

## Opportunity for Employment: Police Officer

Date of Issue: Sunday, April 7, 2019

### NOTICE OF COMPETITIVE EXAMINATION

The Massillon Civil Service Commission will conduct a competitive merit examination for the position of **Police Officer** in the Massillon Police Department. The eligibility list established from this written examination will be used to fill entry-level Police Officer positions in the Massillon Police Department. This position pays approximately \$43,900.00 annually plus benefits.

#### Duties

A Police Officer's areas of responsibility shall provide for the prevention and suppression of crime, protection of life and property, apprehension and prosecution of offenders, preservation of regulatory measures, and preservation of peace. A Police Officer shall maintain firearms and equipment in a functional, presentable condition and conduct themselves in accordance with the highest ethical standards on and off duty.

#### Eligibility Qualifications

To be eligible for examination, applicants must meet the following qualifications:

- Be at least twenty-one (21) years of age on or before the date of the written examination (May 2019)
- Possess a valid driver's license issued by the applicant's state of residence
- Be a high school graduate or have earned a General Educational Development (GED)
- Be a citizen of the United States or otherwise declare the intention to become a United States citizen
- No felony convictions

#### Exam Date, Location, and Time

**Exam Date:** Monday, May 13, 2019

**Location:** Massillon Recreation Center, 505 Erie Street North, Massillon, Ohio 44646

Exam Time 1	Exam Time 2
<b>Exam Timeframe:</b> 1:00 – 3:00 PM	<b>Exam Timeframe:</b> 6:00 – 8:00 PM
<b>Check-in Time:</b> 12:15 – 12:45 PM	<b>Check-in Time:</b> 5:15 – 5:45 PM
<i>There will be no admittance to the exam after 12:45 PM</i>	<i>There will be no admittance to the exam after 5:45 PM</i>

You must sign up for a specific exam slot at the time of application submission.

## Scope of Examination

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The written examination is a state of the art examination developed to assist agencies throughout Ohio in selecting the most qualified law enforcement officers. The written examination is a two-part examination which provides a comprehensive assessment of job related personality traits and cognitive skills.

- The first section or component of the selection inventory is a cognitive examination, assessing essential job-related problem-solving abilities.
- The second section or component is a comprehensive, in-depth personality trait inventory. This assessment provides an evaluation of an applicant's suitability for law enforcement employment based on essential job-related personality traits identified in detailed research based on the recent Ohio Criminal Justice Services job analysis study. This component of the written examination is not intended to be a psychological evaluation nor is it intended to replace an industrial/organizational or clinical psychologist. Rather, this assessment is an initial screening tool designed to predict an applicant's likelihood of success based on numerous job-related personality characteristics. Results of this assessment may, however, be used by a psychologist or hiring official to provide additional valuable information regarding an applicant's personality attributes and employment suitability.

The written examination yields a final score composite of both personality trait and cognitive components. This exam was developed and validated specifically for agencies within the State of Ohio after a comprehensive job analysis conducted by law enforcement agencies across the state. In addition, the exam was subjected to extensive field-testing by numerous law enforcement agencies throughout the state. Finally, a criterion-related validation study was conducted demonstrating a strong relationship between test scores on the exam and important job performance indicators. In summary, development and validation of the written examination is entirely based on data specific to Ohio law enforcement agencies.

The time limit for completing both sections of the written examination is two (2) hours. The exam is timed continuously and there is no break between sessions. All applicants attaining a minimum passing score of seventy percent (70%) on the written examination will be placed on an eligibility list ranked according to total score.

Applicants may acquire a study guide to provide a better understanding of the nature and format of questions on the OH-Select written examination: <https://iosolutions.com/product/oh-select-standard-study-guide-hard-copy/>

Applicants will be tested on four (4) separate abilities. A definition of each of these areas and an explanation of how they apply to the position of an entry-level peace officer are given in this guide. In addition, sample test questions are also provided and to offer applicants an idea of the types of questions to expect. The OH-Select study guide will provide rules, general test-taking strategies and instructions for completing the written examination answer sheet.

