



**APPLICATION PACKET FOR POLICE OFFICER**

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*Thank you for your interest in employment with the City of Gahanna Police Department. Please review this packet in its entirety and if you have any questions, contact:*

*City of Gahanna Department of Human Resources*

*Phone: 614-342-4457*

*Email: [hr@gahanna.gov](mailto:hr@gahanna.gov)*

*Gahanna City Hall, 200 S Hamilton Rd, Gahanna, OH 43230*

### **Examination Announcement**

This packet shall serve as an announcement for examinations scheduled in 2012 for the position of full-time Police Officer. These examinations are being conducted for individuals interested in becoming candidates for 2013. Individuals who successfully pass the written examination will be invited to complete an on-line application and participate in a physical fitness examination as detailed in the selection process.

### **Salary Range**

Pay rates are established through negotiations with the Fraternal Order of Police. The current contract will end December 31, 2012 so rates for 2013 are not yet established. As a point of reference, the range for 2012 is as follows:

Step 1: \$40,197.91 (\$19.33/hour)

Step 2: \$52,813.04 (\$25.39/hour)

Step 3: \$60,920.42 (\$29.29/hour)

Step 4: \$76,367.92 (\$36.72/hour)

### **Police Officer Selection Process**

#### **Review Hiring Standards**

The City of Gahanna Police Department wants to ensure that each individual applying for the position of Police Dispatcher/Communications Officer has read the Hiring Standards of the Police Department and understands each of them. If by reading the Hiring Standards located in this packet you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the selection process for the position of Police Officer with the City of Gahanna. Please contact the Human Resources Department if you have any questions.

The purpose of the Hiring Standards is twofold: first, to give guidance to those personnel who have the responsibility of conducting background investigations, 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 set forth in this document shall automatically disqualify the applicant. The applicant must acknowledge their understanding and compliance with the Hiring Standards when submitting the application.

### **Written Examination**

#### **Examination Deadline**

The written examination must be completed by Tuesday, July 31, 2012 for consideration in 2013.

#### **Date and Location of Test**

The written examination is offered through National Testing Networks at multiple times and locations throughout the United States. To register, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com). The closest testing location to Gahanna is:

Columbus State Community College  
Law Enforcement Testing  
315 Cleveland Ave  
Bldg WD – Room 409  
Columbus, OH 43216

A complete list of locations and examination dates and times are also available through [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).

### **Examination Information**

In an effort to increase testing integrity, **each individual will be required to show two pieces of identification, one containing his/her picture.** The use of cellular phones will be prohibited during the examination. 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.

### **Examination Fee**

The written examination fee is due to National Testing Networks at the time that you register for the written examination. The fee is \$45.00 to participate in the examination and have your results sent to one participating city or agency. Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$7.00 fee; however, you only have to complete the test once per testing cycle. This fee is not refundable.

## **Formal Application**

### **Completing the Application**

Individuals who successfully passed the written examination by July 31, 2012 will be invited to complete the City of Gahanna online application located at <https://cityofgahannajobs.com>. This will include confirmation that he/she has read and understands the Hiring Standards for this position.

### **Claiming Additional Credit Allowances**

The maximum allowable additional credit allowance is established at ten (10) points.

**Military Service Credit:** Active Duty or Active Military Duty means full time duty with military pay and allowances in the armed forces, except for training or for determining physical fitness. When a candidate has received a passing grade of seventy percent (70%), or the grade set by the Commission as passing for that particular test per Section 15.06 of the Rules & Regulations, in a police officer entrance examination he/she shall be granted an additional credit of five (5) points for military credit. Requests for additional credit for military service, together with an honorable discharge (DD Form 214) or other proof of satisfactory service, shall be submitted to the Human Resources Department with the application. Credit shall not be given if the request for such credit is received by the Human Resources Department after an eligibility list has been established.

**Credit for Service as Gahanna Reserve Officer:** When a candidate has received a passing grade of seventy percent (70%), or the grade set by the Commission as passing for that particular test per Section 15.06 of the Rules & Regulations, in a police officer entrance examination he/she shall be

granted an additional credit of five (5) points for Reserve credit. Requests for Reserve Credit shall be submitted to the Human Resources Department along with the application. Credit shall not be given if the request for such credit is received by the Human Resources after an eligibility list has been established.

*Additional Education Credit:* A candidate who receives a passing grade, per Section 15.06a of the Civil Service Rules & Regulations, in a police officer entrance examination shall be granted an additional credit of: three (3) points for an Associate Degree, or five (5) points for a Bachelor Degree. Requests for additional credit for education, together with proof such as a degree or transcript, shall be submitted to the Human Resources Department with the application.

### **Application Deadline**

The application must be completed by August 31, 2012.

