



ANNOUNCEMENT FOR ENTRY-LEVEL POLICE OFFICER
CIVIL SERVICE EXAMINATION AND SELECTION PROCESS

The City of Troy is an equal-opportunity employer.

Application Period: Continuous until the eligibility list is full

How to Apply:

1. Submit a [City of Troy application](#) to the [Human Resources Department](#) in City Hall, 100 S. Market St., Troy, Ohio 45373 with the following documentation:
 - a. A copy of the applicant's birth certificate
 - b. A copy of the applicant's high school diploma or GED, college diploma if applicable, and transcripts
 - c. If applicable, a copy of the applicant's police officer certification through Ohio or another jurisdiction
 - d. If applicable, a copy of the documentation (DD214) that the applicant served in the military.
2. Complete the Civil Service Exam through the City of Troy HR Department.
3. Applicants meeting the minimum qualifications and successfully passing the Civil Service Exam will be placed on an eligibility list for 12 months.
 - a. When a position is open, eligible applicants will be contacted by the Police Department to begin a records check, background investigation, interview(s), and further testing.
 - b. This is the start of the Police Department's process, which may take several months to complete due to the complex nature of the investigations and testing that will be completed.

Civil Service Exam: A web-based examination is offered through the City of Troy. To sign up, candidates must make an appointment through the City of Troy Civil Service Commission/Human Resource Office at (937)339-7639. Contact the Troy Police Department, Captain Ryan Ormberg (ryan.ormberg@troyohio.gov) with questions or concerns on testing.

The examination is intended to assess the applicant's ability to successfully perform the duties of a police officer. Most candidates complete the exam in two to three hours. The minimum passing score shall be a grade of seventy percent (70%). An applicant not achieving the minimum score will be eliminated from consideration. Test results are immediately available to the candidate after completion of the exam. Re-testing is available after 30 days.

Cheating or failure to comply with rules and procedures set by the Civil Service Commission will result in disqualification.

Military Service Credit: All applicants for original appointment who are veterans of military service, as described in Ohio Revised Code 124.23, may file a certificate of honorable discharge or separation under honorable conditions, whereupon he or she shall receive an additional credit of twenty percent (20%) of his or her total grade given in the regular examination, provided that he or she has received a passing grade.

Requests for veteran's credit must be submitted along with the application and include a copy of the applicant's discharge papers (DD214). Applicants eligible for veteran's credit on original examination shall receive a priority in ranking over non-veterans who obtain an identical grade.

Contact Information: It is the responsibility of the applicant to notify the City of Troy Human Resources Department at (937) 339-7636 of any change in their contact information.

Additional Steps:

- Candidates who do not hold a valid police officer certification through the Ohio Peace Officer Training Commission (OPOTC) will be required to pass a physical capabilities exam following established and valid standards set by OPOTC for entry into an Ohio Basic Peace Officer Academy program.
- Records Check
- Background Investigation
- Background Interview and Truth Verification Examination – Inquiries pertain to potential historical involvement in criminal activities, encompassing, but not confined to, prior instances of drug and alcohol usage, sexual misconduct, or theft offenses
- Board Interview
- Chief's Interview
- Psychological Exam (only after a conditional offer of employment)
- Medical Exam (only after a conditional offer of employment)

Minimum Qualifications:

- No person shall be eligible to receive an original appointment to a police department, as a police officer, unless the person has reached the age of twenty-one (21).
- No person is eligible to receive an original appointment when the person is thirty-five (35) years of age or older.
- No person is eligible to receive an original appointment as a police officer unless they have a high school diploma or equivalent.
- Applicants must be eligible to legally work in the United States
- No person is eligible to receive an original appointment as a police officer unless they have a valid Ohio Driver's License and an acceptable driving record.
- Applicants who are not certified officers through the Ohio Peace Officer Training Commission must successfully complete a certification program within six months of entry into the academy or they will be probationary released.

Disqualifying Criteria:

Should you fail any portion of the testing process your name will be removed from the eligibility list, you will be required to contact the Human Resources Department for information about reapplication and retesting.

The following is a list of possible disqualifiers for Police Officer Candidates. This list is not all inclusive as there may be other items or issues that may remove you from the eligibility list.