## Exam Guidelines

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- There is a 2-hour time limit to complete the written examination.
- A valid driver's license is required to be admitted to the examination – Applicants who have been accepted to take the examination will be admitted to the test site only upon presentation of their driver's license. Applicants who fail to present their driver's license will not be accepted to take the examination.

- Mobile phones and other electronic devices are prohibited. The presence of mobile phones, pagers, wristwatches and/or other electronic devices emitting audible tones to alert an incoming message are prohibited during the examination. Violators are subject to dismissal from the examination.
- Battery powered or solar non-printing calculators not related to mobile phones are permitted.
- Accommodations – Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commission’s inability to accommodate any disability.
- All applicants attaining a minimum passing score of seventy percent (70%) on the written examination will be placed on an eligibility list ranked according to total score.

## FILING OF APPLICATION

**Application Due Date: Friday, April 26, 2019 4:00 PM**

### Application Documentation & Submission Requirements

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1. Obtain a City of Massillon job application in one of two ways:
  - Hard copy in the Office of the Civil Service Commission, Municipal Government Annex Administration Building (2<sup>nd</sup> Floor), 151 Lincoln Way East, Massillon, Ohio 44646 (in the Huntington Bank Building; across the street from the Lions Lincoln Theater in downtown Massillon)
  - Online through the City of Massillon web site: <http://www.massillonohio.com/city-services/city-services/job-opportunities/> and the Massillon Police Department’s Facebook page.
2. Prepare your application, with the following documentation:
  - ✓ Completed City of Massillon job application (including fully completed, witnessed, and dated Authorization for Release of Information Form)
  - ✓ Copy of your driver’s license
  - ✓ Copy of Diploma or GED
  - ✓ Payment for the **\$20.00** exam fee in the form of a check or money order. Make payment out to the “City of Massillon.” Cash is not accepted. This fee is non-refundable.
  - ✓ Bonus credit documentation, if applicable
3. Submit your complete application with the required documentation in one of two ways:
  - In person to the Civil Service Administrator between 8:30 AM and 4:30 PM, Monday – Friday (excluding holidays) at the Office of the Civil Service Commission.  
  
In the absence of the Civil Service Commission Administrator, applications may be submitted in person to either one of the two Administrative Assistants in the Mayor/Public Safety-Service Directors’ Office.
  - By U.S. Mail, FedEx, or UPS. Applications must be postmarked by 4:00 PM on Friday April 26, 2019.
4. Pass the written exam on May 13, 2019 with a score of at least seventy percent (70%) to be placed on the eligibility list ranked according to total score.

**Important:** Applications not submitted per the specified application requirements will be rejected.

- It is the responsibility of the applicant to ensure ALL required documents necessary for exam eligibility, bonus points, and examination fee accompany the application.

- Failure to meet all criteria will exclude the applicant from taking the exam. There will be **NO** notification to applicants regarding this exclusion.
- Applications received after 4:00 PM Friday, April 26, 2019 will not be accepted.
- Applicants will be disqualified if it is found they have made a false statement or concealed any material fact, or practiced, or attempted to practice any deception or fraud in the application, or in the examination, or in establishing eligibility.

#### **BONUS CREDIT – DOCUMENTATION & STANDARDS**

- Twenty percent (20%) is the maximum total bonus credit available.
- Possible bonus credit is allowed for: Armed Forces Veteran, City of Massillon Residency, an applicable College Degree, or OPOTA certification. See the following details for more information.
- Bonus credit will only be awarded if a minimum acceptable score of seventy percent (70%) is achieved on the written examination.
- Applicants must submit acceptable proof documentation to the Civil Service Commission at the time of application filing to receive the applicable bonus credit.
- Documentation received after the filing deadline will not be eligible for bonus credit.

