

SELECTION PROCESS

The Civil Service examination process will consist of a written examination. Applicants receiving a passing score on this exam will be notified regarding subsequent phases of processing, which will include:

- Background check (credit, police record, work and personal references, etc.)
- Personal interview
- Polygraph
- Psychological assessment
- Thorough medical examination and assessment of physical capabilities, including Academy minimum physical fitness standards
- Successful completion of a one-year probationary period

NOTE: Any information of a criminal or illegal nature which surfaces during this process will be forwarded to the appropriate enforcement investigative agency for prosecution.

Inability to satisfactorily complete any phase of this process may be cause for elimination from consideration. Failure to appear for any phase may also result in elimination. Because of the nature of the examination, applicants will not be permitted to review the examination afterward.

Examination Information: The written exam will be held at **9:00 a.m. on April 29, 2017**. The exam will be held at **Fairmont High School, 3301 Shroyer Road, Kettering, OH 45429**. All applicants must have an application and exam reservation on file with the City by **April 17, 2017**, in order to participate in this exam. In addition to the exam reservation confirmation form, all applicants must bring one of the following documents to the written exam site:

- 1) Driver's license
- 2) Military ID
- 3) Passport
- 4) Other Federal or State issued photo ID

Applications: Applications will be accepted Monday-Friday between 8 a.m. and 5 p.m. through April 17, 2017. Obtain application packet from: Human Resource Department, Kettering Government Center, 3600 Shroyer Road, Kettering, OH 45429, Phone 937-296-2446, or download the required application packet from www.ketteringoh.org.

Materials may be mailed to out-of-town applicants; however, filing deadlines must be met for consideration.

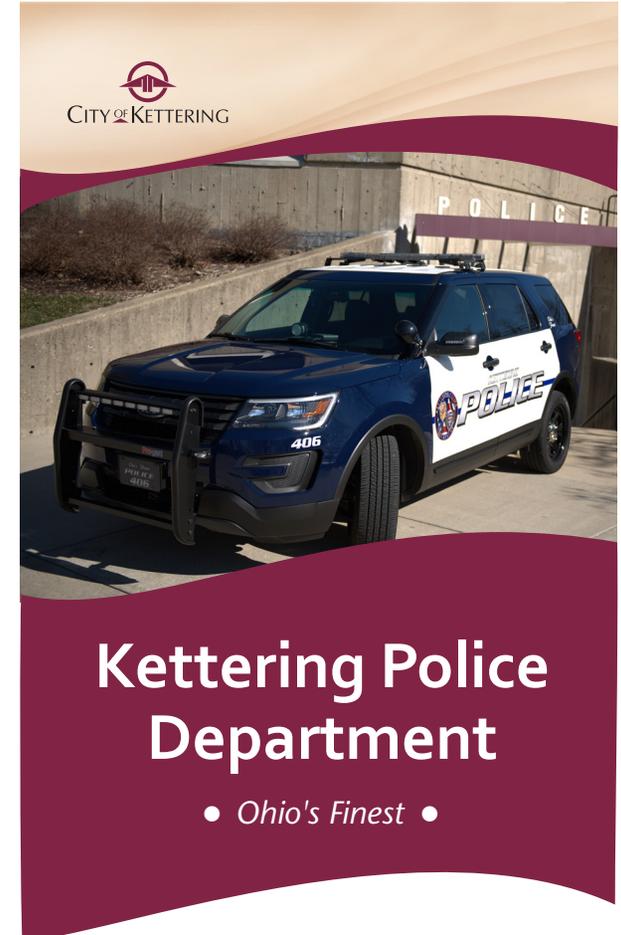
Lateral entry candidates are encouraged to apply.



*Striving to uphold
the honor of Ohio's Finest
by providing
the highest quality of service
with ethics, courage
and excellence.*



*The City of Kettering is an
Equal Opportunity Employer*



Kettering Police Department

• Ohio's Finest •

Invites applications
for the position of

**Patrol Officer
(Entry Level)**



THE CITY

Kettering, Ohio, a suburban community with a population of more than 56,000, enjoys a reputation for professionalism and innovation in government. The City operates under a Council/City Manager form of government and is the second largest community in the Dayton Metropolitan Area, the birthplace of aviation.

