

CITY OF HUBBARD, OHIO CIVIL SERVICE COMMISSION

ORIGINAL APPOINTMENT FULL TIME POLICE OFFICER ANNOUNCEMENT

MARCH 26, 2018

Public notice is hereby given by the Civil Service Commission of Hubbard, Ohio of a competitive examination for the position of Full Time Police Officer.

FILING OF APPLICATION

Applications must be made on the regular application form obtainable from the Mayor's Office at the City of Hubbard Administration Building, 220 West Liberty Street, Hubbard, Ohio 44425 or on The City of Hubbard website at www.cityofhubbard-oh.gov under the Civil Service Commission tab.

APPLICATIONS MAY BE OBTAINED AND FILED DURING THE PERIOD OF MONDAY, MARCH 26, 2018 AT 8:00 A.M. UNTIL MONDAY, APRIL 16, 2018 AT 4:00 P.M.

APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:00 P.M. ON MONDAY, APRIL 16, 2018.

Applications may be returned to the Mayor's Office or by e-mail to m.hallapy@cityofhubbard-oh.gov

MINIMUM QUALIFICATIONS

Applicant shall be a United States Citizen or persons who have legally declared their intentions of becoming US citizens, or possesses a valid permanent resident ID card. (ORC 124.22 & ORC 124.23)

Applicant must hold or be eligible to immediately hold a current OPOTA Peace Officer certification/commission by May 01, 2018 in order to participate in the competitive examination process. Applicants must submit a copy of their current OPOTA Peace Officer certification/commission documentation no later than May 01, 2018 before the start of the physical agility examination.

Applicants must be 21 years of age at the time of appointment.

PHYSICAL AGILITY EXAMINATION INFORMATION

DATE: **FRIDAY, APRIL 20, 2018**

TIME: **09:00 A.M.** PLEASE NOTE: APPLICANTS WILL NOT BE ADMITTED AFTER 09:00 A.M. AND THERE WILL BE NO EXCEPTIONS REGARDLESS OF THE REASON.

PLACE: **City of Niles Fitness Center, Waddell Park, 1000 W. Park Ave., Niles, Ohio 44446**

TYPE: **Physical agility test consisting of push-ups, sit ups and 300 meter run**

NOTES:

1. Applicants are required to present a valid, government issued ID when signing in;
2. Applicants are required to submit a medical waiver from their doctor prior to taking the physical agility examination;
3. No visitors are permitted at the physical agility examination.

WRITTEN COMPETITIVE EXAMINATION

DATE: **MONDAY, MAY 14, 2018**

TIME: **6:00 P.M.** PLEASE NOTE: APPLICANTS ARRIVING LATE WILL NOT BE GIVEN ADDITIONAL TIME TO COMPLETE THE EXAM. THERE WILL BE NO EXCEPTIONS REGARDING OF THE REASON. DOORS WILL OPEN AT 5:30 P.M.

PLACE: **Hubbard Municipal Building's Senior Center, 220 West Liberty Street, Hubbard, Ohio 44425**
(entrance in rear of building)

TYPE: **Written competitive examination (ORC 124.23)**

NOTES:

1. Only those applicants that passed the physical agility test will be permitted to take the written competitive examination;
2. Applicants are required to present a valid, government issued photo ID when signing in;
3. Applicants are not permitted to possess any electronic device(s) or paper(s) during the examination;
4. No visitors are permitted at the examination.

ADDITIONAL CREDIT

Applicants obtaining a passing grade on the examination shall have added to their passing grade, which is not less than 70%, credit for the following:

- A. 20% for honorable military service as described in ORC 124.23C;
- B. 10% if current auxiliary or part time Hubbard City Police Officer for at least 90 days;
- C. 10% for a Bachelor's degree from an accredited college or university relative to the position for which they are applying;
- D. 10% for 2080 documented hours of previous experience as a police officer;
- E. 5% for an Associate's degree from an accredited college or university relative to the position for which they are applying.

Documentation required for receiving additional percentage points shall be submitted to the City of Hubbard Civil Service Commission no later than the end time of the physical agility examination on April 20, 2018. Additional points may not exceed 20% of the applicant's passing score.

SCOPE OF EXAMINATION

The scope of this examination shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought.

BREAKING OF EXAMINATION TIE SCORES

If two or more applicants receive the same mark in an open competitive examination, priority in the time of filing the application with the City of Hubbard shall determine the order in which their names shall be placed on the eligible list, except that applicants eligible for veteran's preference under section 124.23 of the Revised Code shall receive priority in rank on the eligible list over nonveterans on the list with a rating equal to that of the veteran. Ties among veterans shall be decided by priority of filing the application. (ORC 124.26)

MISCELLANEOUS

1. An applicant appointed to the position of original appointment full time police officer will be subject to a probationary period in accordance with state and local laws and collective bargaining agreements.
2. The City of Hubbard, Ohio is an equal opportunity employer.
3. Other conditions of employment/appointment/promotion must be met if applicable in accordance with Federal, State and Local laws, Civil Service Rules and current collective bargaining agreements.
4. This posting supersedes any previous posting/announcements or practices for the position of full time police officer by the City of Hubbard, Ohio Civil Service Commission.
5. It is the responsibility of the applicant to keep on file with the City of Hubbard, Ohio Civil Service Commission a current address and phone number where the applicant can be contacted.

