

**ROSSFORD, OHIO
POLICE OFFICER CANDIDATES
2010**

**APPLICATION PACKET
Summary of Employment Requirements**

**These items must be completed and received in Rossford City Hall,
133 Osborn Street, Rossford, Ohio, before noon on
April 30, 2010.**

- City of Rossford, Police Employment Application
- Acknowledgment of Understanding of Hiring Standards
- Rossford Police Department Requirement Questionnaire
- Must present 2 forms of identification, one photo id (ie: Ohio Drivers License, Military ID) and proof of citizenship (ie: Passport, birth certificate)
- Military Form DD 214 if claiming 5 points military credit
(Awarded upon successful test score)
- OPOTA Certificate or proof of Ohio Peace Officer Training Commission completion of an approved Ohio Peace Officer Basic Training Program
- \$25.00 Filing Fee

Civil Service Test: May 8, 2010 at 8:00 am

Owens Community College
Center for Development and Training (CDT Building)
22249 Tracy Road
Room 162
Northwood, Ohio 43619

Application packets may be obtained at the receptionist's station at Rossford City Hall from 9:00 a.m. to 4:00 p.m

POLICE OFFICER CANDIDATES

2010

APPLICATION PACKET

TO: PROSPECTIVE FULL/PART-TIME POLICE OFFICER CANDIDATES

FROM: CITY OF ROSSFORD CIVIL SERVICE COMMISSION

SUBJECT: POLICE OFFICER SELECTION PROCESS

Attached are an Examination Announcement, Job Description, and Police Officer Selection Process Description. All applicants must obtain an application packet and pay a \$25.00 filing fee at the time of filing the application. By giving this test, any current eligibility list previously established will be abolished. Therefore, to continue to be on the Police Officer eligibility list you must test again.

Applications will be available and accepted Monday through Friday in the Rossford Clerk's office, Rossford City Hall Building, 9:00 a.m. to 4:00 p.m. (except for all holidays observed by the City). **The filing deadline will be Friday, April 30, at noon.** To qualify for the eligibility list, you must pass the Civil Service Test and be at least 21 years old at the time of the appointment. The exam will be given on **Saturday**, Everyone who passes the written test will take the Physical Fitness test to be scheduled at a later date.

Examination Fee:

There is a \$25.00 filing fee (cash or money order) for this examination to help cover costs. This fee is nonrefundable. Money orders shall be made out to the City of Rossford. Please have exact change if you are paying with cash. If you have any questions, call Lisa Kolb in the Police Chief's office at 419-666-7390.

Location of Test:

Owens Community College
Center for Development and Training (CDT Building)
Room 162
22249 Tracy Road
Northwood, Ohio 43619

Application (all steps must be complete for consideration):

1. The Civil Service application must be completed and signed.
2. The acknowledgement of hiring standards and police questionnaire included in this packet must be signed and submitted with your application.
3. The \$25.00 filing fee must be submitted with your application.
4. Must present a valid state drivers license.
5. Proof of citizenship will be required for employment; e.g. birth certificate, passport, naturalization papers. (U.S. Citizenship required.)
6. If you are honorably discharged from any branch of the US military (Active Duty, Reserve, or National Guard) and wish to apply for the 5 points military credit, you must submit a copy of your DD 214 with your application packet. If you qualify and upon successfully passing the test, 5 points of your written test score will be added to the total test score at the time of grading.

Candidates who pass the written and physical fitness test will be placed on an eligibility list.

**EXAMINATION ANNOUNCEMENT
POLICE OFFICER**

The City of Rossford is seeking qualified candidates for the positions of Full-time Police Officer. Applicant must be 21 years of age at the time of appointment. The Civil Service Commission is asked to form an eligibility list to be used until a new written exam is given. The passing grade is 70%.

Application packets may be obtained at the receptionist's station at Rossford City Hall from 9:00 a.m. to 4:00 p.m.

<u>2010 Salary Range*</u>	Step 1:	\$18,990.40 (\$18.26 an hour start)
	Step 2:	\$20,384.00 (\$19.60 an hour after 6 months)
	<u>Probationary First year salary \$39,374.40</u>	
After 1 yr	Step 3:	\$43,576.00 (\$20.95 an hour)
After 2 yr	Step 4:	\$46,342.40 (\$22.28 an hour)
After 3 yr	Step 5:	\$49,088.00 (\$23.60 an hour)

*Pay established by contract negotiations with the Ohio Patrolmen's Benevolent Association (Patrol Officers).