### **Physical Fitness Examination**

Candidates who pass the written examination and complete an online application will be invited to take the physical examination on either of the dates listed below. You must obtain a passing score on the written examination prior to taking the physical examination. The online application will request candidates to indicate which physical examination date he/she wishes to attend.

### **Date and Location of Examination**

**Location:** Gahanna Middle School West, 350 N. Stygler Road, Gahanna, OH 43230.

**Time:** Registration begins at 8:00am; Testing begins at 8:30am.

**Dates:** Saturday, September 8, 2012 OR Saturday, October 6, 2012

Failure to take or to pass a physical examination in 2012 will eliminate you as a candidate in the 2013 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.

### **Required Healthcare Provider's Certificate**

It is your responsibility to bring the completed Healthcare Provider's Certificate to the physical fitness examination. If you do not have the completed certificate, you will not be allowed to take the test, which will disqualify you from the process. A copy of the certificate is located in the attached Appendix B.

### **Standards and Preparation for the Physical Fitness Examination**

See Appendix A for a complete description of the standards of the physical fitness examination and information about preparing for the physical fitness examination.

**Note:** Full and Part-time Police Officer candidates will be taking the same examination. Those who pass will be placed on the same eligibility list. If a candidate is offered a part-time position, or vice versa, and the offer is refused, that candidate will stay on the eligibility list for the next opening during the period of that eligibility list.

### **Preliminary Psychological Screening**

All candidates passing the written examination and physical fitness examination will be subject to preliminary psychological screening.

### **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.

### **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.

### **Oral Interviews**

1. Oral interviews of at least the candidates finishing in the top 6 places from the written and physical fitness examination 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 candidate may be disqualified from future consideration and may be removed from the existing Eligibility List. The Civil Service Commission's decision shall be final.

6. If during or after the interviews, 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 candidate may be disqualified from future consideration and removed from the existing Eligibility List. The candidate will be notified 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.

### **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.

### **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 examination 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 examination.
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.

### **Accommodation/Interpreter**

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 examination, please contact a Human Resources representative within two business days of submitting the application.

### **Inspection of Rating Keys**

As per City of Gahanna Civil Service Rules and Regulations section 15.08, "In examinations where the Commission considers it feasible, and where there is a rating key available to the City, for a period of ten (10) business days after the scores for the examination are communicated, candidates may inspect the rating key and questions in the office of the Director of Human Resources."

### **Appeals**

Pursuant to Civil Service Rule 13, if an applicant wishes to appeal a decision the applicant shall give written notification to the Commission setting forth his/her concerns within five (5) business days from the incident.

### **Written Examination**

Interested individuals who have taken the test at a non-City administered testing facility will not be considered applicants subject to appeal rights referenced in Section 13.05 of these rules until their application has been

submitted in the designated timeframe. Any concerns with their written examination should be addressed with National Testing Network.

### **Physical Fitness Examination**

If any candidate wishes to protest the results of an event in the physical fitness examination, it must be done immediately after that event, and the decision of the Director of Human Resources will be final; however, information will be given to the candidate for appeal rights to the Civil Service Commission pursuant to Rule 13 of the City of Gahanna Civil Service Rules and Regulations.

### **Statement of Hiring Standards**

In order to work as a Police Officer in the State of Ohio, including the City of Gahanna, Applicants **MUST** be certified by the Ohio Police Officer Training Academy. To determine if you are able to meet these requirements, please review the hiring standards below. All information provided to the City of Gahanna will be verified through a **DETAILED** background investigation, including a polygraph examination.

#### **Criminal Conduct**

Commission of criminal acts is directly contrary to the respect for law required of a Police Department Employee. A list of representative criminal offenses (or any substantially equivalent municipal ordinance or law of any other state or of the United States) that are cause for disqualification is described further in this section. This list is intended to be illustrative of the types of offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not infer that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it must be remembered that it is the criminal conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification. In this regard, the fact that an arrest occurred does not prove that criminal conduct occurred, but only that probable cause existed for that arrest. The arrest is a starting point in the investigation; ultimately, evidence and/or witness statements must be secured that demonstrate that the applicant committed criminal acts.

