

POLICE OFFICER CANDIDATES

APPLICATION PACKET ADDENDUM

Summary of Employment Requirements

These items must be completed and received in Gahanna's Human Resources Department in order to consider your application complete.

- City of Gahanna On Line Employment Application
- \$10 Filing Fee—MUST BE PAID AT WRITTEN EXAM
- DD-214 (if you wish to claim military credit)—MAY BE MAILED SEPARATELY BUT MUST BE RECEIVED BEFORE THE DATE OF YOUR SCHEDULED EXAM

POLICE OFFICER CANDIDATES 2011

APPLICATION PACKET ADDENDUM

TO: PROSPECTIVE FULL-TIME AND PART-TIME POLICE OFFICER CANDIDATES

FROM: CITY OF GAHANNA CIVIL SERVICE COMMISSION

SUBJECT: POLICE OFFICER SELECTION PROCESS

The City of Gahanna will host two written exams in 2011 and two physical fitness exams in 2011. Candidates must designate which written exam they wish to take when submitting the application. Candidates may only take one written test during the calendar year. Individuals who pass the written exam will be invited back to take a physical exam at a later time in the year. The passing scores from both written exams will be compiled once the tests are complete to create an eligibility list that will be used for hiring in 2012.*

All applicants must complete an application on-line by the application deadline and pay a \$10.00 examination fee on the date of the written exam. Applicants for Part-time Police Officer must already be certified as Ohio Peace Officer and hold a current certification. By giving these tests, the current eligibility list will be abolished. Therefore, to continue to be on the Police Officer eligibility list you must test again each year.

To qualify for the eligibility list, you must pass the Civil Service Test and be 21 years old at the time of the appointment. Each candidate must have a physician's certificate (form included in this packet) completed and signed by your physician to take the physical fitness test. If you do not have the certificate with you on the day of the physical fitness test, you will be disqualified and will not be allowed to take the physical fitness test.

*For good cause and at the discretion of the Commission an eligibility list may be terminated sooner than its fixed date.

Written Exam Dates:

All written exams will be given at 8:30 a.m. at New Life Church in Gahanna, 3690 N. Stygler Road, Gahanna, OH 43230. **Candidates may take only one of the written exams and must indicate which exam they are taking on the application.**

Saturday, May 21 – Application deadline is Friday, May 6, 2011

Saturday, September 10 – Application deadline is Friday, August 26, 2011

Physical Exam Dates:

Candidates who pass the written exam will be invited to take the physical exam on either of the dates listed below. You must obtain a passing score on the written exam prior to taking the physical exam. Once you receive notification by e-mail that you passed the written exam, you will need to notify Human Resources which physical exam date you wish to attend. The physical exams will be held at Gahanna Middle School West, 350 N. Stygler Road, Gahanna, OH 43230.

Saturday, June 11, 2011

Saturday, October 1, 2011

Examination Fee:

There is a \$10.00 examination fee (cash, check, or money order) for this examination to help cover costs. This fee is non-refundable. Checks or money orders shall be made out to the City of Gahanna. Please have exact change if paying with cash.

This fee must be paid to the City representatives on the date of your written examination.

Application (all pieces must be complete for consideration):

1. The on-line application and all questions must be completed and answered.
2. The \$10.00 examination fee must be submitted on the date of your written exam.
3. The physician statement must be completed and signed by your physician. You must bring it with you on the day of the physical test.
4. Proof of citizenship will be required for employment if hired; e.g. birth certificate, passport, naturalization papers. (U.S. Citizenship required.)
5. If you are a veteran wishing to claim military credit, you must submit a copy of your DD-214 with the application. Failure to provide a copy of the DD-214 by the application deadline shall result in immediate disqualification of military credit. If you are unable to submit this on-line, you are able to mail a copy to the City of Gahanna, Human Resources Department, 200 South Hamilton Road, Gahanna, OH 43230. The DD-214 must be received before the date of your scheduled exam.