Kettering is home to a rich history of innovation. In fact, the City's namesake is an early resident, Charles F. Kettering, a world-famous inventor and philanthropist. This gifted genius held nearly 200 patents, including those for the electric cash register and automobile self-starter.

Time and time again, citizen satisfaction surveys confirm that Kettering is a community that residents love to call home. From the City's spectacular Fraze Pavilion for the Performing Arts, to its accredited Police Department and jail, exceptional service is the common thread.

Both its public and private schools are known for their excellence. And there's always plenty of community fun in which to take part. An annual highlight is the City's Labor Day "Holiday at Home" parade and festivities.

Kettering is home to an exceptional level of city services and a quality of life enhanced by our public safety outreach, beautiful parks, senior services, volunteer programs, recreation amenities and great outdoor music.

THE DEPARTMENT

The Kettering Police Department is responsible for police patrol, criminal investigations, communication center, jail, crime prevention, community relations and animal control. Having a budget of approximately \$14 million, the Department is comprised of 82 sworn officers and 26 civilian employees and enjoys strong support from the community.

The Police Department is one of only a few its size to hold three concurrent awards of accreditation-law enforcement, jail and communications.

The Department has several special programs including the Kettering Safe Senior Program and a Citizen Police Academy. The Department is a committed partner with the community and is dedicated to providing fair and equitable law enforcement services to all.

The Department offers extensive training and career advancement opportunities.

MISSION STATEMENT

As a committed partner with the community, the Kettering Police Department strives to uphold the honor of Ohio's Finest by providing the highest quality of service with ethics, courage and excellence.

KPD Values

Ethics —

Ethics are our guiding philosophy about right and wrong. Our ethics include justice, integrity, trust, fairness, respect and accountability. These govern our conduct. Ethics allows us to know what is right and just.

Courage —

Courage is the moral strength and spirit to persevere in the face of fear and adversity. Our courage and ethics enable us to make the right decision.

Excellence —

Excellence is superior and distinguished performance. Our preeminence in quality and achievement allows us to set a standard of excellence. We achieve excellence through the practice of communication, cooperation, teamwork and self-discipline.

THE POSITION

Duties and work requirements consist of preventive patrol, preliminary investigations, and traffic control in designated areas. It may also include a variety of staff assignments, such as criminal investigations, research and development, and community relations.

Duties may involve an element of personal danger and employees must be able to act without immediate and direct supervision, and exercise independent judgment in meeting emergencies. The nature of the work requires irregular schedules, covering all hours of the day, 365 days a year.

Patrol Officers who meet specified service and skill requirements are eligible to compete for promotion to a supervisory position.

Applicants should be of exemplary character and be able to demonstrate traits that are consistent with the mission and values of the Kettering Police Department.

QUALIFICATIONS

Education Requirements — At the time of appointment, candidates must have an Associate's Degree from an accredited college or university OR the equivalent college credits and be actively enrolled in a Baccalaureate Degree Program.

Physical Condition — Must be physically capable of performing essential police duties and pass a thorough medical examination, which may include meeting Academy minimum physical fitness entrance standards as required by Ohio Peace Officer Training Commission (O.P.O.T.C.); and a drug screening.

Ohio Operator's License — Appointee must possess or obtain a valid State of Ohio Operator's License.

U.S. Citizen — Must be a United States citizen at time of appointment or have a valid permanent residency card. Candidates must be at least 21 years of age at the time of appointment.

SALARY AND BENEFITS

Salary range is \$30.89 per hour (\$64,251 per year) to \$41.71 per hour (\$86,757 per year) with entry rate dependent upon experience and training. Extensive fringe benefits include medical and dental insurance, life insurance, attractive retirement plan under the Ohio Police and Fire Pension Fund, paid holidays, vacation leave and sick leave.

MORE INFORMATION

Civil Service eligible lists are generally used for a minimum of one year, with the potential of two separate six-month extensions. Unless otherwise specified, candidates not chosen during one recruitment are not necessarily excluded from further consideration and may participate in future recruitments. Lateral Entry candidates are encouraged to apply. More information about the Police Department and the City of Kettering can be found on the Internet at: www.ketteringoh.org.