City Use ONLY: Date received: _____ Time Received: _____ Rec'd by initials: _____

City of Hubbard, Ohio
Employment Application

Position applied for: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Home phone: _____ Cell phone: _____ Other phone: _____

Driver's License Number: _____ Issue State: _____

Are you a U.S. Citizen or permanent resident alien? Yes _____ No _____

EDUCATION

High School name and address: _____

Highest grade completed? _____ Graduated? _____ Subjects studied? _____

College name and address: _____

Number of credit hours completed? _____ Subjects studied? _____

Graduate, Trade or Business School name and address: _____

Degrees / Certificates attained? _____

MILITARY

Branch of Service: _____ Military Specialty: _____

Years/Months/Days of Active Duty Service: _____

Highest rank achieved: _____ Military Schools Attended: _____

EMPLOYMENT HISTORY (MOST RECENT FIRST)

Employer: _____

Address: _____

Position held: _____ Last salary: _____ Reason for leaving: _____

Employer: _____

Address: _____

Position held: _____ Last salary: _____ Reason for leaving: _____

Employer: _____

Address: _____

Position held: _____ Last salary: _____ Reason for leaving: _____

PROFESSIONAL & CHARACTER REFERENCES

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

SPECIAL SKILLS

List any skills or qualifications you feel you have to qualify you for this position:

I hereby certify that the above is true and complete and understand that, if employed, falsified statements on this application may be grounds for immediate dismissal and/or prosecution. The companies, schools and persons named above may give information regarding me and my history and I hereby release all entities from liability for providing such information.

Signature: _____ Date: _____

The City of Hubbard, Ohio is an equal opportunity employer

Hubbard City Police Department

Release From Liability

I _____, Agree to hold the City of Hubbard, all Agents, Employees, and Elected Officials of the City of Hubbard, Ohio, harmless for injuries or damages caused or resulting from, directly or indirectly, from participating in the Hubbard City Police Department physical assessment test.

Signature: _____ Date: _____

Witness: _____ Date: _____

City of Hubbard Police Department

PHYSICAL FITNESS ASSESSMENT

MEDICAL WAIVER AND EXPLANATION TO PHYSICIAN

Dear Doctor:

The physical fitness assessment will involve three health-related components:

- A timed 300 meter run exhaustive effort and measured aerobic fitness
- A one minute timed push-up exercise
- A one minute timed sit-up exercise

My patient (name) _____ is capable of participating in the aforementioned fitness assessment.

Physician's signature/date

Signature: _____ Date: _____

Physician's notes:

ESSENTIAL DUTIES AND RESPONSIBILITIES

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. Responds to calls for service; Initiates appropriate action on observed activity; Implements community policing and problem-solving strategies and initiatives of the Department.
2. Makes security checks on businesses and residential units; Observes and takes appropriate action on such observations (e.g., citation, arrest, warning, counseling).
3. Observes and apprehends violators of traffic laws and issues written citations and warnings.
4. Conducts or assists with investigations and/or responds to criminal and civil complaints (e.g., interviews witnesses, suspects, complaints, victims, etc.); Watches for and makes investigations of wanted or missing persons and property; Investigates automobile accidents.
5. Physically restrains/subdues suspects as required; Makes arrests as required by law; Processes prisoners (e.g., fingerprinting, photographing, etc.); Drives patrol car, rides bike and/or walks to patrol City; Pursues suspects on foot (e.g., runs short and long distances, requires physical endurance) and observes and prevents violations of law.
6. Completes required reports and completes affidavits; Maintains logs and ledgers.
7. Collects, analyzes, and interprets data received at the crime scene, and collects and preserves evidence of crime scene (e.g., photographs, fingerprints, reconstructs crime, etc.).
8. Assists mentally ill or suicidal subjects in seeking treatment, etc.
9. Operates law enforcement equipment and instruments (e.g., patrol car computer, radio, firearms, speed measuring devices, breathalyzer, related police tools, etc.); Properly utilizes and maintains equipment (e.g., firearms, gear, police car, computer, etc.).
10. Interviews and counsels parties in domestic disputes; Interviews persons with complaints and inquiries.
11. Testifies in court through speech and demonstration.
12. Receives, assists, and transmits emergency calls by radio or telephone.
13. Renders first aid and/or CPR at scenes of medical emergencies.
14. Under direction of the Department's LEADS/TAC, prepares and maintains all LEADS correspondence, entries, deletions, messages; Attends LEADS training/certification.
15. Meets and complies with all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; Demonstrates regular and predictable attendance, Subject to call-out-twenty-four (24) hours, seven (7) days a week and is responsible for fulfilling the above mentioned essential functions during such circumstances.

OTHER DUTIES AND RESPONSIBILITIES:

16. Performs other duties as assigned; Performs public presentations as requested by the Police Chief; Attends training sessions, seminars, workshops, etc., to remain knowledgeable of current law enforcement practices and administration; May be required to perform essential functions of all Police Officers position descriptions in the Police Officer classification as needed; Works special details (e.g., local school events, parades, festivals, etc.)

I HAVE READ AND UNDERSTAND ALL THE REQUIRED ESSENTIAL JOB FUNCTIONS FOR THE POSITION OF POLICE OFFICER. (please initial)

The fitness test will consist of (3) events to measure the applicant's Muscular Endurance

1. One minute push-ups (upper body)
2. One minute sit-ups (core body)
3. 300 meter run (anaerobic power)

This test will be a pass, or fail based off of the Cooper Institute age and gender standards at the 50th percentile.

One Minute sit-ups	Age 20-29	Age 30-39	Age 40-49	Age 50-59
Male	40	36	31	26
Female	35	27	22	17

One Minute push-ups	Age 20-29	Age 30-39	Age 40-49	Age 50-59
Male	33	27	21	15
Female	18	14	11	7

300 meter run (in seconds)	Age 20-29	Age 30-39	Age 40-49	Age 50-59
Male	56	57	67.6	80
Female	64	74	86	98