

**CITY OF TIPP CITY, OHIO**

**ENTRANCE LEVEL POLICE OFFICER  
CIVIL SERVICE EXAMINATION AND SELECTION PROCESS**

**TO: APPLICANT FOR ENTRY-LEVEL POLICE OFFICER POSITION**

The application process for the entry level Police Officer position consists of the following steps:

1. The applicant must meet all requirements for the position as listed in the application packet on page 5. (MINIMUM QUALIFICATIONS AND GENERAL INFORMATION FOR POSITION)
2. The applicant must complete the formal application for employment (attached at the end of the application packet) and submit the application, along with attached:
  - A. Copy of applicant's birth certificate
  - B. Copy of education records (**High School Transcripts**)
  - C. Copy of signed and completed "Job Functions Accommodation" form (page 33 of the application packet)
  - D. Signed "Release of all Claims and Assumption of the Risk" form (page 32 of the application packet)
  - E. Signed and notarized "Acknowledgement" form (page 34 of the application packet)
  - F. If claiming additional credit as Veteran's Preference, submit proof of service and Honorable Discharge (copy of DD214).
  - G. If claiming additional credit for Ohio Peace Officer Certification, submit proof of current Ohio Peace Officer Certification (copy of Certification certificate).
  - H. If claiming additional credit for an Advanced Educational Degree, submit proof of degree attained (copy of Educational Degree conferred)
  - I. **Signed medical certification of physical and medical capability for participation in required physical fitness test**

to the Police Department at the Government Center, 260 South Garber Drive, Tipp City, Ohio 45371 no later than 4:30 pm. on April 13, 2016.

3. Applicants that have satisfied requirements A through I by the specified deadline will be eligible to be tested on the specified date. Testing will consist of a physical fitness test and a written test, with the physical fitness test being conducted at 8a.m. on Saturday, April 23, 2016 in the morning and the written test being conducted at 12:30 p.m. the same afternoon.
4. Only those applicants that pass the physical fitness test will be eligible to continue with the written test. Each applicant **MUST** provide medical certification that he/she is capable of participating in the strenuous physical demands required by the test. A description of the test and its requirements can be found on pages 26-28 of the application packet.

5. The Civil Service Commission will then compile the names of applicants passing both the physical fitness test and the written test into a list and will notify the successful applicants of their position on the eligibility list.
6. The fifteen (15) applicants with the highest standing on the eligibility list will then be notified by mail of the date, time, and location of the scheduled oral interview.
7. Based on the results of the oral interview, eligible applicant names will then be compiled into a certified eligibility list by the Civil Service Commission.
8. The six (6) certified applicants with the highest score will then be notified of the date, time, and location of the background investigation interview.

As part of the background investigation process, the applicant will be interviewed by a Police Investigator, fingerprinted, photographed, have his/her credit history, employment history, criminal history, and driver's record investigated.

9. The appointing authority will interview the group of applicants and may make a conditional offer of employment to the most qualified applicant. Following the conditional offer of employment, the selected applicant will be required to successfully complete both a medical examination and a psychological examination before appointment to the position.
10. A list of disqualifying criteria is found on pages 13 and 14 in the application packet and the conditional appointee may also be disqualified on the basis of these criteria.

## **CITY OF TIPP CITY, OHIO**

### **ENTRANCE LEVEL POLICE OFFICER CIVIL SERVICE EXAMINATION AND SELECTION PROCESS**

The purpose of this packet is to provide information on the selection process that will be used. You should familiarize yourself with the packet. It consists of the following sections:

- I. Minimum qualifications and general information for position
- II. Requirements to be eligible to participate in testing and consideration as an applicant
- III. Requirements to be eligible for physical fitness exam
- IV. Requirements to be eligible to take the written exam
- V. Requirements for oral interview
- VI. Eligibility list and certification
- VII. Medical and psychological examinations
- VIII. Disqualifying criteria
- IX. Physical and medical guidelines and examination
- X. Physical fitness examination information
- XI. Job description and essential job functions
- XII. Release of all claims and assumption of the risk
- XIII. Essential job functions accommodation form
- XIV. Acknowledgement of receipt
- XV. Application for employment

**I. MINIMUM QUALIFICATIONS AND GENERAL INFORMATION FOR POSITION**

1. The minimum age requirement for employment as a police officer is 21 years of age. An applicant must be 21 on or before the date of the examination to be eligible. There is no maximum age limit.
2. Graduation from high school, vocational school, or GED; or any equivalent combination of education and experience that provides the appropriate knowledge, abilities, and skills.
3. Applicants must possess a valid driver's license and have a good driving record to be considered.
4. Applicants must either be a citizen of the United States of America or lawfully permitted to be employed in the United States. The verification of a valid social security number and other appropriate documents will be completed after employment.
5. Applicants will not be considered if they have credit problems that have not or cannot be corrected or have acquired excessive financial obligations.
6. Upon appointment, an applicant must comply with the City of Tipp City residency requirement, which requires an employee to reside in Miami County or an adjacent county.
7. An application for employment is a prerequisite for consideration and must be completely filled out and returned in the proper time in order for an applicant to be considered. There are several parts to the selection process. The step-by step process is explained in the following sections. The written and oral interview examinations are graded and the scores will determine the order in which applicants are considered.
8. An applicant must be able to perform the duties of the position.
9. Each applicant is required to present a copy of their birth certificate or any document which is legal proof of age to ensure each applicant meets the minimum age requirements. The physical agility/fitness test requirements are also related to age.

