who have been placed on the Eligibility (for hire) List, will undergo a background check prior to actual hire. In addition to investigating/verifying information contained on a Personal History Questionnaire, the background check will include a criminal history check, traffic violation check, and any other area, which may have information relative to the applicant's character and qualifications to be a Police Officer. If an applicant is found to have given false or deliberately incomplete information at any time, then upon appropriate notice and hearing, the Civil Service Commission may remove the applicant from the eligibility list.

NOTE: Conviction of a felony or domestic violence is a bar to becoming a Police Officer. If you have any questions regarding this requirement, contact an attorney.

APPLICANTS SHOULD NOT RELY UPON ANY INFORMATION OR ADVICE WHICH DIFFERS FROM THAT IN THIS ANNOUNCEMENT.

THE FOLLOWING PAGES ARE THE

APPLICATION THAT WILL NEED TO BE SUBMITTED:

FOR CIVIL SERVICE USE ONLY

RECEIVED BY INITIALS:	DATE RECEIVED	TIME:	DD214		PAYMENT RECEIVED No cash or personal checks
			Yes	No	

City of Defiance *a safe place to work*

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer Discrimination in employment because of race, religion, creed, color, national origin, ancestry, disability, age, sex, or liability for service in Armed Forces of the United States is prohibited by city policy. In addition, City employment policy requires compliance with state and local fair employment practice laws and regulations. The City of Defiance is an equal opportunity employer.

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Date of Application</i>	
_____	_____	_____	_____	
Address Number	Street	City	State	Zip Code
_____	_____	_____	_____	_____
Telephone Number(s)		Social Security Number (voluntary)		_____
_____		\ \		_____
				Email Address

GENERAL INFORMATION

Position applying for: _____

Have you ever worked for the City of Defiance?..... *Yes* *No*

If yes, reason for leaving, year and under what name? _____

Do any of your relatives or friends work here?..... *Yes* *No*

If yes, please list: _____

Are you currently employed?..... Yes No

Are you under 18?..... Yes No

Are you a U.S. Citizen?..... Yes No

(If you are hired, you will be required to submit proof of citizenship or furnish proof of your right to work in the United States)

Date available for work: _____ What is your desired salary range? _____

Are you available to work: Full-time: 1 2 3 shift

(Please indicate availability) Part-time: Mornings Afternoons Evenings

Are you currently on "lay-off" status and subject to recall?..... *Yes* *No*

Can you travel if the job requires it? Yes No

Have you ever been convicted or found guilty of a violation of any federal, state, or municipal law? (Excluding traffic offenses for which the penalty was \$200 or less)..... Yes No

If yes, please list the offense and the date of the offense: _____

(Existence of a criminal record does not constitute an automatic disqualification of employment.)

EDUCATION

Education will be considered only to the extent relevant for the position for which you are applying.

School	Name & Address of School	Circle Last Year Completed	Course of Study	Did you graduate?
High School		9 10 11 12		
Undergraduate College		1 2 3 4		
Graduate Professional		1 2 3 4		
Other (Specify)				

EMPLOYMENT EXPERIENCE

Start with your present or last job if unemployed, and include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		<i>Work Performed</i>
Address	From	To	
	Hourly Rate/Salary		
Telephone Numbers	Starting	Final	
Job Title			
Supervisor			
Reason for Leaving		May we contact?	

Employer	Dates Employed		<i>Work Performed</i>
Address	From	To	
	Hourly Rate/Salary		
Telephone Numbers	Starting	Final	
Job Title			
Supervisor			
Reason for Leaving		May we contact?	

Employer	Dates Employed		<i>Work Performed</i>
Address	From	To	
	Hourly Rate/Salary		
Telephone Numbers	Starting	Final	
Job Title			
Supervisor			
Reason for Leaving			

Employer	Dates Employed		<i>Work Performed</i>
	From	To	
Address			
Telephone Numbers	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Supervisor			
Reason for Leaving	May we contact?		

Have you ever been terminated or asked to resign from a position? If so please explain.

If you need additional space, please continue on the back of this application.

EMPLOYMENT AND PROFESSIONAL REFERENCES

Please list three individuals who are not related to you, do not live with you, and have known you at least three years, such as a supervisor, co-worker, business leader, professional person, etc.

Name	Address	Telephone number	Relationship	How long have you known this person?

ADDITIONAL INFORMATION

Describe any specialized training, apprenticeship, skills, computer skills, or additional information that you feel may be helpful to us in considering your application:

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

I hereby authorize anyone of whom request is made to supply to the city any information concerning my background in connection with employment consideration. I hereby release all parties, including but not limited to the City and my prior employers, from any and all liability for any damage that may result from their furnishing information concerning me. I understand falsification, misrepresentation, incomplete information, or omission of facts called for on the application constitutes sufficient cause for the withdrawal of any employment offer or my dismissal from any employment resulting from this application. I understand and hereby acknowledge that any offer of employment with the City of Defiance could be conditional upon the satisfactory completion of medical testing which could include a drug screening. I also agree to undergo periodic or random drug screening as may be required by the City of Defiance. I also understand and hereby acknowledge that if I am offered and accept employment with the City of Defiance, employment is considered at-will, is for no definite period of time, and may be terminated with or without cause. I further understand that this application for employment is not a contract of employment.