**The City of Rossford is an Equal Opportunity Employer.
Minorities And Women Are Encouraged to Apply.**

POLICE OFFICER GENERAL DESCRIPTION OF CLASSIFICATION AND DUTIES

Under the direct supervision of a Sergeant, a Police Officer patrols a designated area ensuring compliance with all applicable State Laws and City Ordinances, answers calls when a crime is suspected or an emergency exists; takes such actions as are necessary to prevent crime and/or to apprehend a criminal; to maintain safety; to assist citizens in a wide range of emergency and non-emergency situations, and performs other related duties, tasks and assignments as required and directed by a Sergeant or the Chief of Police.

EXAMPLES OF WORK: (Illustrative Only – Not All Inclusive)

- Drives a police vehicle, patrolling designated area.
- Reports unsafe conditions such as obstructions in streets.
- Issues citations for violations of traffic laws.
- Makes arrests, sometimes requiring the use of physical effort.
- Transports prisoners.
- Investigates traffic crashes, determining conditions, causes and other pertinent facts regarding accident.
- Conducts investigations of crimes; preserves crime scenes; gathers and preserves evidence.
- Checks doors and windows of homes and businesses for security.
- Testifies in court.
- Assists injured persons; notifies families of injury.
- Answers inquiries; assists stranded motorists.
- Looks for and investigates conditions or situations which may indicate a crime is about to be, or has been committed.
- Maintains records and prepares reports of incidents and activities.
- Takes statements from witnesses and suspects.
- Secures warrants.
- Where juveniles are involved, interviews parents; appears in court, and works with school authorities.
- Directs and regulates traffic.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Not All Inclusive)

- Considerable knowledge of applicable Federal, State and Local Laws relating to law enforcement. (Developed and acquired after appointment.)
- Considerable knowledge of law enforcement methods, principles, practices and procedures. (Developed and acquired after appointment).
- Considerable knowledge of safety practices and procedures.
- General knowledge of municipal government structure and process.
- Skill in the use of firearms.
- Good interpersonal and human relations skills.
- Ability to understand and carry out detailed oral and written instructions.
- Ability to exercise sound reasoning and good judgment.
- Ability to recognize unusual or threatening conditions and take appropriate action.
- Ability to interpret and apply principles, concepts, methods, laws, ordinances and techniques to field conditions.
- Ability to recognize, analyze and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.
- Ability to organize and prioritize daily tasks and activities.
- Ability to use proper research and investigative methods, techniques and practices in gathering data.
- Ability to prepare clear, concise, complete and accurate reports.
- Ability to work alone on most tasks.
- Ability to cooperate with co-workers on group efforts.
- Ability to establish and maintain a good rapport with the public.
- Ability to handle routine and sensitive inquiries from, and contact with, the public.
- Ability to maintain confidentiality in handling of sensitive events and issues.
- Ability to communicate with the public, peers, superiors and other City officials and employees in an effective, tactful and courteous manner.
- Ability to resolve complaints from angry citizens in an effective, tactful and courteous manner.
- Ability to demonstrate physical strength and dexterity in the use of hands and feet.
- Ability to demonstrate physical fitness.

CAUSE FOR REMOVAL:

An officer may be removed for cause with or without fault. Cause includes, but is not limited to:

- Economic conditions that cause reductions in work force.
- The member's inability to regularly attend work.
- Failure to perform competently on any of the essential functions of the position or consistently fail to perform competently on regular tasks.
- Failure to support the mission, vision, and core values of the RPD.
- Failure to uphold the oath of office.
- Failure to behave in a manner that supports the Police Officer's Code of Ethics.
- Failure to continually comply with preconditions for original employment.
- Failure to display due regard for the civil liberties of any persons.
- Accruing atypical amounts of dysfunctional work time.
- Requiring atypical amounts of supervisory counseling or remedial training.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Minimum of 21 years of age at time of appointment.
- **To be appointed to the position of entry-level police officer, a candidate must have completed an OPOTA accredited police academy and is currently eligible to be certified as an Ohio peace officer.**
- Possession of a valid Ohio Driver's License at time of appointment.
- Must be a United States citizen.
- Must be in good physical condition, as determined by a medical examination and physical fitness examination.
- Visual acuity – both eyes must have corrected vision of 20/30.
- Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, written examination, fitness test, record check, background investigation, oral interview, and Conditional Offer of Employment.) Upon recommendation of the Oral Board, a successful applicant will be given a Conditional Offer of Employment.
- The location of an officer's residence must be within Wood County or Adjacent County. New officers will meet this requirement within six months of appointment.

POLICE OFFICER SELECTION PROCESS SUMMARY DESCRIPTION

The purpose of this summary description is to provide Police Officer candidates with information regarding the Police Officer Selection Process.