## **II. REQUIREMENTS TO BE ELIGIBLE FOR PARTICIPATION IN TESTING AND CONSIDERATION AS AN APPLICANT**

All prospective applicants must do the following to be considered as an applicant and be eligible to take the physical fitness test:

1. Complete the formal application for employment. The application must be complete in all aspects including the employment history. Applicants must account for all time periods (rounded to one month) from age 18 to the present. Resumes may be used to supplement the application, but cannot be substituted for the application. Failure to complete the application, omissions, or untruthfulness will result in the application not being considered.
2. Attach a copy of your birth certificate or other proof of age to verify you meet the minimum age requirements.
3. Attach a copy of your **education transcript records** (or other legal proof), which are either certified or verifiable and show the level of degrees attained (i.e., High school, G.E.D., Associate Degree, etc.).
4. Sign the attached "Release of All Claims", "Job Functions Accommodation", "Acknowledgement of Receipt" forms and submit these completed forms, together with any additional required forms and documentation, with the application. The forms must be notarized if noted on the individual form. **The application must include a note from a doctor stating the applicant is physically able to perform the fitness test.**
5. You must return the completed formal application for employment, education records, and any additional appropriate records by the application deadline date. The application must be returned to the Police Department at the Government Center 260 South Garber Drive, Tipp City, Ohio 45371 by 4:30 p.m. on or before the specified deadline date of April 13, 2016. The City of Tipp City is not responsible for applications lost or delayed in the mail.
6. Present yourself at the place and at the time as directed to take the physical fitness test. An applicant who fails to take the physical fitness test shall be eliminated from further consideration. An applicant must present identification acceptable to the person(s) in charge of the testing to verify his or her identity in order to take the physical fitness exam.

### **III. REQUIREMENTS TO BE ELIGIBLE FOR PHYSICAL FITNESS EXAM**

1. The physical fitness test is intended to ensure that each applicant possesses the physical ability and stamina to fulfill the duties of the position.
2. Only those applicants who have returned a fully completed employment application form prior to the application cut-off date, together with all necessary supporting forms and documentation, shall be eligible to take the physical fitness test. Successful completion of the physical fitness test is a prerequisite for taking the written test.
3. The physical fitness test will be given on a pass/fail basis where the applicant's overall level of fitness shall not be below the fiftieth (50<sup>th</sup>) percentile for his or her age and sex. The percentile level for each component of the physical fitness test will be available for inspection on the date of the test and a summary of the test is provided in Part X of this packet. The total fitness test is composed of three (3) components. An applicant must pass all three components at a minimum of the fiftieth percentile for his or her age. An alternative test may be substituted where approved and upon the presentation of a written medical advice/opinion (prior to the date of the test) that an applicant cannot participate or engage in certain types of physical exertion. An applicant will be permitted to take the test once and shall not be permitted to retake a test or a component. Failure or refusal to participate in the test or a test component will constitute failure of the test and shall eliminate the applicant from further consideration.
4. Each applicant must provide medical certification from his/her personal physician that the applicant is physically and medically capable of participating in strenuous physical effort. Such certification must be submitted with the employment application form prior to the application cut-off date. Any applicant who is medically or physically unable to perform or is limited/restricted to certain types of activity must present a medical certification of the limitation prior to the start of the test. The City of Tipp City shall not be liable/responsible for any injury or illness connected with or arising from an applicant's participation in the test. Each applicant must submit the executed "Release of All Claims and Assumption of Risk" form, part XII, with their completed application.
5. The person in charge of the test will report to the Civil Service Commission the names of the applicants participating in the test and indicate whether each applicant passed or failed. Each applicant will be informed if he/she passed the physical fitness test.
6. Failure to take the test, or failure to pass the test, will result in the removal of the applicant from further consideration.

#### **IV. REQUIREMENTS TO BE ELIGIBLE TO TAKE THE WRITTEN EXAMINATION**

1. Only those applicants who have received a passing grade on the physical fitness test shall be eligible for participation in the written exam.
2. The written examination will be approximately four (4) hours in length. It will be designed and graded by an independent organization employed to do so by the City of Tipp City.
3. The written examination is intended to assess the applicant's ability to successfully complete police officer training and to successfully perform the duties of a police officer.
4. Each applicant will be assigned an examination number. The organization grading the written examinations shall report the correct responses or grades for each examination number to the Civil Service Commission.
5. The minimum passing score shall be a grade of seventy-five percent (75%). An applicant not achieving the minimum passing score will be eliminated from further consideration. The Civil Service Commission will notify by mail those candidates who do not pass the written examination.

## **V. REQUIREMENTS FOR ORAL INTERVIEW**

1. Those fifteen (15) applicants with the highest score on the list established by the Civil Service Commission will be scheduled for an oral interview.
2. The oral interview will be conducted by a panel of three interviewers selected by the City. The oral interview will be approximately one (1) hour in duration and the same questions will be addressed to each applicant. The questions will be job related and are intended to assess the applicant's ability, fitness, and willingness to perform the duties of the position. The questions may include, but are not limited to: experience in the field/profession, certifications, training, interest, motivation, skills, ability, and accomplishments.
3. Each member of the panel will rate the applicant's responses and determine a rating. Each applicant's final score for the oral interview will be the average of the three scores determined by the interview panel.
4. An applicant who fails without cause or refuses to participate in the oral interview shall be eliminated from further consideration.

