

# Springfield Police Division

## City of Springfield, Ohio

### The Civil Service Entry Process:

- ❑ You must submit an application for hire.
- ❑ You must take and pass a civil service exam.
- ❑ You must successfully complete physical agility testing. This can include, but is not limited to, running a 1.5 mile course and performing push-ups and sit-ups according to the Cooper Institute Standards required to gain admittance to an Ohio Peace Officer Training Commission approved police academy; dry-firing and demonstrating the ability to operate the actions of a semi-automatic pistol and a pump-action shotgun.
- ❑ You must pass an extensive background check.
- ❑ You will be required to take a polygraph test.
- ❑ You must take a psychological evaluation.
- ❑ You will go through at least one oral interview, which will include a written exercise.
- ❑ You must pass a medical exam, that will insure at least the following minimum requirements:
  - 20/20 vision (corrected).
  - Height/Weight must be proportionate. There are minimum body fat requirements.
  - Hearing must be normal.
  - Successful completion of a cardiac stress test.

### If you are hired under the civil service process, you would be required to complete the following:

You must obtain a valid Ohio Peace Officer Certification by successfully completing Ohio Peace Officer Training at an OPOTC-approved police academy (approximately 18 weeks of training). The Springfield Police Division currently enrolls recruits in the Clark State Community College Police Academy in Springfield, Ohio at no cost to the recruit. Recruits in the academy are City of Springfield employees and receive wages and benefits during their training. The current wage, under contract, is \$22.02 per hour (2019). Note: Recruit Officers who already possess a valid Ohio Peace Officer Certificate at the time of hiring start out at Step 1 of the pay scale, under contract, which is \$22.91 per hour (2019).

All Certified Recruit Officers must then successfully complete the Division's 8-week In-house training program. This in-house training includes, among other things, Division Rules, Regulations, and Procedures; map reading and navigation skills; report writing and computer training; community-police relations studies; physical fitness and defensive tactics training; and firearms and other weapons training. Upon successful completion of In-house training, recruits reach Step 1 of the pay scale, under contract, which is \$22.91 per hour (2019).

After In-house training, Recruit Officers must successfully complete the Division's 13-week Field Training Officer Program, which consists of Recruit Officers being assigned to specially trained experienced officer "coaches" (called Field Training Officers, or FTOs) who will evaluate the Recruit Officers daily to ensure that they are progressing in their training. During this program, Recruit Officers will be assigned to work on all three work shifts (days, evenings, midnights). They will work for 4 weeks on each shift, with a different FTO

during each 4-week period. The Recruit Officer will then be assigned to a final FTO to complete a 1-week final evaluation period to determine if the Recruit Officer has successfully completed the FTO Program. All Police Recruits are assigned to a probationary status for their first year of employment. Upon successful completion of the probationary period, Officers advance to Step 2 of the pay scale, under contract, which is \$25.35 per hour (2019).

If you have questions about Civil Service Entry, please contact Natalie Payton at 937-324-7318 or via email [npayton@springfieldohio.gov](mailto:npayton@springfieldohio.gov).