



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

**Application Period:** Currently Open until a Civil Service Listing is created.

**Written Test Date:** The written examination is offered through National Testing Networks throughout the United States. You must register prior to reporting to the testing facility. To register, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).

The closest testing location to Troy is:

Edison Community College  
1973 Edison Drive  
East Hall – Room 456  
Troy, Ohio 45356

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

The City of Troy is an equal opportunity employer.

## **WRITTEN TEST:**

The written examination will be approximately two to two and one half hours in length. **All applicants must identify themselves with a state issued driver's license or military ID with a photograph of the applicant.** 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 written examination is intended to assess the applicant's ability to successfully perform the duties of a police officer.

The organization conducting the written examination shall ensure that no applicant, employee of the City of Troy, or member of the Civil Service Commission has knowledge of or gains access to any examination prior to the administration of the examination.

The minimum passing score shall be a grade of seventy percent (70%). An applicant not achieving the minimum passing score will be eliminated from consideration. Those candidates who do not pass the written examination will be notified.

No one will be permitted to enter the testing room after the test has started. Any applicant leaving the room after the test has commenced will not be allowed re-entry. Pencils (if needed) will be provided and no calculators, scratch paper, or other aids will be permitted to be used by any applicant.

Any applicant caught cheating will be removed from the testing room and his/her test will not be scored.

### **Examination Fee**

**The written examination fee is due to National Testing Network at the time that you register at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) .**

**The fee is set by National Testing Network and is currently \$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 for each.**

## **APPLICANT FOR ENTRY-LEVEL POLICE OFFICER POSITION**

**The application process for the entry-level Police Officer position consists of the following steps:**

1. The applicant must meet all minimum requirements for the position as listed in the application packet. (MINIMUM QUALIFICATIONS – Page 4).

The applicant must complete the formal application for employment (attached at the end of the application packet) and submit the application to the City of Troy Human Resources Department, City Hall, 100 South Market Street, Troy OH 45373, along with attached:

1. Copy of applicant's birth certificate
  2. Copy of education records, High School Diploma, GED, proof of college degree, if applicable
  3. Copy of OPOTA Certification must be submitted with application before application deadline
  4. Copy of documentation (DD214) that the applicant has served in the Military
  5. Complete the PHQ on the National Testing Network website
2. After reviewing the results of the written examination provided by National Testing Network, the Civil Service Commission will then compile eligible applicant names into an eligibility list.
  3. The eligibility list will be in effect for a period of twelve months.

## **MINIMUM QUALIFICATIONS**

Minimum Original Appointment Age - Applicants for entrance examinations in the Police Department shall have obtained the minimum age of twenty-one years prior to the date of employment. Each applicant must be a citizen of the United States and must meet the minimum requirements of a position as stated in the announcement. All appointees for the position of police officer must be twenty-one or older.

Maximum Original Appointment Age - No person is eligible to receive an original appointment as a police officer when he/she is thirty-five years of age or older.

Minimum Educational Requirements – No person is eligible to receive an original appointment as a police officer unless he/she has a High School Diploma or GED.

Requirement – Ohio Peace Officer Training Academy (OPOTA) Certification, Copy of Certification must be submitted with application

Citizenship – All applicants must be United States Citizens

Driver's License – No person is eligible to receive an original appointment as a police officer unless he/she has a valid Ohio Driver's License and an acceptable driving record. Convictions and/or arrests for driving while under the influence of alcohol and/or drugs may disqualify the applicant.

## **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 of 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 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 substance, or who has an alcohol dependency, may be disqualified. A person who is not a "current" (within the last 3 years) casual user or 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 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 of 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 are 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 have 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, which 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.

**\*\*NOTES\*\* 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.**

## **ADDITIONAL CREDITS FOR ENTRY-LEVEL EXAMINATIONS:**

An applicant may be eligible for additional incentive percentage points of a **passing (70% or above)** written examination score in accordance with the following schedule:

Military Service Credits - All applicants for original appointment who are veterans of military service, as described in R.C. 124.23, may file with the Commission a certificate of honorable discharge or separation under honorable conditions, whereupon he or she shall receive 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.

Such requests for veteran's credit must be submitted to the Commission along with the application for examination and must, at that time, be accompanied by a copy of the applicant's discharge papers. Applicants eligible for veteran's credit on original examination shall receive a priority in ranking over non-veterans who obtain an identical grade.

**Candidates are required to file copies of the appropriate records for additional credits with the Human Resources Department of the City of Troy. Candidates who have not met this deadline will not receive additional credits.**

## **CONTACT INFORMATION**

It is the responsibility of the applicant to notify the Civil Service Commission at 937-216-7805 of any change in their contact information.

## **ADDITIONAL EXAMINATIONS**

Review of Personal History Questionnaires'

Computer Voice Stress Analysis (CVSA) –post offer

References, Background, Credit Check - post offer

Psychological and Medical Exam –after conditional employment offer.

## Essential Duties and Responsibilities – Police Officer

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- 1) Patrols assigned area to protect lives and property and to enforce laws and prevent crime; maintains visibility to establish police presence; patrols residential and business property (e.g., checks corridors, doors, alleys to detect suspicious conditions).
- 2) Receives and responds to a variety of complaints and emergency calls; interviews complainants, suspects, and victims; makes arrests and restrains suspects as required; intervenes and counsels parties to disputes.
- 3) Monitors traffic conditions and flow; operates radar and intoxilizer and issues citation; responds to traffic accidents.
- 4) Apprehends, arrests, and processes criminal violators; serves warrants; files affidavits; appears and testifies in a court of law; contacts other law enforcement agencies regarding suspects, inmates, victims etc.; provides information to the public regarding law enforcement matters.
- 5) 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.
- 6) Transports suspects, witnesses to police headquarters, jail, courts, etc.; maintains order in crowds; attends parades, funerals, and other public gatherings; provides security escorts.
- 7) Performs other numerous and varied law enforcement, public safety, and public service duties.
- 8) Knowledge of Criminal and Civil laws, department policy and procedures, police techniques and methods, general first aid, traffic laws, traffic patterns and flow, arrest process and procedures\*, recordkeeping procedures\*.
- 9) Ability to follow general instructions, use independent judgment, communicate effectively in oral and written form, maintain effective working relationships, safely operate a motor vehicle at possible high speeds, maintain composure in dangerous or stressful situations, demonstrate physical fitness, establish a rapport with general public, prepare accurate, concise, and detailed reports.
- 10) Skill in use or operation of law enforcement equipment and instruments (e.g., radio, radar unit, intoxilizer\*), proper use of firearms.