## VI. ELIGIBILITY LIST AND CERTIFICATION.

1. Each applicant eligible to receive preference points in accordance with the Rules and Regulations of the Tipp City Civil Service Commission will receive credit as follows:

Veteran's Preference	5%
Ohio Peace Officer Preference	5%
Advanced Educational Preference	5%

The credits for which the applicant is eligible, based on the documentation provided with the application, will be added to the applicant's total grade on the written examination, provided he or she attained at least a passing grade of seventy-five percent (75%) on the written examination.

2. The Civil Service Commission will prepare an eligibility list. A total score for each applicant shall be determined by summing the points from the following:
  - A. Written test scores
  - B. Veteran's Preference
  - C. Ohio Peace Officer Certification Preference
  - D. Advanced Educational Preference

The Civil Service Commission shall arrange the list of applicants in descending order based on each applicant's total score.

In the event of tie scores, the earliest date that the completed application was returned will be used to break ties.

3. The eligibility list will remain in effect for one (1) year after the date it is certified by the Civil Service Commission and may be extended by the Commission for an additional one (1) year period.
4. The names of the fifteen (15) applicants with the highest scores will be notified by mail of the date, time and location of the oral interview.
5. The six (6) applicants with the highest score following the oral interview will then be scheduled for the following tests. The tests, which are also part of the selection process, may be scheduled in any order, but an applicant must successfully complete all tests.

Background Check: Comprised of checks and interviews with current and former employers, educational organizations, and other persons and organizations that may provide information concerning an applicant's character and fitness for the position.

Credit Check: A check to determine that the applicant's debts are manageable and would not jeopardize the applicant's ability to perform the duties of the position.

Drug Screen: As part of the medical examination each applicant will be required to take a drug screen test. This test will be administered by an organization and at a place designated by the City. The drug screen shall include, but is not limited to, tests for the use of hallucinogens, controlled substances, cocaine, heroin, and marijuana. Any positive test result shall eliminate the applicant from further consideration. However, the testing organization may request a retest within seven days if, in their judgment, a retest is appropriate.

6. The appointing authority will interview those applicants who successfully complete the background investigation and may make a conditional offer of employment to the most qualified applicant.

## **VII. MEDICAL AND PSYCHOLOGICAL EXAMINATIONS**

1. After an applicant has received a conditional offer of employment, the applicant will be scheduled for the following tests:
  - A. Psychological Exam: Conducted by an outside agency to determine the applicant's mental and psychological fitness and suitability for the position.
  - B. Physical Exam: Administered by doctors, designated by the City, to determine the applicant's medical and physical fitness and suitability for the position and to provide a medical record. The physical/medical guidelines are indicated in Section IX.
2. A determination shall be made as to whether an accommodation can be made for an applicant who does not meet the physical/medical standards.
3. The City Manager may withdraw the conditional offer of employment to any applicant who does not meet the physical/medical standards or when a reasonable accommodation cannot be made.
4. An applicant will be notified in writing when a conditional offer of employment is withdrawn. The written notice shall include the reason(s) for the withdrawal of the conditional offer of employment. The applicant may appeal the withdrawal of the conditional offer of employment by filing a written notice of appeal within five (5) days of receipt of the notice of withdrawal.

## **VIII. DISQUALIFYING CRITERIA**

1. Any person who has been convicted in court of a competent jurisdiction of a felony, or attempt, conspiracy or solicitation to commit a felony, including but not limited to: treason, murder, voluntary manslaughter, rape, robbery, arson, burglary, kidnapping, or any other felony which involves the use or threat of physical force or violence against any individual, or crimes of dishonesty will be disqualified.
2. Any person, who has been convicted in a court of competent jurisdiction of possession and/or sale of narcotics, marijuana, dangerous drugs or hallucinogens or any other controlled substance or an attempt, conspiracy, or solicitation to commit such a criminal act, will be disqualified.
3. Any person who has been a user of marijuana, cocaine, hallucinogens, dangerous drugs, or any controlled substance, or who has abused alcohol or has an alcohol dependency will be disqualified. A person who was a prior casual user of marijuana will not be disqualified. An applicant who has been successful in undergoing treatment for alcohol or substance abuse will not be disqualified.
4. Any person who has been convicted in a court of competent jurisdiction of a sex offense as defined in Chapter 2907 of the O.R.C., or an offense causing or threatening bodily harm as defined in Chapter 2903 of the O.R.C., or an attempt, conspiracy, or solicitation to commit such a criminal act, whether committed in Ohio or elsewhere, will be disqualified.
5. Any person who has been convicted in a state or federal court of violating any gun control ordinance, statute or regulation or an attempt to commit such an act will be disqualified.
6. Any person who has been convicted on two or more occasions in the last five (5) years in any court of competent jurisdiction of driving while under the influence, reckless driving, revocation or suspension of driving privileges, or are currently under such revocation or suspension shall be disqualified. No person shall be eligible for appointment without a valid Ohio operator's license, and may not participate in the selection process without a valid operator's license from their state of residence.
7. Any person who has failed to obey or honor judgments entered by a court of record, including, but not limited to, alimony or support payments, or have failed to pay any fine imposed by a court of record may be disqualified if such conduct bears directly on the ability to perform the job. All persons whose debts are excessive and not correctable may be disqualified. Excessive debts are those financial obligations, which are beyond the applicant's ability to satisfy the required payments. Credit problems are legitimate financial obligations that the applicant has failed or is unable to satisfy. An applicant who has resolved financial obligations through bankruptcy will not be disqualified.