Date: _____ Signature: _____

Please include with your completed application:

X	Item to Return
	Signed Physical Agility Release Form
	Signed Background Investigation Form
	\$10.00 fee (non-refundable) by Certified Check or Money order made payable to the <i>City of Defiance</i>. NO PERSONAL CHECKS OR CASH ACCEPTED. THERE WILL BE NO EXCEPTIONS. APPLICATIONS WILL BE RETURNED IF A CERTIFIED CHECK OR MONEY ORDER IS NOT SUBMITTED WITH THE APPLICATION.
	Pertinent DD214 paperwork if claiming Veterans Preference Credit



CITY OF DEFIANCE POLICE DIVISION PHYSICAL AGILITY TEST

RELEASE

The undersigned, being an applicant for employment as a police officer for the City of Defiance, Ohio, being informed that, I must, demonstrate the requisite physical abilities to perform the duties of a law enforcement officer by satisfactory performance of the following physical agility tests to be administered by the Defiance Police Department, do hereby voluntarily elect to submit to such testing and hereby assume all risks of injury I may sustain in the course of the testing and I do hereby release the City of Defiance, Ohio, and all officers and employees thereof, including all members of the municipal Civil Service Commission, from all manner of liability and do, on behalf of myself, my personal representatives, heirs, legatees, devisees and other dependents, hereby release, acquit and forever discharge the municipality, its officers, employees and Civil Service Commissioners from any and all claims I may have arising out of the conduct of the physical agility tests, including, without limitation, all claims asserting that I suffered physical injury or death as the proximate result of the performance of the tests or the occurrence of any mishap during the conduct of the examination.

POLICE DIVISION PHYSICAL AGILITY TEST

The candidate, after signing the proper release, shall complete the following:

1. The candidate will complete running 2400 meters (approximately 1.5 miles) within thirteen (13) minutes.
2. The candidate will perform thirty-five (35) bent-knee sit-ups (hands touching the head, then touching elbows on knees) within two (2) minutes.
3. The candidate shall complete one of the following:
 - a. Pull-ups - Minimum seven (7) (Palms Away)
 - b. Push-ups - Minimum twenty-five (25) (Standard)
4. A regular patrol car is pushed sixty feet (60') by hand, on foot, from a stopped position with the engine off and gear shift lever in the neutral position. You may elect the manner or technique in which you push.
5. Dummy Drag:

The candidate will be given three (3) minutes to drag a 165-pound dummy one hundred (100) feet. The candidate will be allowed to gather the dummy up any way they so choose, to start the drag. The time will begin once the candidate has started to drag the dummy. The candidate may stop at any time or get a better grip on the dummy, as long as the candidate completes the task within three (3) minutes. The task will be completed once the candidate has successfully drug the dummy across the one hundred (100) foot mark.
6. The candidate, starting from an erect position with feet apart, the distance closely approximately shoulder width, shall move a fifteen (15) pound weight in the following manner:

Bend over, grasp the weight with both hands while it is at a point on the floor between the feet, and lift weight to waist level, then place the weight on the floor approximately twelve (12) inches outside the left foot, and without letting go, raise the weight to waist level and touch it to the floor about twelve (12) inches outside the right foot. The weight shall then be moved alternately in this fashion

from left foot, to waist level, to right; right to waist level to left, until it has been moved seven (7) times in each direction with the total horizontal distance of travel being at least twenty-four (24) inches more than the space between the feet for each of the fourteen (14) moves. This shall be done in less than thirty-five (35) seconds.

To successfully complete this physical agility test, the candidate must meet the minimum standard for each numbered event. If he or she fails an event, the candidate is automatically disqualified. The physical agility test is pass/fail only.

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I, the undersigned, have read this release and understand all of its terms. I hereby execute it voluntarily and with full knowledge of its contents and its significance.

***Applicant:*** \_\_\_\_\_ **(Please print name)**

**(SIGNATURE)** \_\_\_\_\_

***Date:*** \_\_\_\_\_



## ***Authorization for Release of Information and Background Check***

I have applied for employment with the City of Defiance. I authorize the appropriate individuals, companies, institutions or agencies to release information to the City of Defiance concerning my background in connection with employment consideration.

I understand that an investigation may be made in which information is obtained about me through personal interviews and a review of information held by law enforcement or other governing agencies. I authorize you to verify my past employment, education records, criminal records, motor vehicle records, personal references and other job related data provided on my resume/ and or application or obtained via the interview process.

In order for this investigative report to be completed, I must provide the information requested. I understand that any offer of employment is contingent upon the results of my investigative report. I also understand that false or misleading statements in this process or concealment of requested or pertinent facts may be considered cause for dismissal or the withdrawal of any job offer.

I understand that a conviction does not automatically mean that I will not be offered a position. The nature of the conviction, the circumstances surrounding the conviction and how long ago the conviction occurred are all factors that will be evaluated. I further understand this information will be used only for the limited purpose of preparing the investigative report.

I hereby release all parties, including but not limited to the City of Defiance and my prior employers, from any and all liability for any damage that may result from their furnishing information concerning me.

Name (please print) \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Required Information for Background Check**  
Please Print Clearly

Name \_\_\_\_\_  
Last First Middle

Alias/Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sex: M F Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Drivers License Number and State \_\_\_\_\_

Current Address \_\_\_\_\_  
Street Apartment Number

\_\_\_\_\_  
City State Zip Code

Previous Address \_\_\_\_\_  
Street Apartment Number

If within seven years \_\_\_\_\_  
City State Zip Code

**Background Check Findings**

For HR Use Only

Position Applied For \_\_\_\_\_

Date Background Check Completed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Agencies Contacted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Background Check:

Internet

Mail/Fax

In-Person

Contracted Out – Agency Name \_\_\_\_\_

Staff Person Initiating Check \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_