



Civil Service Commission

POLICE OFFICER

The Springfield Civil Service Commission announces an **OPEN-COMPETITIVE** examination for the position of **POLICE OFFICER** with the City of Springfield, Ohio.

APPLICATION DEADLINE: September 30, 2016 *Before 5:00 PM

PLACE OF FILING APPLICATION: Personnel Department, 3rd Floor – City Hall
76 East High Street, Springfield, Ohio 45502

WRITTEN EXAMINATION: **Saturday, October 8, 2016**
Time to be announced
SPRINGFIELD HIGH SCHOOL
CAFETERIA – 701 East Home Road

EXAMINATION CUT-OFF SCORE: 70%

ANNUAL PAY RANGE: \$42,764.80 - \$58,136.00
including excellent benefits

STEPS OF THE SELECTION PROCESS:

- Written Examination
- Polygraph Examination
- Extensive Background Investigation
- Oral Interview
- Psychological Assessment
- Complete Medical Examination

*This examination is administered only to candidates who have been extended a conditional offer of employment.

MINIMUM QUALIFICATIONS:

- AGE:** At least 21 years of age at time of appointment
- EDUCATION:** High School Graduate or equivalent
- PHYSICAL:** Eyesight: 20/20 corrected
- Weight: In proportion to height
- **MUST** possess the overall ability to sufficiently perform all of the essential functions of the position.

NATURE AND REQUIREMENTS OF WORK:

This position is responsible for the protection of life and property and the enforcement of laws. Work involves a variety of duties in patrol, traffic, or crime investigation on an assigned shift.

APPLICANTS MUST POSSESS:

The ability to work with a substantial element of personal risk and to exercise sound independent judgment; the ability to use inter-personal skills to manage conflict; the ability to be trained to use firearms and other weapons; the ability to cope with situations firmly, courteously, and tactfully with respect for the rights of others; the ability to write complete and accurate reports; and the ability to maintain stability of performance in violent and highly stressful situations.

SPECIAL REQUIREMENTS OF WORK:

RESIDENCY: All members of the Police Division must reside in Clark County or any adjacent county to Clark County.

LICENSE: Must hold a valid unrestricted Ohio Motor Vehicle Operator's License

TRAINING: Must complete approximately 21 weeks of academic and physical training, including approximately 15 weeks of Basic Police Officer's Training in an academy setting and six weeks of Departmental training in Springfield.
***OPOTC Academy PT Test Requirements for 2017 is attached in a separate document**

OTHER CERTIFICATIONS: Ohio Peace Officer's Certificate is required following Academy Training; other certifications required.

WORK SCHEDULE: 40 hours per week including nights, weekends, and holidays on an assigned shift, plus overtime as required.

MILITARY CREDIT:

Military Service Credit will be granted to **Ohio Residents** who have been Honorably Discharged from Active Duty in the Army, Navy, Air Force, Marines, or Coast Guard. A copy of the Honorable Discharge or DD-214 **specifying HONORABLE DISCHARGE** must be submitted with the application. An additional percentage of a **passing** score will be credited to individuals who achieve the minimum cut-off score.

09/12/2016



Natalie Payton
Personnel Analyst

**PRE-EMPLOYMENT BACKGROUND INVESTIGATION
AND
GUIDELINES FOR DISQUALIFICATION
FOR PUBLIC SAFETY OFFICER POSTINGS**

Each candidate for a position as a Public Safety Officer with the City of Springfield is required to undergo a background investigation and polygraph examination.

If during the background investigation, interview, or polygraph examination, admissions are made by the applicant or problems are discovered of a disqualifying nature, the applicant may be eliminated from further consideration.

Reasons for disqualification include, but are not limited to the following:

1. **Narcotics or Drug Usage.** Current or a past history of the illegal use of narcotics, i.e., Morphine, Codeine, heroin, cocaine, Dilaudid, and Demerol, or the use of hallucinogens, i.e., Hashish, L.S.D., Marijuana, T.H.C., and P.C.P. or abuse of dangerous drugs, i.e., Barbiturates, amphetamines, or any other prescription drug. Drugs abuse would include the use of prescription drugs for a purpose other than which it is intended or the prolonged use of such drugs without a prescription or sniffing of glue, paint thinner, or other chemical agents for the purpose of obtaining a state of intoxication.
2. **Immoral Conduct/Disorderly Conduct.**
This includes conduct or court convictions in, but is not limited to the following areas:
 - a. Abuse - emotional or physical abuse of parent, spouse, child, etc.
 - b. Promoting, procuring, compelling, soliciting or engaging in prostitution.
 - c. Corrupting minors.
 - d. Sexual imposition.
 - e. Importuning.
 - f. Voyeurism (peeping tom).
 - g. Public indecency.
 - h. Obscenity - Disseminating material harmful to juveniles and pandering obscenity.
 - i. Incest - (sexual relations with relatives nearer than cousin).
 - j. Conviction of a crime involving disorderly conduct, i.e., fighting, public intoxication, etc., or a conviction record of three or more misdemeanors excluding traffic, of any nature.

3. **Felony convictions.** Any conviction for a crime classified as a felony.
4. **Excessive traffic violations.** Having more than two moving traffic violations within the past year or been under suspension through the violation point system in the past 5 years. One DUI or DWI conviction under this section shall be considered excessive. The recency of such conviction(s) will be considered.
5. **Petit theft.** Having a conviction record of more than one theft not amounting to a felony, or evidence found through the polygraph or an admission of thefts which tend to show a pattern over a period of time.
6. **Falsification.** Any deliberate falsehood or attempt to conceal information pertaining to the qualifications for employment or any deliberate falsehood pertaining to areas which would be grounds for automatic disqualification or a series of falsehoods in areas of less significance.
7. **Political influence.** Has used or threatened to use political influence in securing employment or re-employment.
8. **Employment records.** A past employment record showing excessive absenteeism, poor quality of production, excessive tardiness, inability to get along with fellow employees, inability to follow orders.
9. **Gambling problems.** Has a history of convictions for gambling, associates with known gamblers, or has personal problems as a result of gambling.
10. **Financial problems.** Has a history of garnishments, law suits, bankruptcy, etc. A definite poor risk for credit, showing a lack of honesty, integrity and maturity in taking care of financial obligations.
11. **Support of family.** Failure to provide proper support for any member of your family for which you are legally responsible or failure to carry out the mandate of any court of domestic relations with reference to child support or support of spouse or ex-spouse.

Please feel free to call 937-324-7318 if you have any questions concerning any of the qualifications or basic reasons which would tend to disqualify a prospective applicant.

04/14/10