1. Any person who has been convicted in a court of 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 may be disqualified.
2. Any person who has been convicted in a court of competent jurisdiction for the sale of illegal narcotics, marijuana, dangerous drugs or hallucinogens, or any other controlled substance or an attempt, conspiracy, or solicitation to commit such a criminal act, may be disqualified.
3. Any person who has been a user of cocaine, hallucinogens, dangerous drugs, or controlled substances, or who has an alcohol dependency, may be disqualified. A person who is not a "current" (within the last 3 years) casual user of marijuana may 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 ORC, or an offense causing or threatening bodily harm as defined in Chapter 2903 of the ORC, or any 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 may be disqualified.
6. Any person who has been convicted in the last five (5) years in any court of competent jurisdiction of DUI/DWI, reckless driving, revocation, or suspension of driving privileges, or is currently under such revocation or suspension may be disqualified. No person may 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 any judgments entered by a court of record, including, but not limited to, alimony or support payments, or has 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 correctable may be disqualified. Excessive debts are those financial obligations, which are beyond the applicants 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 may 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 with a less than honorable discharge from the United States Military Service may 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 has cheated, attempted to cheat, or showed deception on any portion of the selection process, may be disqualified.
11. Any person, who admits during the selection process to having committed a felony or a misdemeanor, may be disqualified as though they have been convicted.
12. Any person, who fails to attend any scheduled test(s) or interview(s) as part of the selection process, may be disqualified.
13. Any person, who was or is a member of any organization, that advocates crime or violence, or the overthrow of the United States government by illegal means, may be disqualified.
14. Any person who admits to any of the following, but not limited to the following, may be disqualified:
 - Paid or accepted a bribe to cover or hide a criminal offense.
 - Theft(s) of cash, goods, or services from an employer.
 - Setting a malicious or destructive fire.
 - Making false alarms to police or fire agencies

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 all circumstances.

POSITION DESCRIPTION
CITY OF TROY

POSITION TITLE: Police Officer

REPORTS TO: Sergeant
PAY RANGE: FOP Officer Contract
DEPARTMENT: Police

FLSA STATUS: Non-exempt
CIVIL SERVICE STATUS: Classified
EMPLOYMENT STATUS: Full-time

JOB RESPONSIBILITIES

Patrols assigned area to protect lives and property and to enforce laws and prevent crime; responds to a variety of complaints and emergency calls; enforces traffic laws; apprehends criminal violators; prepares and maintains reports and other records and documents; performs other numerous and varied law enforcement, public safety, and public service duties.

QUALIFICATIONS

Completion of high school diploma or equivalent; Ohio Peace Office Training Certificate; physical agility to perform the duties of a police officer; must possess a valid Ohio (by time of appointment) driver's license with good driving record.

ESSENTIAL FUNCTIONS

Regular attendance and punctuality.

Interacts with the community and performs preventative and self-initiated tasks in assigned patrol area to protect lives and property, enforce laws, and prevent crime; maintains visibility to establish police presence; responds to questions, concerns, and complaints to resolve situations and to provide law enforcement services;

Operates law enforcement equipment and vehicle(s); inspects equipment and vehicles to ensure readiness for duty, such as body cameras, firearms, radar, and breath testing equipment; reports damage or malfunctions.

Responds to calls for police service by assessing the information attained through dispatch, training, and experience to determine the type of situation and response needed; drives at appropriate speeds to safely arrive on scene;

Appears at scenes of crimes, disputes, and vehicle accidents; directs traffic, interviews complainants, suspects, and victims; makes arrests and restrains suspects as required; intervenes and counsels parties to disputes; de-escalates situations.

Investigates reports of crimes and complaints by collecting accounts of the incident and physical evidence to ensure the integrity of and to corroborate statements; identifies, collects, and protects evidence used in the commission of crimes or traffic offenses;

Conducts pat-down searches, vehicle searches, and premises searches following proper procedures to ensure officer safety, public safety, and collection of evidence;

Pursues suspects on foot or via vehicle to effect an arrest.

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Warns, charges and/or apprehends as appropriate, persons responsible for criminal or traffic violations; confirms and executes existing warrants through the Law Enforcement Automated Data System (LEADS);

Apprehends, arrests, and processes criminal violators; serves warrants; files affidavits; appears and testifies in a court of law; assists in the enforcement of court orders; contacts other law enforcement agencies regarding suspects, inmates, victims etc.; provides information to the public regarding law enforcement matters.

Determines appropriate violations of law by referring to the Ohio Revised Code or City Ordinances to reflect accurate charges in citations, incident reports, accident reports, and arrest reports;

Records daily activities in logs; prepares reports on activities, investigations, incidents, service of court documents, bookings, etc.; maintains accurate records regarding crimes; prepares reports and other documentation as necessary.

Transports suspects, witnesses to police headquarters, jail, courts, etc.; maintains order in crowds; attends parades, funerals, and other public gatherings; provides security escorts.

Responds to emergencies, disasters, or active shooter incidents as a first responder; manages evacuations, controls traffic in disaster areas, and uses protective equipment where hazardous materials may be present.