I. Formal Application

Application packets may be obtained at the receptionist's station at Rossford City Hall from 9:00 a.m. to 4:00 p.m.

All required application items must be submitted to City Hall not later than noon, April 30, 2010. Late applications will **not** be accepted.

II. Hiring Standards

Applicant must read and return the acknowledgement included at the end of this document when filing the application.

The purpose of this hiring standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of applicants for the position of Patrol Officer with the Rossford Police Department; and second, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical selection.

An applicant's failure to meet the hiring standards set forth in this document shall automatically disqualify the applicant. The applicant must read and return the Acknowledgment stating their understanding and compliance with the Hiring Standards.

III. Written Examination

1. The written exam will be at 8:00 a.m. on May 8 at Owens Community College, Center for Development and Training (CDT Building), 22249 Tracy Road, Room 162, Northwood, Ohio 43619. In an effort to increase testing integrity, **each candidate will be required to show a valid state drivers license containing his/her picture along with the examination card for admittance.**
2. A study guide may be purchased at the following website: <http://www.iosolutions.org/>

IV. Physical Fitness

The physical fitness test will be administered to all candidates passing the written test. The test will be conducted by Police personnel at a later date and will be evaluated in accordance with established and valid fitness standards.

V. Record Check

1. A thorough and complete record check of each candidate will be conducted by the Rossford Police Department. The Department will check for local criminal and traffic records.
2. Each candidate's name will be entered into state and national computers for warrants and criminal history.
3. Fingerprints will be taken for each candidate and submitted for state and federal screening.
4. Successful candidates will then be subject to a Background Check.

VI. Background Check

A thorough and complete investigation of each candidate's background will be conducted at this phase. The function of the background investigation is to determine each candidate's suitability for employment as a Rossford Police Officer. The background investigation will include, but not be limited to, the following:

1. Verification of each candidate's credentials, past and present employment, residences and driver's license.
2. Review of each candidate's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.
3. Phone interviews or interviews held at the police department with past and present employers, school officials, neighbors and personal references.

The following occurrences or incidents in a candidate's background may result in disqualification from the selection process.

- Conviction for any felony, any crime of domestic violence, or a serious misdemeanor.
- Use of controlled substances (unless under a physician's direction) and/or conviction for controlled substance violation.
- Intemperate use of alcoholic beverages.
- Poor work record.
- Poor driving record; for instance numerous convictions for moving traffic violations.
- Numerous debts which are not being regularly paid-off.
- Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a Police Officer given the power and responsibilities incumbent to the position.

VIII. Interviews

1. Depending on the number of openings, oral interviews of the candidates passing the physical fitness test, scoring in the top 10 places on the written exam for each position to be filled, and passing a records check and a background check, will be administered by the Departmental Review Board at a designated time and place.
2. Each candidate will be interviewed for approximately 20 – 30 minutes by a Departmental Review Board consisting of police officers from the Rossford Police Department as determined by the Chief of Police.
3. All elements of the departmental oral interview will be standardized to include uniform questions.
4. Each candidate will be evaluated based upon the following rating dimensions:
 - Appearance, image, demeanor and attitude
 - Communication
 - Mental alertness
 - Judgment, reasoning and analysis
 - General personality impressions
 - Social interaction, and human relations
 - Overall suitability
5. There shall be a final interview with the Mayor, City Administrator, the Chair of the Civil Service Commission, a member of City Council, the Chief of Police and any other committee members at the City's request should be present of the top ten candidates given from the recommendations of the Departmental Review Board.
6. All candidates are directed to Chapter 9 of The Rules and Regulations of the Civil Service Commission of the Municipality of Rossford, Ohio for a description and explanation of Eligibility List requirements and removal.

IX. Conditional Offer of Employment

Once a candidate is selected for the position, based upon the above testing procedures, a written Conditional Offer of Employment will be made to the candidate. The conditional offer is contingent upon the candidate successfully passing two additional examinations; psychological and medical.

PHYSICAL FITNESS PREPARATION

The Civil Service Commission, in recognizing the importance of physical fitness status as it pertains to eventual job performance, has established the physical fitness test. The following provides information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the Physical Fitness Test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

WHAT IS PHYSICAL FITNESS?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important. Areas in the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

WHY IS FITNESS IMPORTANT AS A JOB RELATED ELEMENT?

It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain, which can minimize the "known" health risks for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification. Job analyses that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area for minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

HOW WILL PHYSICAL FITNESS BE MEASURED?

The Physical Fitness Test consists of 3 basic tests. Each test is a scientifically valid test. The tests will be given in the following sequence with a rest period between each test.

