



6/6/17

**MIDDLETOWN CIVIL SERVICE COMMISSION
EXAMINATION ANNOUNCEMENT**

For the position of

PATROL OFFICER

To establish an Eligibility List for the classification of Patrol Officer, the Middletown Civil Service Commission will conduct an open competitive examination. Applicants are scheduled for testing which consists of a written examination and physical ability test. The minimum passing score on the written examination shall be 70%. The physical ability test is pass or fail.

From those who pass the written examination and physical ability test, candidates shall be certified to the eligibility list as qualified candidates for the position of patrol officer. A candidate's name shall remain on the certified list for a period of one year, after which it shall be deleted, unless the candidate requests, in writing, that their name be continued on the list for one additional year. Finalists will undergo interview, polygraph, medical exam, drug test, and psychological exam.

ELIGIBILITY: Minimum Requirements: High School Diploma or equivalent; Certification as a Peace Officer by Ohio Peace Officers Training Council; U.S. Citizenship; possession of a valid Ohio Driver's License; must be 21 years of age at time of appointment and must be no older than 35 if receiving original appointment. *Complete Position Description attached.*

APPLICATIONS: Application packets may be obtained from the Human Resources Office located on the second floor of City Building, One Donham Plaza, Middletown, Ohio or may be downloaded from the website at <http://www.cityofmiddletown.org/jobs>. Deadline to submit application is Friday, June 30, 2017 at 5:00 p.m. An application form must be filed to be eligible to take the examination. (*Job Announcement, Position Description, and Physical Ability Test instructions provided with application*). **Applications may be returned to the Human Resources Office, faxed to 513-425-7929, or emailed to karenc@cityofmiddletown.org.**

EXAMINATIONS:

Written Examination

The written examination will be held Saturday, July 15, 2017 at 9:00 a.m. Applicants are to report no later than 8:45 a.m. to the **City Building, Fourth Floor Learning Lab, One Donham Plaza, Middletown, Ohio 45042**. **Picture I.D. required for admittance to examination.** Parking is available in the north and south lots of the City Building.

Note: Study guide and practice version of the written examination is available at a cost to you at www.publicsafetyrecruitment.com to help you prepare for the examination (Standard Edition – Ohio Select Study Guide or Ohio-Select Enhanced Edition Study Guide).

Examination Announcement
Patrol Officer
Page 2

Physical Agility Test

The physical ability test will be held immediately after the written examination on July 15, 2017.

Picture I.D. required for admittance to examination.

Suggested apparel: Loose fitting clothes and running shoes.

SALARY: \$50,728 - \$63,819 annually with excellent benefits.

Equal Opportunity Employer/Drug-free Workplace

It is the policy of the City of Middletown to make all public examinations accessible to all persons, in accordance with state and/or federal laws. If you have a disability which requires accommodation in order for you to attend and/or participate in this examination, please contact us at 425-7706 at least forty-eight hours prior to the time of the examination to advise us of the need for accommodation, and reasonable efforts shall be made to provide the same.

MIDDLETOWN DIVISION OF POLICE

PHYSICAL FITNESS EVALUATION

STAGE ONE

One-quarter Mile Run

Applicant is required to start from a position seated in the driver's portion of a vehicle, exit the vehicle, and run a distance of one quarter mile. Along the course of the run, applicant is required to traverse an obstacle four feet in height one time in whatever manner applicant decides, and to both ascend and descend a flight of six steps twice. The course must be completed in two minutes and thirty seconds (150 seconds).

STAGE TWO

Rapid Response/Body Drag

The applicant will be required to run 110 feet to a full size and weight dummy. The applicant will then drag the dummy 35 feet. The test must be completed in 45 seconds.

STAGE THREE

Weight Carry

Applicant will be required to pick up an 80-pound weight and carry it off the ground for a distance of 50 feet without setting the weight down. The weight will be carried in a two-handed grip, in the front of the body, at chest level. This test will be completed within 15 seconds.

CITY OF MIDDLETOWN

Position Description

Position Title:	Patrol Officer
Department/Division:	Public Safety/Police
Reports To:	Police Supervisors
Classified or Unclassified:	Classified
Entry Level or Promotional:	Entry Level
Exempt or Non-exempt:	Non-exempt
Union or Non-union:	Union
Salary Range:	PO-1
Civil Service Approval:	October 20, 2016

Position Summary

This is responsible police work in the protection of life and property through the enforcement of laws and ordinances.

Work involves the patrolling of assigned areas; accident and crime scene investigations; follow-up investigations and special assignments for the prevention of crime, apprehension of criminals, and enforcement of laws and ordinances. Employees must be able to act without direction using independent judgement and discretion in meeting emergencies; however, duties are performed in accordance with departmental rules and regulations and sound police techniques. Assignments and general and special instructions are received from superior officers who evaluate performance through observation and review of reports. Work involves extensive public contacts in the response to calls for service.

Position Qualifications

1. Requires consistent attention and commitment to the department's mission.
2. High School Diploma or G.E.D. supplemented by courses in police science; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:
 - a. Modern police practices and methods applicable to federal, state, and local laws and ordinances, pertaining to arrest and evidence, geography of the City, the rules and regulations of the Police Department and first aid principles.
 - b. Ability to deal firmly and courteously with the public.
 - c. Ability to analyze situations quickly and objectively, and to determine the proper course of action to be taken.
 - d. Ability to react quickly and calmly under emergency situations.
 - e. Ability to obtain information through interview and interrogation.
 - f. Ability to communicate effectively, both orally and in writing.
 - g. Ability to develop skill in the use and care of firearms.

Position Description

Patrol Officer

Page 2 of 2

- h. Ability to perform activities requiring agility, strength, and physical conditioning. Ability to use defensive tactics.
 - i. Ability to work with minimum supervision using uncommitted patrol time for proactive policing.
 - j. Ability to use self directed work time in an efficient manner by doing self initiated work.
 - k. Possession of a valid Ohio Driver's License.
 - l. Eyesight may be 20/100 if correctable to 20/20.
 - m. Must be 21 years of age at time of appointment. Must be no older than 35 if receiving original appointment.
 - n. In accordance with state Law, must have no convictions of a felony offense.
 - o. Must be of excellent health and character.
 - p. Certification as a Peace Officer by Ohio Peace Officers Training Council.
3. Ability to achieve and maintain any required certifications.

Duties and Responsibilities (For Performance Appraisal)

- 1. Patrol a designated area of the City. Enforce vehicle, traffic, and criminal laws.
- 2. Answer calls for service involving crashes, misdemeanors, felonies, nuisances and other incidents; interview persons and determine the offense involved.
- 3. Conduct crash and criminal investigations and preliminary and follow-up investigations; gather evidence; locate and question witnesses; make arrests as necessitated by circumstances; prepare various related reports and testify as a witness in court.
- 4. Give advice on laws and ordinances and general information to the public.
- 5. Process arrested persons; control property such as evidence and police equipment.
- 6. Perform special patrol, investigative, or other police functions as required.
- 7. Engage in problem solving activities.
- 8. Address nuisance issues which may not involve a violation of law.
- 9. Represent the Middletown Division of Police at public functions.
- 10. Perform related work as required by supervision.

Career Path

Patrol Officer

Police Sergeant

Police Lieutenant

Chief of Police