Prepares official forms and reports and submits to superiors for appropriate actions;

Continuously learns, reviews, and stays up-to-date on current laws, ordinances, and department policies, trainings, and procedures; maintains LEADS, firearms, and other required certifications.

OTHER DUTIES AND RESPONSIBILITIES

Performs other numerous and varied law enforcement, public safety, and public service duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Criminal, traffic, and civil laws; general first aid; de-escalation and conflict resolution strategies and techniques; *To be developed after employment:* City and departmental policy and procedures; police techniques and methods; arrest process and procedures;

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Ability to: To act with integrity in words and actions, to show respect, empathy, and compassion; communicate verbally and actively listen, including during high duress situations; to treat others with courtesy and respect; to maintain self-control in tense and confrontational situations; exercise sound judgement; work without direct supervision; to learn and understand polices, rules, instructions, laws, regulations, first aid, and police related literature; to write clear and accurate reports; to communicate effectively in verbal and written form; to understand and follow written and oral lawful orders by superiors; to operate and provide ordinary care of motor vehicles and firearms; to meet current standards established by OPOTC; to obtain and maintain LEADS access; to accept individuals of diverse cultures, cultural background, sexual orientation or gender without racist, sexist, homophobic, and xenophobic attitudes; to subdue person(s) resisting arrest; to pursue fleeing suspect(s); ability to run while wearing a duty belt and bulletproof vest; to drag or pull person(s); to climb up and over objects; to assess emergency needs; to diffuse and de-escalate situations; to recognize underlying problems; to recognize sounds and understand their significance; to visually recognize persons and their activities; to remain focused despite distractions; to multitask; ability to maintain a professional demeanor in volatile, highly emotional, and high duress situations; to withstand working outside in all extreme weather conditions.

Skill in: Must possess exceptional skills in:

- Verbal and written communications
- Interpersonal and negotiation
- Organization and attention to detail
- Time management with a proven ability to meet deadlines
- Analytical abilities and problem-solving
- Flexibility in executing special projects as assigned
- Proficiency in Microsoft 365*
- Proper use of firearms
- Safe operation of assigned vehicles, especially during heavy traffic and under adverse weather conditions
- Use or operation of law enforcement equipment and instruments (e.g., radio, radar unit, lidar, breath testing equipment, fingerprinting)*

**indicates developed after employment*

LICENSURE AND/OR CERTIFICATION REQUIREMENTS

- Valid State of Ohio Driver's License
- Ohio Peace Officers Training Certification
- Ohio LEADS Certification

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this job, the Police Officer is regularly required to sit for long periods of time; stand for long periods of time; use hands and fingers to handle, control and feel objects, tools or control; reach, walk, speak, see and hear. The employee occasionally needs to run, climb, stoop, kneel crouch or crawl. The employee must occasionally lift or move more than 50 pounds.

It is important that Police Officers be able to:

- Speak clearly so listeners can understand.
- See details of objects that are less than a few feet away.
- See details of objects that are more than a few feet away.
- Understand the speech of another person.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Use muscles to lift, push, pull, or carry heavy objects.
- Use muscles to jump, sprint, or throw objects.
- Use muscles for extended periods without getting tired.
- Choose quickly and correctly among various movements when responding to different signals.
- React quickly using hands, fingers, or feet.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.

It is not as important, but still necessary, that Police Officers to be able to:

- Use one or two hands to grasp, move, or assemble objects.
- Be physically active for long periods without getting tired or out of breath.
- Adjust body movements or equipment controls to keep pace with speed changes of moving objects.
- Focus on one source of sound and ignore others.
- Determine from which direction a sound came.
- Hear sounds and recognize the difference between them.
- Determine the distance between objects.
- See differences between colors, shades, and brightness.

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- Bend, stretch, twist, or reach out.
- Coordinate movement of several parts of the body, such as arms and legs, while the body is moving.
- Keep or regain the body's balance or stay upright when in an unstable position.
- Move arms and legs quickly.
- See objects in very bright or glaring light.
- While looking forward, see objects or movements that are off to the side.
- Use fingers to grasp, move, or assemble very small objects.
- Make quick, precise adjustments to machine controls.
- See objects in very low light.
- Make fast, repeated movements of fingers, hands, and wrists.

EMPLOYMENT GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not state or imply that these are the only duties and responsibilities which may be required of the position incumbent. This position description is not intended to create any contractual rights or responsibilities.

Civil Service Commission: _____ DATE: _____

Human Resources Director: _____ DATE: _____

Division/Department Head: _____ DATE: _____

Appointing Authority: _____ DATE: _____