Full and Part-time Police Officer candidates will be taking the same test. Those who pass will be placed on the same eligibility list. If a candidate is offered a part-time position, or visa versa, and they refuse that position they will stay on the eligibility list for the next hiring for the position they wish.

POLICE OFFICER SELECTION PROCESS SUMMARY DESCRIPTION

The purpose of this summary description is to provide Police Officer candidates with information regarding the Police Officer Selection Process.

I. Formal Application

Applications will be accepted on-line.

II. Hiring Standards

Applicant must read and answer the questions during the on-line application process. In addition, the applicant must indicate which test date he or she will take the written exam while applying.

The purpose of the hiring standards is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of applicants for the position of Patrol Officer with the Gahanna Police Department; and second, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical selection.

An applicant's failure to meet the hiring standards shall automatically disqualify the applicant. The applicant must acknowledge their understanding and compliance with the Hiring Standards when submitting the application.

III. Civil Service Examination

The written exams will be given at the New Life Church in Gahanna. Please allow 2 hours and 30 minutes for the Civil Service written examination. In an effort to increase testing integrity, **each candidate will be required to show two pieces of identification, one containing his/her picture.** The use of cellular phones will be prohibited during the exam. No cellular phones, taping, video, or picture taking devices will be allowed in the testing room.

The examination will consist of the following concepts:

Judgment; Human Interaction; Responding Calmly to Provocation; Unbiased Enforcement; Social Maturity and Ethics; Handling Authority; Gaining Cooperation; Observation and Analysis; Reading; Writing.

IV. Physical Fitness

Candidates who successfully pass the written exam will receive an e-mail and be invited back to take one of the physical exams. Candidates passing the written exam may choose which physical exam they wish to attend. Failure to take or to pass a physical exam in 2011 will eliminate you as a candidate in the 2011 process. Please wear appropriate dress to take the physical fitness test. The test will be given by Police personnel and will be evaluated in accordance with established and valid fitness standards. **It is your responsibility to bring the Physician's Certificate with you. The physician statement must be dated within 45 days of the physical test you are taking.** If you do not have the certificate, you will not be allowed to take the test, which will disqualify you.

V. Preliminary Psychological Screening may be given to all candidates passing the written exam and physical fitness test.

VI. Record Check

1. A thorough and complete record check of each candidate will be conducted by the Gahanna Police Department. The Department will check for local criminal and traffic records.
2. Each candidate's name will be entered into state and national computers for warrants and criminal history.
3. Fingerprints will be taken for each candidate and submitted for state and federal screening.
4. Successful candidates will then be subject to a Background Check.

VII. Background Check

A thorough and complete investigation of the top scoring candidates' backgrounds will be conducted at this phase. The function of the background investigation is to determine each candidate's suitability for employment as a Gahanna Police Officer. The background investigation will include, but not be limited to, the following:

1. Verification of each candidate's credentials, past and present employment, residences and driver's license.
2. Review of each candidate's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.
3. Interviews with past and present employers, school officials, neighbors and personal references.

The following occurrences or incidents in a candidate's background may result in disqualification from the selection process.

- Conviction for felony or serious misdemeanor.
- Use of controlled substances (unless under a physician's direction) and/or conviction for controlled substance violation.

- Intemperate use of alcoholic beverages.
- Poor work record.
- Poor driving record; for instance numerous convictions for moving traffic violations.
- Numerous debts which are not being regularly paid-off.
- Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a Police Officer given the power and responsibilities incumbent to the position.