The following are those criminal offenses that, except as expressly noted, shall result in automatic disqualification from consideration as a Police Department Employee for the City of Gahanna:

1. Any offense of violence directed against a person as defined in the Ohio Revised Code Chapter 2903. This shall include all homicide, all assault, menacing, stalking, hazing, and patient abuse or neglect related offenses. However, a single incident of misdemeanor assault (except vehicular homicide 2903.07), menacing, or hazing will not automatically result in disqualification. Some incidents may be considered, along with other matters, in determining suitability for appointment.
2. Any kidnapping and extortion related offenses as defined in the Ohio Revised Code Chapter 2905. However, a single incident of unlawful restraint or coercion, which occurred at least to (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

3. Any serious sex offenses as defined in the Ohio Revised Code Chapter 2907. This includes sexual assaults, prostitution, solicitation, and obscenity offenses.
4. Any arson and related offense directed against property as defined in the Ohio Revised Code chapter 2909. This shall include desecration, disruption, vandalism, criminal damaging, and endangering related offenses. However, a single incident of criminal damaging or criminal mischief that occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
5. Any robbery, burglary, trespass, related offenses as defined in the Ohio Revised Code chapter 2911. This shall include safecracking related offenses. However, a single incident of criminal trespass or tampering with coin machines which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
6. Any theft or fraud offense is defined in the Ohio Revised Code Chapter 2913. This shall include passing bad checks, misuse of credit cards, forgery, and receiving stolen property related offenses. However, a single incident of a petty theft offense or conspiracy or solicitation to commit such an act, which occurred at least five (5) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
7. Any offense involving the applicant's participation in gambling as defined in the Ohio Revised Code Chapter 2915. However, a single incident of misdemeanor gambling or public gaming which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
8. Any serious offense directed against the public peace as defined in the Ohio Revised Code Chapter 2917. This shall include inciting riot, disorderly conduct, harassment, false alarms, and misconduct involving a public transportation system. However, a single incident of disorderly conduct, harassment, misconduct at an emergency, or misconduct involving a public transportation system that was committed at least two(2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered along with other matters, in determining suitability for appointment.
9. Any offense against the family as defined in Ohio revised Code Chapter 2919. This shall include bigamy, partial birth feticide or other prohibited abortion actions involving viable fetuses, nonsupport, child endangering, and domestic violence related offenses. However, a single incident of interference with custody that was committed at least two (2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment. Any arrest, conviction or convictions of a lesser included offense related to domestic violence or menacing by stalking shall be automatic disqualifications.
10. Any serious offense against justice and public administration as defined in Ohio revised Code Chapter 2921. This shall include bribery, intimidation, perjury, compounding, disclosure of confidential information, and obstruction, and escape, conveyance of prohibited items, speculation, and impersonation of officer's related offenses.

11. Any offense involving conspiracy, attempt, or complicity of a felony or serious misdemeanor, or weapons control related offenses as defined in Ohio Revised Code Chapter 2923. This shall include corrupt activity related offenses. However, as related to section 2923.12, carrying concealed weapons, a single incident of improperly handling a firearm in a motor vehicle, section I(4), or misdemeanor weapons offense, which occurred two (2) years before investigation, will not automatically disqualify the applicant. Similarly, any single incident of failure to report to law enforcement authorities the loss or theft of any firearm or dangerous ordnance, section 2923.20(A)(5), which occurred two (2) years before investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.
12. Any serious violation of a miscellaneous offense as defined in the Ohio Revised Code Chapter 2927. This shall include offense against a human corpse, interfering with housing, desecration, and ethnic intimidation.
13. Controlled Substance Use. An applicant shall not be automatically disqualified for the possession and/or personal use of controlled substances as defined in Section 2925 provided that such possession and/or personal use occurred more than five (5) years prior to the investigation. Personal use shall be defined as, "Use considered by a person of normal sensibilities to satisfy one's curiosity or an experimental urge." The investigator shall consider the number of times that an applicant used the substance, the type of substance or substances used, along with the applicant's overall background and character in determining suitability for employment. A violation of this section as determined by the background investigator shall be grounds for automatic disqualification.  
  
Any offense involving the applicant's participation in the trafficking of any controlled substance as defined in Ohio Revised Code Chapter 2925 shall immediately disqualify the applicant.
14. Failure to register with selective service. Under current law, almost all male U.S. citizens are required to register with Selective Service within 30 days of their 18<sup>th</sup> birthday. Almost all male non-citizens are also required to register, including illegal aliens, legal permanent residents and refugees. For more information on who must register, to find your selective service number or other questions, go to [www.sss.gov](http://www.sss.gov).

### **Driving Record**

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for appointment. A safe driving record will be evaluated on a case by case basis considering the frequency and type of violation.

The following will automatically disqualify the applicant.

- 1.) Applicants who have been convicted of aggravated vehicular homicide (2903.06), vehicular homicide (2903.07), or aggravated vehicular assault (2903.08). These are crimes that are also covered in Section (A)(1) of this document.
- 2.) Applicants with ten (10) or more points on their driving record within two (2) years of application.
- 3.) Any single conviction involving operating a motor vehicle while under suspension (4507.02)(B)(1), or leaving the scene of an accident (4549.02) within two (2) years of application. A conviction under

Ohio's (or any similar statute of another State's) Financial Responsibility Act Random Selection Process shall not be an automatic disqualification.

