

CITY OF HUBBARD, OHIO CIVIL SERVICE COMMISSION

## **ORIGINAL APPOINTMENT FULL TIME POLICE OFFICER ANNOUNCEMENT**

MAY 17, 2023

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, MAY 17, 2023 AT 8:00 A.M. UNTIL FRIDAY, JUNE 9, 2023 AT 4:00 P.M.**

**APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:00 P.M. ON FRIDAY, JUNE 9, 2023.**

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)

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

### **PHYSICAL AGILITY EXAMINATION INFORMATION**

DATE: **TUESDAY, JUNE 13, 2023**

TIME: **6:00 P.M.** PLEASE NOTE: APPLICANTS WILL NOT BE ADMITTED AFTER 6:00 P.M. AND THERE WILL BE NO EXCEPTIONS REGARDLESS OF THE REASON.

PLACE: **NILES WELLNESS CENTER, WADDELL PARK, 213 SHARKEY DR., 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. No visitors permitted at the physical agility examination.

## **WRITTEN COMPETITIVE EXAMINATION**

DATE: **FRIDAY, JUNE 16, 2023**

TIME: **5:00 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 4:30 P.M.

PLACE: **YSU CUSHWA HALL; ROOM 2371, 210 LINCOLN AVE, YOUNGSTOWN, OHIO 44502**

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 OPOTA Peace Officer certification/commission documentation;
- D. 10% for a Bachelor's degree from an accredited college or university relative to the position for which they are applying;
- E. 10% for 2080 documented hours of previous experience as a police officer;
- F. 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 June 13, 2023. 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*

## 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.)

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**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>	

## PARTICIPANT RELEASE OF LIABILITY

-READ BEFORE SIGNINIG-

In consideration of being allowed to participate in any way in the **City of Hubbard, Ohio Civil Service Commission Physical Fitness Exam**, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury from the activities involved in this event can be significant, including the potential for permanent disability and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury to me does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated rules and regulations for participation. If I observe any unusually significant concern in my readiness for participation and/or in the tutorial itself, I will remove myself from participation and bring such to the attention of the recruiter(s); and,
4. I, for myself and on behalf of my/our heirs, assigns, personal representatives, and next of kin, HEREBY RELEASE THE CITY OF HUBBARD CIVIL SERVICE COMMISSION AND THE HUBBARD CITY POLICE DEPARTMENT, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, adversaries, and, if applicable, owners and lessors of premises used to conduct the events ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property incident to my involvement or participation on in this tutorial, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.
5. I, for myself and on behalf of my/our heirs, assigns, personal representatives, and next of kin, HEREBY INDEMNIFY AND HOLD HARMLES all the above Releasees from any and all liabilities incident to my involvement in or participation in this tutorial, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

\_\_\_\_\_  
PARTICIPANT SIGNATURE

Date Signed: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



City of Hubbard Civil Service Commission  
Physical Fitness Exam  
Hubbard City Police Department

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Informed Consent Form**

The Physical Ability Test will consist of three (3) test components. This includes the following:

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 on the Cooper Institute's age and gender standards at the 40th percentile.

**\*\*\*\*WAIVER FORM\*\*\*\***

This INFORMED CONSENT FORM has been read and understood by me. I am voluntarily requesting the right to participate in this Physical Ability Test. I state that I am in good physical condition to the best of my knowledge and belief. I have read the description of the events I am to participate in and understand the level of physical and mental stamina necessary for completion. I agree to hold free and harmless from any claim or suit for damages for any injury or complication whatsoever that may result from my participation in this. Physical Ability Test, the City of Hubbard, the Hubbard City Police Department, the Hubbard Civil Service Commission, all officials, employees, and agents of the City of Hubbard, the Hubbard City Police Department, and the Hubbard Civil Service Commission, or any instructor, supervisor, nurse, or physician participating in such exercise and testing activities.

APPLICANT SIGNATURE: \_\_\_\_\_