VIII. Oral Interviews

1. Oral interviews of at least the candidates finishing in the top 6 places from the written and physical fitness exam will be administered by the Oral Review Board at a designated time and place.
2. Each candidate will be interviewed for approximately 45 – 60 minutes by an oral board consisting of representatives of the City of Gahanna.
3. All elements of the oral interview will be standardized to include uniform questions.
4. Each candidate will be evaluated based upon the following rating dimensions:
 - Appearance, image, demeanor and attitude
 - Communication
 - Mental alertness
 - Judgment, reasoning and analysis
 - General personality impressions
 - Social interaction, and human relations
 - Overall suitability
5. Should a candidate from the list be considered but not selected more than three times for the same or similar position, the Civil Service Commission shall have the authority to disqualify said candidate from future consideration and to remove that candidate's name from the existing Eligibility List. The Civil Service Commission's decision shall be final.
6. If during or after the interviews, the Civil Service Commission learns that a candidate has misrepresented his/her qualifications, skills, abilities, prior employment history, etc. or in general has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the Civil Service Commission shall have the authority to disqualify the candidate from future consideration and to remove the candidate's name from the existing Eligibility List, in which case, the Civil Service Commission shall notify said candidate in writing stating the reason for his/her disqualification and removal from the Eligibility List. The decision of the Civil Service Commission to disqualify said candidate from future consideration and to remove said candidate's name from the Eligibility List shall be final. At the

conclusion of each interview, candidates will have a final opportunity to ask questions.

IX. Conditional Offer of Employment

Upon recommendation from the oral interview phase of the hiring process, successful candidates shall be given a conditional offer of employment. The conditional offer is contingent on the candidate successfully passing three additional examinations; polygraph, psychological and medical.

X. Polygraph Examination

A polygraph examination will be administered to each candidate by a trained and certified polygraph examiner.

1. Questions “relevant” to the nature and extent of the inquiry will be provided to each candidate in advance of the exam so that he/she can have sufficient time to review and understand what is going to be asked of them. Questions will be drawn from areas concerning questions of illegal activities, morals, ethics, and drug/alcohol use.
2. Admissions concerning moral attitudes and illegal activities made during the polygraph examination will be scrutinized as to their acceptability.
3. The candidate may or may not be advised of the results by the examiner upon completion of the exam.
4. Any candidate may be disqualified when the subject is not cooperating with the examination process, or when the subject shows significant reaction to one of the issues under investigation.

PHYSICAL FITNESS PREPARATION

The Civil Service Commission, in recognizing the importance of physical fitness status as it pertains to eventual job performance, has established the physical fitness test. The following provides information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the Physical Fitness Test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

WHAT IS PHYSICAL FITNESS?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important. Areas in the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

WHY IS FITNESS IMPORTANT AS A JOB RELATED ELEMENT?

It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain, which can minimize the "known" health risks for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification. Job analyses that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area for minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

HOW WILL PHYSICAL FITNESS BE MEASURED?

The Physical Fitness Test consists of 3 basic tests. Each test is a scientifically valid test. The tests will be given in the following sequence with a rest period between each test.

1. 1 MINUTE PUSH-UP TEST

This is a measure of the fitness (strength and endurance) level of the muscle groups involved in the chest, upper arms and shoulder girdle. It is an important area for performing police tasks requiring upper body strength. The score is in the number of push-ups performed in 1 minute.

2. 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in the number of bent leg sit-ups performed in 1 minute.

3. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

WHAT ARE THE STANDARDS?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test during a single session.
- The required performance to pass each test is based upon sex and age (decade). While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile rank in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximate the 30th percentile for each age and sex group.

PHYSICAL FITNESS CHART

TEST	MALE				FEMALE			
	Ages				Ages			
	20-29	30-39	40-49	50 +	20-29	30-39	40-49	50+
1 Minute Push up (Minimum)	26	20	15	10	20	15	10	9
1 Minute Sit Up (Minimum)	35	32	27	21	35	32	27	21
1.5 Mile Run (Maximum)	13.22	14.08	14.56	15.57	15.57	16.35	17.24	18.23

HOW DO YOU PREPARE FOR THE PHYSICAL FITNESS TEST?

1. **Preparing for the Sit Up Test.**

The progressive routine is to do as many bent leg sit ups (hands behind the head) as possible in 1 minute. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute).

2. **Preparing for the Push Up Test.**

If you have access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. You should be able to do 8-10 repetitions of that weight. So 3 sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.

If you do not have weight equipment, then the push up exercise can be utilized. Determine how many push ups you can do in one minute. At least 3 times a week do 3 sets of the amount you can do in one minute.