#### **Veteran's Preference**

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Upon receiving a passing score, any applicant discharged from the Uniformed Services or transferred to the Reserves with evidence of satisfactory service, who is a resident of this state and any member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, with more than one hundred eighty days (180) of active duty service pursuant to executive order of the President of the United States or an act of the Congress of the United States, shall receive additional credit of twenty percent (20%) of the total score earned in the written examination.

A member in good standing who successfully completes initial entry-level training, or a retired member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, shall receive a credit of fifteen percent (15%) of the person's total grade given in the written examination provided a passing grade is attained. Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 – Long Version) as proof of honorable military service at the time of filing the application to receive credit. Documentation received after the filing deadline will not qualify for bonus credit.

#### **College Degree**

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Upon receiving a passing score, an additional ten percent (10%) of the total score earned in the written examination shall be given to all applicants who have earned an Associate's Degree in Criminal Justice or any related major and/or a Bachelor's Degree in any discipline. Applicants must submit proof of a college degree to the Civil Service Commission at the time of filing the application to receive credit. Documentation received after the filing deadline will not qualify for bonus credit.

#### **Ohio Peace Officer Certification**

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Upon receiving a passing score, an additional twenty percent (20%) of the total score earned on the written examination will be awarded to all applicants who possess a current, valid Ohio Peace Officer Basic Training Certificate. The certificate must be issued by the Ohio Peace Officers Training Commission, or there must be a "Letter of completion" (issued by a school certified by the State of Ohio), which may be immediately converted to an Ohio Peace Officer Basic Training Certification without restriction or need for additional or supplemental training.

A verification letter of training to open enrollment students issued through the Ohio Peace Officer Training Council is also acceptable for bonus credit. Out of state police certification will not qualify for bonus credit. Applicants must submit proof of Ohio Certification or training at the time of filing the application for bonus credit. Documentation received after the filing deadline will not qualify for bonus credit.

### **City of Massillon Residency**

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Upon receiving a passing score, a credit of twenty percent (20%) of the total score earned on the written examination shall be given to all applicants who maintain a permanent residence within the corporate boundaries of the City of Massillon for the past six (6) months. Applicants must submit proof of residency satisfactory to the Civil Service Commission at the time of filing the application to receive bonus credit. Documentation received after the filing deadline will not qualify for bonus credit. Bonus credit will only be awarded if a minimum acceptable score of seventy percent (70%) is achieved on the written examination.

### **ADDITIONAL TESTING REQUIREMENTS**

Applicants who obtain a minimum score of seventy percent (70%) or greater on the written examination (prior to bonus credit being included) may be required to pass a physical agility test, polygraph test, oral interview, background investigation, drug screen, and physical/psychological evaluation. The physical agility test will be scored in accordance with the current Ohio Peace Officer Training Commission standards for the applicant's age and gender.

### **APPOINTMENTS AND PROBATIONARY PERIODS**

- Applicants must be appointed before their thirty-sixth (36<sup>th</sup>) birthday.
- Applicants who do not possess an Ohio Peace Officer Basic Training Certificate must obtain the Certificate or Letter of Completion at their own expense to be eligible for appointment.
- The cost of tuition for any additional, supplemental, or refresher training required by the Ohio Peace Officers Training Commission to be issued an Ohio Peace Officer Training Certificate shall be at the applicant's expense.
- All appointments shall be for a probation period of one year.
- No appointment is final until the appointee has satisfactorily served the probationary period.
- If the service of the probationary employee is unsatisfactory, the employee may be removed or reduced at any time during the probationary period.

### **Equal Employment Opportunity**

The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.

### **Drug-Free Workplace**

The City of Massillon is a drug-free workplace

### **By Order of the Massillon Civil Service Commission**

Elaine Campbell, Chairperson; Tony Townsend, Secretary; Margaret Elum, Assistant Secretary