8. Any person who has been discharged from their previous employment for insubordination, misconduct, dishonesty, absenteeism or tardiness, may be disqualified.
9. Any person who has been dishonorably discharged from the United States military service will be disqualified.
10. Any person who has made false or misleading statements on the application or during the selection process, or has failed to include any requested material or information, or who have cheated or attempted to cheat on any portion of the selection process, will be disqualified.
11. Any person who admits during the selection process to having committed a felony will be disqualified, as though they have been convicted.
12. Any person who admits to committing any of the following, but not limited to the following, shall be disqualified:
  - A. Paid or accepted a bribe to cover or hide a criminal offense.
  - B. Thefts of any amount of more than \$25.00 of cash, goods, or services from a place of employment.
  - C. Setting a malicious or destructive fire
  - D. Making false alarms to police and fire agencies.
13. Any person, who was or is a member of any organization, which advocates crime or violence, or the overthrow of the United States government by illegal means, shall be disqualified.

NOTES:

(A) The appointing authority, or his representative, where proper and appropriate in his judgment, is authorized to waive one or more of these standards upon good cause, provided such waiver is justified under the circumstances.

(B) Any applicant who is disqualified or eliminated from consideration, will be notified in writing by the Civil Service Commission. Such applicants may appeal the disqualification or elimination to the Civil Service Commission by filing a written notice of appeal, which indicates the basis of the appeal, within five (5) days of the receipt of the notice of disqualification or elimination.

## **IX. PHYSICAL AND MEDICAL GUIDELINES AND EXAMINATION**

Each applicant who receives a conditional offer of employment will be required to undergo a medical and psychological examination relating to the medical examination and medical guidelines provided in this section.

### **1. Goals:**

#### **A. Identification:**

The examination is designed to identify applicants who have physical or psychological (herein referred to as medical) conditions, which:

- a. Preclude performance of the essential duties and functions of the position.
- b. Would identify reasonable accommodations where an applicant cannot perform the essential duties of the position.
- c. Significantly increase the occupational hazards to others (including employees, general public, patients, etc.) with whom the applicant may be expected to have contact with in the regular course of employment.
- d. Significantly increase the occupational hazards to themselves in the performance of their duties.
- e. Be aggravated by their work exposure or activities.

### **2. Data Base:**

The examination will provide a database for:

- a. Documentation of findings and medical basis for recommendation of physician.
- b. Identification of changes in the employee's status from work or non-work causes on subsequent periodic examinations as required.
- c. Documentation for medical purposes.
- d. Epidemiological evaluation of the workplace.

### **3. Placement:**

A. The examination is designed to enable the physician in determining an applicant's fitness to perform the duties. Where appropriate recommendations for restricted activity, limited exposure, or special measures such as protective equipment, or accommodations will be made by the physician.

#### **B. Requirement:**

The examination will be required of all applicants who receive a conditional offer of employment. It must be performed by a physician(s) designated by the City of Tipp City.

C. Content:

1. Medical history (physical, mental, and occupational) shall be complete and detailed in accordance with sound medical practice. This may be administered by someone designated by the physician. The physician will review and amplify the history. The applicant will be asked to give permission for release of past medical records, which may be helpful or necessary to achieve the defined goals.

2. Physical Examination:

This will be administered by or under the direction of a licensed physician. The scope and content will be adequate to meet the defined goals.

3. EKG Stress Test

4. Chest X-ray:

All applicants will have a PA chest x-ray, unless medically contraindicated.

5. Other x-rays, blood tests, laboratory examinations, special studies, and consultations:

These will be performed at the direction of the responsible physician. Invasive procedures, other than venipuncture, will not be used without the written permission of the applicant.

6. Confidentiality:

Information obtained in accordance with the preceding section as to medical condition or history of the applicant shall be accorded confidentiality as medical records.

7. Physician's Report:

- a. Form: Written
- b. To Whom: Appointing Authority
- c. Contents: Findings and recommendations

Findings will be sent to any physician requesting this with appropriate authorization as designated by the applicant.

8. Final vs. Temporary Finding:

The findings and recommendations of the physician may be reviewed when temporary conditions are found. The physician may estimate a time when such a review should be made. An applicant may be

eliminated from consideration for a current vacancy for a temporary condition when filling the open position should not be delayed. Such applicants may be considered when the temporary condition has been resolved and another vacancy is to be filled. The physician will provide, upon request, an opinion based on available information at the time of examination.

D. Examples:

The following are examples of types of conditions referred to and are by way of illustration only and not inclusive. The severity of the condition as well as the overall medical status of the individual will be considered by the examining physician.