3. **Preparing for the 1.5 Mile Run.**

Below is a gradual schedule that would enable you to perform at a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis then proceed to the next level. If you can do the distance in less time, then that should be encouraged.

WEEK	ACTIVITY	DISTANCE	TIME	FREQUENCY
1	Walk	1 Mile	20'-17'	5/week
2	Walk	1.5 Miles	29'-25'	5/Week
3	Walk	2 Miles	35'-32'	5/Week
4	Walk	2 Miles	30'-28'	5/Week
5	Walk/Jog	2 Miles	27'	5/Week
6	Walk/Jog	2 Miles	26'	5/Week
7	Walk/Jog	2 Miles	25'	5/Week
8	Walk/Jog	2 Miles	24'	4/Week
9	Jog	2 Miles	23'	4/Week
10	Jog	2 Miles	22'	4/Week
11	Jog	2 Miles	21'	4/Week
12	Jog	2 Miles	20'	4/Week

ACCOMMODATION

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative within two business days of submitting the application. Medical documentation will be required.

Should you require services of a professional interpreter during the exam, please contact a Human Resources representative within two business days of submitting the application.

AN EXCERPT FROM CIVIL SERVICE RULES AND REGULATIONS REGARDING YOUR REVIEW AND PROTEST RIGHTS

Section 4.07 Inspection of Rating Keys

In examinations where the Commission considers it feasible, for a period of two (2) weeks after the scores for the examination are mailed, participants may inspect the Rating Key and questions in the office of the Civil Service Commission. Each candidate shall be permitted only one (1) review of the test booklet involving one session.

- A. Protest of Written Exam. Should the test contain a question or an answer with an error, including a conflict of authority, error in keying or incorrect wording, the candidate may protest the question by submitting a protest in writing to the Commission. This written protest must be submitted at the time the candidate is reviewing the test. The protest must cite the error in the question or answer and may also include reference to recognized authorities to support the protest. Proof such as reference material involving books, pamphlets or other recognized authority may be submitted not later than two (2) days after the last day for filing protests, however, there are no further inspections or protests.
1. For two (2) days following the last day for filing protests, candidates may review protests filed and submit in writing authority which support the Rating Key answers. Proof such as reference material involving books, pamphlets or other recognized authority may be submitted not later than two (2) days after the last day for filing protests which support Rating Key answers, however, there are no further inspections or protests.
 2. A candidate may not copy or take from the Civil Service Commission office test questions or answers, or may he make any written notes pertaining to test material. Commission members or members of their staff shall not discuss test written notes with applicants. Following the rating key inspection period, the Commission shall carefully consider all objections and make such changes in the tentative key as are warranted, after which a rating key shall be adopted which shall be final and which shall be used in the actual rating of examination papers. The Commission may correct clerical

error of examiners or employees at any time before the cancellation of such a list.

B. Protest of Physical Fitness Exam. If any candidate wishes to protest the results of an event in the physical fitness test, it must be done immediately after that event and the decision of the Commission will be final.

**PHYSICIAN CERTIFICATE
CITY OF GAHANNA CIVIL SERVICE COMMISSION
POLICE PHYSICAL FITNESS TEST**

TO THE PHYSICIAN

The City of Gahanna, Civil Service Commission, Police Physical Fitness Test consists of the following; please check mark if the candidate's health is such that he/she can attempt to perform the required elements:

Push-ups _____

Sit-ups _____

1.5 Mile Run _____

Patient's Name (Print)

Signature of Physician and Date

Physician's Name (Print or Stamped)

Physical Fitness Test	Ages - Male				Ages - Female			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1 Minute Push Up (Minimum)	26	20	15	10	20	15	10	9
1 Minute Sit Up (Minimum)	35	32	27	21	35	32	27	21
1.5 Mile Run (Minimum)	13.22	14.08	14.56	15.57	15.57	16.35	17.24	18.23

The City of Gahanna, Civil Service Commission, and
Police Department thank you for your cooperation.

Please note: This form must be completed by a physician within 45 days prior to the physical test in order to be considered valid.