1. 1 MINUTE PUSH-UP TEST

This is a measure of the fitness (strength and endurance) level of the muscle groups involved in the chest, upper arms and shoulder girdle. It is an important area for performing police tasks requiring upper body strength. The score is in the number of push-ups performed in 1 minute.

2. 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in the number of bent leg sit-ups performed in 1 minute.

3. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

WHAT ARE THE STANDARDS?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test during a single session.
- The required performance to pass each test is based upon gender and age (decade). While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age and gender group. All recruits are being required to meet the same percentile rank in terms of their respective age/gender group. The performance requirement is that level of physical performance that approximates the 30th percentile for each age and gender group.

PHYSICAL FITNESS CHART

TEST	MALE				FEMALE			
	Ages				Ages			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>
1 Minute Push up (Minimum)	26	20	15	10	20	15	10	9
1 Minute Sit Up (Minimum)	35	32	27	21	35	32	27	21
1.5 Mile Run (Maximum)	13.22	14.08	14.56	15.57	15.57	16.35	17.24	18.23

HOW DO YOU PREPARE FOR THE PHYSICAL FITNESS TEST?

1. **Preparing for the Sit-up Test.**

The progressive routine is to do as many bent leg sit ups (hands behind the head) as possible in 1 minute. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute).

2. **Preparing for the Push-up Test.**

If you have access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. You should be able to do 8-10 repetitions of that weight. Do 3 sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.

If you do not have weight equipment, then the push up exercise can be utilized. Determine how many push ups you can do in one minute. At least 3 times a week do 3 sets of the amount you can do in one minute.

3. **Preparing for the 1.5 Mile Run.**

Below is a gradual schedule that would enable you to perform at a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis then proceed to the next level. If you can do the distance in less time, then that should be encouraged.

WEEK	ACTIVITY	DISTANCE	TIME	FREQUENCY
1	Walk	1 Mile	20'-17'	5/Week
2	Walk	1.5 Miles	29'-15'	5/Week
3	Walk	2 Miles	35'-32'	5/Week
4	Walk	2 Miles	30'-28'	5/Week
5	Walk/Jog	2 Miles	27'	5/Week
6	Walk/Jog	2 Miles	26'	5/Week
7	Walk/Jog	2 Miles	15'	5/Week
8	Walk/Jog	2 Miles	24'	4/Week
9	Jog	2 Miles	23'	4/Week
10	Jog	2 Miles	22'	4/Week
11	Jog	2 Miles	21'	4/Week
12	Jog	2 Miles	20'	4/Week

ROSSFORD POLICE DEPARTMENT STATEMENT OF HIRING STANDARDS

INTRODUCTION

The purpose of this hiring standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of Police Department applicants, and secondly, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical process.

MINIMUM QUALIFICATIONS

The Civil Service Commission of the City of Rossford has established the following minimum qualifications for the position of Police Officer:

- 1.) You must be (21) years of age before you can receive an appointment as a Rossford Police Officer.
- 2.) You must have a High School diploma from an accredited high school or satisfactory completion of the General Education Development Test (GED).
- 3.) **To be appointed to the position of entry-level police officer, a candidate must have an OPOTA accredited police academy and is currently eligible to be certified as an Ohio peace officer.**
- 4.) A valid driver's license.
- 5.) You must be a citizen of the United States.
- 6.) Conviction of a felony is absolute grounds for rejection. Any applicant convicted of a felony will be removed from the eligible list and will receive no further consideration.

STANDARDS FOR DISQUALIFICATION/NON-FAVORABLE CONSIDERATION

Removal Standards for Police Officer Applicants, Rossford Civil Service Rules, Chapter 9

Applicants for the position of police officer will be recommended for removal from the Civil Service Eligibility List for any of the following reasons:

- (A) Honesty/Falsification.

- (1) Any intentional falsehood or attempt to conceal disqualifying information during the selection process.
- (2) Should a polygraph examination be used, any attempt to distort the examination results.
- (3) Use or attempted use of political influence to change the employment standards in securing police employment.

(B) Family History.

- (1) Verified or admitted physical, sexual or emotional abuse of a family or household member, as defined in O.R.C. 2919.15(E).
- (2) Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility, as determined by the appropriate support enforcement agency or a court of law.
- (3) Intentional violation of any protective or temporary restraining order, as determined by a court of law.

(C) Employment.

- (1) Verified inability to obtain or retain steady employment during the five (5) year period immediately preceding application. For purposes of this section, "employment" includes both (a) enrollment as a full-time student in good standing in an accredited academic or vocational program, and (b) full-time participation in volunteer or quasi-volunteer programs including VISTA, Peace Corps, Habitat for Humanity, unpaid internships, etc.
- (2) Disciplinary discharge or resignation in lieu of discipline from any occupation within the last five (5) years.
- (3) Disciplinary discharge or resignation in lieu of discipline from any criminal justice occupation (no time limit).