1. Medical contagious disease, psychopathic behavior, severe paranoid psychosis, poor vision, history of poorly controlled seizures.
2. Medical conditions, which would significantly increase the occupational hazards to the applicant.

Coronary artery disease as uniformed service employees are required to perform heavy exertion, carry and handle firearms, operate vehicles or dangerous equipment, or circumstances where others may be harmed by sudden incapacitation of the employee.

3. Medical conditions where work exposure significantly increases the chances of aggravating such conditions.

Allergy to things with which the employee may come in contact; chronic lung disease in a worker who will be exposed to irritating fumes, smoke, or dusts, congenital or other disorders of the musculo-skeletal system in a worker required to perform strenuous exertion including the discharge of a firearm or operation of equipment.

4. Medical conditions, which have a significant probability of interfering with performance. Gastrointestinal ulcers, ulcerative colitis, dumping syndrome, chronic arthralgias, drug or substance abuse including alcohol.

E. Consultations, additional testing, and requirements for additional information:

Whenever required, the applicant may be requested to provide additional medical documentation or in the alternative, may be required to undergo an additional medical examination. The cost of all examinations will be at the City's expense.

F. Physician's Guidelines for Examination:

1. Purpose:

The purpose of this section is to provide guidelines to the examining physician for the conduct of the physical-medical examination. The examining physician must be aware of the specific job requirements of the position and the essential duties for which the applicant has applied. It is not the intent of this examination to exclude an applicant unless that applicant has a medical condition, which creates a significant occupational hazard or prevents performance in essential job functions.

The examining physician will limit his report to a recommendation. Placement will be made by the appointing authority of the City of Tipp City.

2. Qualifications:

i. Overall:

The applicant shall possess adequate mental, sensorial, and motor skills to perform his/her assigned duties safely and at minimum acceptable level. This will include mental alertness and reliable judgment, acuity of sense and ability of expression sufficient to allow accurate communication by written, spoken, audible, visible, and other signals as required by assigned job duties. He/she will have motor power, range of motion, neuromuscular coordination and dexterity as required to safely and at a minimum acceptable level perform all assigned duties with a reasonable accommodation to the applicant's disability.

ii. Specific

The following are general guidelines for criteria of acceptability or conditions for which restrictions or special measures may need to be recommended. They are not intended to be all encompassing.

a. Head, Face, Neck, Scalp:

Shall not present any configuration, which is unsuitable for fitting and effective use of such equipment as is required by the job in normal and emergency operations. A history of recurrent, disabling headaches is a condition, which would be considered as interfering with minimal job performance in most applicants.

b. Nose:

Ability to detect products of combustion, tracer, marker gases, and the presence of alcoholic beverages is required.

c. Mouth and Throat:

Capacity for clear speech as required for effective communications, including radio communications.

d. Ears:

Hearing loss in the better ear not to exceed 30 db average at 500, 1000, and 2000 Hz with no loss greater than 40 db in any one of those frequencies (by ISO 1964 or ANSI 1969 audiometry). If a hearing aid is necessary, suitable testing procedures shall be used to assure auditory acuity equivalent to the above requirement.

e. Cardiovascular System:

The guidelines for the examining physician shall be utilized as they apply to conditions relevant to the job. Applicants with two or more risk factors for coronary artery disease or a history of myocardial infarction or anginal attacks, or evidence of cardiac decomposition will be required to obtain a cardiac consultation and/or treadmill exercise test and will be evaluated in terms of energy requirements of the job. For applicants who are physically unable to complete a treadmill exercise test, an alternate test to evaluate such applicants in terms of the energy requirements of the job will be obtained.

Electrocardiograph examination and chest x-ray studies are mandatory for the uniformed services of the police department.

Applicants are required to be free of significant hypertension.

Asymptomatic valvular disease will require cardiac consultation.

Applicants found to have significant arrhythmias and heart block will be required to obtain a cardiac consultation.

Applicants found to have symptomatic arterial insufficiency or other severe vascular disease will be required to obtain a consultation. Further processing of the pre-placement History and Physical Form will be deferred until this information is obtained and evaluated.

f. Lungs:

Applicants are required to have the capacity and reserve to perform physical exertion in the emergencies at least equal to the demands of the job assignment and ability to use respiratory protective equipment and air supply masks.

Chronic pulmonary disease of such severity as to significantly reduce pulmonary function or to require frequent absences shall be identified in all applicants.

In order to assess the severity of the pulmonary disease, a pulmonary consultation may be obtained. Specifically, the presence of the following diseases shall be identified if present for all applicants:

- i. Bronchial, asthma requiring maintenance, medication, hospitalization, or lost work time in the past five (5) years unless effective desensitization for allergic bronchial asthma has been accomplished.
- ii. Bronchiectasis
- iii. Symptomatic bullous or generalized pulmonary emphysema.
- iv. Chronic bronchitis with significantly impaired pulmonary function.

g. Abdomen and Viscera and Gastrointestinal System:

Applicants are required to be free of cholecystitis, acute or chronic, with or without cholelithiasis, if diagnosis is confirmed by usual laboratory procedures or authentic medical records; cholecystectomy, sequelae of, such as postoperative stricture of common bile ducts, or incisional hernia, or postcholecystectomy syndrome when symptoms are so severe as to interfere with normal performance of duty.