- 4.) Any single conviction involving driving while under the influence of alcohol, a drug of abuse, or alcohol and a drug (4511.19) within five (5) years of application.
- 5.) More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents.
- 6.) Any other offenses which resulted in suspension or revocation of driving privileges on two (2) or more occasions, involving the operation of a motor vehicle, with five (5) years of application.
- 7.) A demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.
- 8.) Involvement in traffic accidents to the degree that the average person would question the applicant's ability to safely operate a motor vehicle.
- 9.) An excessive number of suspensions due to compliance with the State of Ohio Financial Responsibility Laws.

### **Job History**

A poor employment history will result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the applicant were a member of the Gahanna Police Department shall be grounds for disqualification.

### **Military History**

All persons who have received a dishonorable discharge, a bad conduct discharge, or other than an honorable discharge from a United States Military Service shall be disqualified. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case by case basis.

### **Financial Responsibility**

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

- 1.) A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in bad debts or bankruptcy, may be considered.
- 2.) Failed to meet the requirements of Ohio Child Support Statutes or court order relating to child support. A violation of this item shall be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

### **Tattoos**

No tattoo, brand or decal or any portion thereof shall be visible to the public on members of the Gahanna Division of Police while wearing any designated Division uniform, which will include a short-sleeve shirt or shorts. The Gahanna Division of Police does not approve as part of their uniform any type of tattoo cover

meant to conceal a tattoo, brand or decal. Sworn personnel after the effective date of this regulation shall not obtain any tattoo, brand or decal of which any portion would be visible to the public when in designated Division uniform. Applicants to the Gahanna Police Department who are found in violation of this requirement shall be subject to immediate disqualification from the hiring process.

### **Falsification/Failure To Cooperate With Application Process**

Any applicant who fails to cooperate with the Gahanna Police Department and the City of Gahanna in the processing of his/her application for a position with the Gahanna Police Department shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, or the failure to include any information or documents requested by the City or the Gahanna Police Department, in a timely manner, or within specified time limits established by the Investigator.

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Gahanna Police Department if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Gahanna employee.

The Gahanna Police Department, through careful and thorough applicant processing procedures, will ensure that only the highest quality candidates are employed and retained. When used properly, these standards for hiring will ensure only those applicants meeting and exceeding the “higher standard” expectations of the public are met. The citizens of Gahanna deserve nothing less.

### **Other Conduct**

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

- 1.) Abused a position of trust through a theft of time or service.
- 2.) A pattern of violating any of Ohio’s ethics laws.
- 3.) Any incident of engaging in an act of discrimination against persons because of their sex, race, religion, ethnic origin, sexual preference, age, or handicap.
- 4.) Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant’s neighbors, the applicant’s family, or the applicant’s associates.
- 5.) Failure to correct behavior of an antisocial nature.
- 6.) Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
- 7.) Demonstrated a pattern alcohol abuse which has impaired the applicant in the pursuit of everyday life, resulting in material problems, employment problems, financial problems, etc.

## **Conclusion**

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Gahanna Police Department if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Gahanna employee.

The Gahanna Police Department, through careful and thorough applicant processing procedures, will ensure that only the highest quality candidates are employed and retained. When used properly, these standards for hiring will ensure only those applicants meeting and exceeding the “higher standard” expectations of the public are met. The citizens of Gahanna deserve nothing less.

## **Appendix A:**

### **Physical Fitness Examination 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 30<sup>th</sup> 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.

<b>WEEK</b>	<b>ACTIVITY</b>	<b>DISTANCE</b>	<b>TIME</b>	<b>FREQUENCY</b>
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



**HEALTHCARE PROVIDER CERTIFICATE  
CITY OF GAHANNA CIVIL SERVICE COMMISSION  
POLICE PHYSICAL FITNESS EXAMINATION**

**Candidates:**

**Please provide this form to your healthcare provider for completion. It must be completed within 45 days prior to your physical fitness examination in order to be considered valid and you will need to submit it during registration at the physical fitness examination.**

\_\_\_\_\_  
**Candidate Name**

**TO THE PHYSICIAN:**

The City of Gahanna, Civil Service Commission, Police Officer Physical Fitness Examination consists of push-ups, sit-ups, and a 1.5 Mile timed run.

Please indicate that the candidate's health is such that he/she can attempt to perform these elements within the perimeters listed below:

	Yes	No
Push-ups	<input type="checkbox"/>	<input type="checkbox"/>
Sit-ups	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Mile Run	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Signature of Healthcare Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Healthcare Provider's Name (Print or Stamped)

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