

CITY OF HUBBARD, OHIO CIVIL SERVICE COMMISSION

**ORIGINAL APPOINTMENT FULL TIME POLICE OFFICER ANNOUNCEMENT**

FEBRUARY 5, 2020

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](http://www.cityofhubbard-oh.gov) under the Civil Service Commission tab.

**APPLICATIONS MAY BE OBTAINED AND FILED DURING THE PERIOD OF WEDNESDAY, FEBRUARY 5, 2020 AT 8:00 A.M. UNTIL MONDAY, MARCH 2, 2020 AT 4:00 P.M.**

**APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:00 P.M. ON MONDAY, MARCH 2, 2020.**

Applications may be returned to the Mayor's Office or by e-mail to [d.madeline@cityofhubbard-oh.gov](mailto:d.madeline@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 March 7, 2020 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 March 7, 2020 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: **SATURDAY, MARCH 7, 2020**

TIME: **08:00 A.M.** PLEASE NOTE: APPLICANTS WILL NOT BE ADMITTED AFTER 08:00 A.M. AND THERE WILL BE NO EXCEPTIONS REGARDLESS OF THE REASON.

PLACE: **YSU WATTS (WATSON AND TRESSEL TRAINING SITE); 651 ELM ST.; YOUNGSTOWN, OH 44555**

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 permitted at the physical agility examination.

## WRITTEN COMPETITIVE EXAMINATION

DATE: **WEDNESDAY, MARCH 11, 2020**

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 REGARDLESS 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 March 7, 2020. 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:

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

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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 40<sup>th</sup> percentile.

<b>One Minute sit-ups</b>	<b>Age 20-29</b>	<b>Age 30-39</b>	<b>Age 40-49</b>	<b>Age 50-59</b>
<b>Male</b>	<b>38</b>	<b>35</b>	<b>29</b>	<b>24</b>
<b>Female</b>	<b>32</b>	<b>25</b>	<b>20</b>	<b>17</b>

<b>One Minute push-ups</b>	<b>Age 20-29</b>	<b>Age 30-39</b>	<b>Age 40-49</b>	<b>Age 50-59</b>
<b>Male</b>	<b>29</b>	<b>24</b>	<b>18</b>	<b>13</b>
<b>Female</b>	<b>15</b>	<b>11</b>	<b>9</b>	<b>6</b>

<b>300 meter run (in seconds)</b>	<b>Age 20-29</b>	<b>Age 30-39</b>	<b>Age 40-49</b>	<b>Age 50-59</b>
<b>Male</b>	<b>59</b>	<b>58.9</b>	<b>72</b>	<b>83.2</b>
<b>Female</b>	<b>71</b>	<b>79</b>	<b>94</b>	