Applicants are required to be free of ulcers of the stomach or duodenum, if diagnosis is confirmed by x-ray examination, or authenticated history thereof; authentic history or surgical operation(s) for gastric or duodenal ulcer, or perforation, obstruction, or hemorrhage resulting from such ulcer(s).

Symptomatic liver disease or persistent objective evidence of impairment of liver function shall be specifically identified if present in all applicants.

Chronic pancreatitis and chronic colitis of the nonfunctional type shall be evaluated in terms of job requirements.

h. Musculo-Skeletal:

Applicants must possess normal or adequate symmetrical structure, range of motions, and power. There should be no impairment, which is reasonably likely to interfere with safe and effective performance.

Applicants shall be free of any loss or significant impairment of an extremity. A significant history of orthopedic or musculo-skeletal difficulty, even in the absence of organic disease, will require orthopedic or other appropriate consultation.

Any deformity or disease which could interfere with range of motion or dexterity, or which is severe enough to adversely affect the performance of the essential position duties is disqualifying.

i. No significant abnormal intolerance to chemical, mechanical, or physical agents likely to be encountered on the job. Capability to tolerate use personal protective equipment and decontamination procedures, which may be required by assigned job duties. When the job involves exposure to irritants and sensitizers, applicants having the following diseases should not be assigned.

- i. History of previous contact dermatitis.
- ii. Eczematous dermatitis
- iii. Atopic dermatitis
- iv. Chronic tinea pedis with recurrent vesicular ids.

j. Endocrine/Nutritional/Metabolic

Hyper-function of the pituitary, thyroid, parathyroid and adrenal gland, and pancreatic islet cell tumor shall be identified for all applicants if present.

Applicants for the Police Department are not required to be free of non-insulin dependent diabetes mellitus, but this condition shall be considered along with other risk factors for coronary artery disease.

k. Hematopoietic and Lymphatic:

Anemia will be specifically evaluated for all applicants if present.

l. Genito-urinary

Significant albuminuria or hematuria will require consultation.

m. Neurological:

Special attention is needed when there is a history of epilepsy, other convulsive disorders, or disturbance of consciousness without satisfactory and significant medical explanation.

Any convulsive disorder, disturbance of consciousness or neurological disease or condition that in the judgment of the examining physician may be expected to interfere with the safe and minimal acceptable level of performance of the essential job duties.

n. Mental and Emotional:

Applicants should be carefully evaluated if there presently exists a personality disorder that is severe enough to have manifested itself by aberrant overt acts or expressed suicide, a psychosis, or established history of active psychosis.

o. Drug Use:

1. Active alcoholism should not exist. This means a condition in which a person's intake of alcohol is sufficiently large enough to significantly damage his/her physical health, job performance, personal functioning, or when alcohol becomes a prerequisite to his/her daily functioning.
2. Drug use should not exist. This is to mean a condition in which a person is addicted to or dependent on any drug or substance as evidenced by habitual use or a clear sense of need for the drug.
3. The use of prescribed or otherwise legally obtainable medication taken in such dosage that in the judgment of the physician, the taking or temporary delay of taking, might be expected to result in unacceptable incapacity limitation. For example, certain dosages, or requirements for steroids, anticoagulants, and antiarythnics shall be evaluated in terms of the job requirements.

p. Neoplasm:

Any malignant neoplasm shall be evaluated in terms of the job requirements. No evaluation will be required for the following:

- i. Adequately treated cutaneous neoplasm.

ii. Apparently (5 years asymptomatic) surgically or radio therapeutically cured cases.

q. Tuberculosis:

All applicants are required to be free of active tuberculosis in any form or location.

r. Vision:

Binocular vision is required and must test 20/40 (snellen) without corrective lenses.

Uncorrected vision must test at least 20/70 in each eye.

Vision in each eye must be corrected to 20/30.

Near vision, corrected or uncorrected, must be sufficient to read Jaeger Type 2 at 14 inches.

Ability to distinguish basic colors by pseudoisochromatic plate test (missing no more than four plates) is required, as is normal peripheral vision.

s. Speech:

Diseases or conditions resulting in indistinct speech are disqualifying.

## **X. PHYSICAL FITNESS EXAMINATION INFORMATION**

The test is administered on a pass/fail basis as indicated in Section III. You are measured against a standard for your age and sex. There are percentage categories to the test. The 50% to 65% levels are listed for each test to illustrate the range. On the day of the test, the full range will be available for inspection. The Applicant must pass each of the individual tests at a minimum of the 50<sup>TH</sup> percentile.

- Be prepared to participate either indoors or outdoors. Appropriate clothing would be running shorts, shirts, and shoes, warm-up tops and pants, coats, and hats depending on the weather.
- It is to your advantage to practice and be in good physical condition prior to taking the test.
- The following criteria will be used in deciding pass/fail on the physical fitness test:

### **1 MINUTE PUSH-UP TEST:**

The test starts with the subject in the plank position. The subject will lower their chest to within 1" of the ground and push themselves back up to the plank position for each repetition. The score is the total number of push-ups in one minute.

<b>MALE</b>	<b>AGE 20-29</b>	<b>AGE 30-39</b>	<b>AGE 40-49</b>	<b>AGE 50-59</b>	<b>AGE 60+</b>
50%	33	27	21	15	15
<b>FEMALE</b>					
50%	18	14	11	13 modified	8 modified

**1 MINUTE SIT-UP TEST:**

The test starts with subjects on their backs, knees bent, heels flat and partner holding feet to floor. The hands are behind the head, and on each up position, the elbows touch the knees. After each up position, the subject must return to a full lying position before starting up. The score is the total number of sit-ups in one minute.

<b>MALE</b>	<b>AGE 20-29</b>	<b>AGE 30-39</b>	<b>AGE 40-49</b>	<b>AGE 50-59</b>	<b>AGE 60+</b>
50%	40	36	31	26	20
<b>FEMALE</b>					
50%	35	27	22	17	8

**1.5 MILE RUN:**

This event is scored according to the time it takes for the individual to complete a one and one-half mile distance. The times listed below are minutes and seconds.

<b>MALE</b>	<b>AGE 20-29</b>	<b>AGE 30-39</b>	<b>AGE 40-49</b>	<b>AGE 50-59</b>	<b>AGE 60+</b>
50%	11:58	12:25	13:05	14:33	16:19
<b>FEMALE</b>					
50%	14:15	15:14	16:13	18:05	20:08

## **XI. JOB DESCRIPTION AND ESSENTIAL JOB FUNCTIONS - POLICE DEPARTMENT**

### **POLICE OFFICER**

#### **NATURE OF WORK**

This is general duty police work in the protection of life and property through the enforcement of laws and ordinances.

Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, direction of vehicular and pedestrian traffic, and the general enforcement of laws and ordinances in a designated area on an assigned shift. Work is performed in accordance with departmental rules and regulations and normally consists of patrolling, performing preliminary investigations, and traffic regulation duties, which are normally performed in a marked cruiser. Work involves an element of personal danger, and employees must be able to act without direct supervision and exercise discretion in meeting emergencies. Assignments, as well as general and special instructions, are received from superior officers, who review work methods and results through personal inspections, reports, and discussions. Officers are required to attend a formal training course and must successfully complete a written competitive examination administered by the Civil Service Commission.

EXAMPLES OF WORK: (Any one position may not include all of the specific duties listed, nor do the examples cover all of the duties that may be performed.)

- Receives training in a wide variety of police functions including criminal investigations, evidence collection, patrol and traffic procedures, self-defense, use of firearms, and police cruiser operations.
- Patrols a designated area of the City in a radio-equipped patrol car to preserve peace and to prevent criminal violations and enforce laws and ordinances.
- Responds to calls and complaints involving fire, auto accidents, robberies, and other misdemeanor and felony offenses.
- At the scene of a crime, administers first aid, conducts investigations, gathers evidence, obtains statements, makes arrests, and takes prisoners to jail; testifies as a witness in court.
- Enforces traffic and parking regulations, directs traffic, investigates accidents and obtains information from witnesses, interviews complainants, responds to animal complaints, suspicious and other deaths, and reports of zoning violations.
- Prepares records of arrests and submits detailed incident reports of investigations made; prepares a variety of specialized forms and reports.

- When assigned, makes preliminary investigations of crime scenes and preserves evidence; coordinates investigations with investigators and other police officers.
- Attends training courses and instructional meetings.
- May be assigned to special duty in addition to normal patrol duties such as tactical unit, firearms or baton training, hostage negotiations, evidence technician, technical accident investigation and crime prevention.
- Performs minor maintenance on patrol vehicle.
- Performs related work as assigned.

**DESIRABLE EDUCATION AND EXPERIENCE:**

- Graduation from high school, vocational school, or GED; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:
- Knowledge of the geography of the City.
- Ability to learn applicable Federal, State, and Local laws and ordinances.
- Ability to learn modern law enforcement principles, procedures, techniques, and equipment.
- Ability to observe and record situations and to react quickly and calmly.
- Ability to learn and apply CPR and first aid.
- Ability to act with tact and impartiality.
- Ability to follow written and oral instructions.
- Ability to communicate effectively, verbally and in writing.
- Ability to perform work requiring a good physical condition.
- Ability to establish and maintain effective working relationships with co-workers, other agencies, and the public.
- Ability to meet necessary special physical requirements.
- Skill in the use of firearms, breath testing equipment, cameras, videocassette recorder, projectors, audio recorder, measuring devices, evidence collection kits, speed measuring devices, and computer equipment for reporting and informational inquiry.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid Ohio driver's license.
- Ohio Law Enforcement Officer Certification. (Received upon successful completion of Ohio Peace Officer Basic Academy).
- Ohio Emergency Medical Responder Certification. (Received After Employment.)

## **POLICE OFFICER**

### **"ESSENTIAL JOB FUNCTIONS"**

1. The ability to operate a full size automobile safely under all conditions including emergency high speed driving and backing maneuvers.
2. The ability to operate the warning lights, sirens, and radio while safely operating a full size automobile under emergency or high speed conditions.
3. The ability to operate a standard police cruiser driver's side pillar mounted spotlight while operating the vehicle.
4. The ability to adjust and properly wear all standard police issue equipment/uniform items.
5. The ability to properly operate all police equipment.
6. The ability to properly and safely operate and maintain weapons, both lethal and non-lethal.
7. The ability to communicate quickly and clearly, both verbally and in writing in the English language.
8. The ability to write legibly in English, using correct spelling.
9. The ability to accurately perform basic math functions (addition, subtraction, multiplication, and division).
10. The ability to understand and apply the Ohio Revised Code and other applicable laws and ordinances.
11. The ability to quickly evaluate a situation and determine a proper course of action, under stressful conditions.
12. The ability to observe a quickly changing scenario and to accurately and completely relate a description of that scenario verbally and in writing.
13. The ability to walk, sit, stand, and work in all types of environments and weather conditions for extended periods of time.
14. The ability to climb stairs and to maneuver around or over obstacles such as fences, shrubs, and similar articles.
15. The ability to work shifts of varying duration and starting time, including rotating shifts.
16. The ability to follow direction, given verbally and in writing.

17. The ability to quickly pursue suspects on foot.
18. The ability to physically restrain combative people, utilizing only the minimum force that is necessary.
19. The ability to ride a bicycle on difficult terrain.
20. The ability to work on a team or independently as required.
21. The ability to work from heights.
22. The ability to successfully obtain and maintain Emergency Medical Responder Certification from the National Registry of Emergency Medical Technicians.

**XII. RELEASE OF ALL CLAIMS AND ASSUMPTION OF THE RISK**

**WARNING**

READ CAREFULLY BEFORE SIGNING. THIS INSTRUMENT PREVENTS ALL LIABILITY ON BEHALF OF THE CITY OF TIPP CITY FOR ANY INJURY YOU MAY RECEIVE WHILE PARTICIPATING IN THE PHYSICAL FITNESS ASSESSMENT TESTING AS AN APPLICANT FOR THE POLICE DEPARTMENT AND HAS LEGAL CONSEQUENCES IN THAT THE SAME WILL BAR YOU FROM ANY CLAIM OR RECOVERY AGAINST THE CITY OF TIPP CITY. IF YOU DO NOT FULLY UNDERSTAND THIS INSTRUMENT, YOU SHOULD CONSULT AN ATTORNEY BEFORE SIGNING THE SAME.

As an applicant for a position within the Tipp City Police Department, you will be asked to take a physical fitness assessment test that involves strenuous exercise, including but not limited to, running, performing pull-ups and sit-ups, pulling and pushing, etc. You are not required to perform any physical assessment test that would overexert your capabilities or cause injury or discomfort and you are requested to cease performing any test procedure if, in your judgment, you are overexerting yourself. You are to be the sole judge as to what physical activities you are capable of undertaking as well as the extent of such activities with the knowledge that overexertion on your part can cause serious physical injury.

Having read the above and being advised of the potential dangerous nature of performing physical fitness assessment tests beyond the capacity and capability of my body, I do hereby assume the risk of any and all injury and damages as a result of my participation in said physical fitness assessment tests and assume full responsibility for any consequences of my participation therein.

The undersigned does further, hereby, release the City of Tipp City and/or any of its agents or employees from any and all claims, demands, or causes of action of any nature whatsoever based upon, or in any way arising from, the participation of the undersigned in the aforesaid physical fitness assessment testing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witness

**XIII. ESSENTIAL JOB FUNCTIONS ACCOMMODATION FORM**

I HAVE READ AND UNDERSTAND ALL THE REQUIRED ESSENTIAL JOB FUNCTIONS FOR THE POSITION OF POLICE OFFICER.

I HAVE INITIALED THE ONE (1) STATEMENT BELOW THAT IS TRUE IN MY CASE.

\_\_\_\_\_ I am capable of performing all essential job functions as listed in this application packet.

\_\_\_\_\_ I would require accommodations to perform the following essential job functions:

<b>Number</b>	<b>Accommodation</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**XIV. ACKNOWLEDGEMENT OF RECEIPT**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of the Entrance Level Police Officer Civil Service Examination and Selection Process Packet which explains the qualifications, process, and requirements necessary for me to be considered for the position of Police Officer for the City of Tipp City, Ohio.

I submit the attached herewith:

- 1. Formal Application \_\_\_\_\_
- 2. Educational Records \_\_\_\_\_
- 3. Birth Record \_\_\_\_\_
- 4. Form DD214, Separation from Military Service \_\_\_\_\_
- 5. Ohio Peace Officer Certification \_\_\_\_\_
- 6. Essential Job Functions Accommodation Form \_\_\_\_\_
- 7. Release of all Claims and Assumption of Risk \_\_\_\_\_
- 8. Medical Certification of Capability to Participate \_\_\_\_\_

**WAIVER**

I, the undersigned, understand that as a part of this application, if I become one of the certified top applicants, the Tipp City Civil Service Commission will conduct a background investigation which will include a credit check and criminal record check. I hereby authorize the persons having custody of such records to make them available to the City of Tipp City. I further understand that as a part of this application, if I become one of the certified top applicants, I will be required to submit to fingerprinting and various types of testing as outlined in the Application Packet, and do hereby agree to do so voluntarily and will cooperate with the City of Tipp City so long as this application shall be pending.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

On this day personally appeared before me \_\_\_\_\_,  
known to me to be the individual described in and who executed the within and  
foregoing instrument, and acknowledged that he/she signed the same as his/her free  
and voluntary act and deed for the use and purpose therein described.

In testimony whereof, I have hereunto set my hand and official seal this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public for the State of Ohio