(D) Military.

- (1) Any discharge from military service under less than honorable conditions.
- (2) Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the Ohio Revised Code.

(E) Traffic Record.

- (1) Any conviction of vehicular homicide.
- (2) Any OVI, OMVI, DUI or similar conviction within the last five (5) years.
- (3) More than one (1) OVI, OMVI, DUI or similar conviction as an adult or more than two (2) such convictions, including juvenile convictions.
- (4) Three (3) moving violations within the last twelve (12) months.
- (5) Four (4) or more moving violations within the last five (5) years as an adult. The four (4) violations standard will be waived if there are no moving violations within the three (3) most recent years.
- (6) At the time of the interview, the applicant is not a licensed driver.
- (7) Applicant does not have auto insurance as required by Ohio law.
- (8) One (1) revocation or suspension of driver's license, as an adult, in effect during the last five (5) years due to a points violation, Financial Responsibility Act violation, or by court order.

(F) Gambling.

- (1) Conviction of a gambling offense within the past five (5) years.
- (2) Admission to gambling that has resulted in unstable financial or credit history within the last seven (7) years.
- (3) Conviction of, or admission to, engaging in promotion of illegal gambling wherein the applicant gains a financial benefit.

(G) Criminal Activity.

- (1) Any theft offense as an adult or within the last five (5) years.
- (2) Any fraudulent claims or applications for insurance, welfare, workers' compensation, unemployment compensation or other public assistance program.

- (3) Any admission or conviction of an offense, as an adult, defined as a felony by the Federal, State or local laws of the jurisdiction where the offense occurred, or any misdemeanor conviction for domestic violence.
- (4) Any admission or conviction of an offense, as a juvenile, defined as a violent felony by the Federal, State or local laws of the jurisdiction where the offense occurred.
- (5) Any conviction, as an adult, in the last five (5) years of a M-1 or M-2 misdemeanor, as defined by the Federal, State or local laws of the jurisdiction where the offense occurred.
- (6) Two (2) or more convictions, as a juvenile, of a M-1 or M-2 misdemeanor, as defined by Federal, State or local laws of the jurisdiction where the offense occurred.
- (7) Any admission of an offense for carrying a concealed weapon within the last five (5) years, if it is defined as a felony by the Federal, State or local laws where the offense occurred.

CONCLUSION

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Rossford Police Department if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Rossford employee.

The Rossford Police Department, through careful and thorough applicant processing procedures, can ensure that only the highest quality candidates are employed and retained. When used properly, these standards for hiring will ensure only those applicants meeting and exceeding the “higher standard” expectations of the public are met. The citizens of Rossford deserve nothing less.

ACCOMMODATION

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with Lisa Kolb in the Rossford Police Chief’s office. Medical documentation will be required.

Police Applicants:

**ACKNOWLEDGMENT OF
UNDERSTANDING OF
HIRING STANDARDS**

The City of Rossford Police Department wants each candidate applying for the position of Police Officer to know the Hiring Standards of the Police Department.

This acknowledgment is to help ensure that the candidate has read the Hiring Standards and understands each of them. If by reading the whole packet you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the process of applying for the position of Police Officer in the City of Rossford. If you have any questions, please contact Lisa Kolb in the Police Chief's office at 419 666-7390.

As an applicant for the Rossford Police Department, I hereby affirm that I have read the Hiring Standards provided in the police application packet and understand them.

NAME _____
Police Department Applicant Signature

NAME _____
Print Name

DATE _____

WITNESS _____

**Police Test – May 8, 2010
The City of Rossford is an Equal Opportunity Employer.
Minorities are encouraged to apply.**

ROSSFORD POLICE DEPARTMENT (RPD) REQUIREMENTS

In order to work as a Police Officer in the State of Ohio, including the City of Rossford, Applicants **MUST** be certified by the Ohio Police Officer Training Academy. To determine if you can meet these requirements, please answer the following questions which will be **Verified** through a **DETAILED** background investigation.

FAILURE to include this completed form along with your application will also result in **NON-CONSIDERATION**.

CIRCLE ONE

Have you ever "...been convicted of a felony by a civilian court of this state, the United States, or another state or territory, or by a military court?"

YES NO

Have you ever "...been convicted, during the ten years immediately before application for hire as a police officer, of a misdemeanor crime of dishonesty or moral turpitude, or a misdemeanor crime which resulted in serious physical injury to another person, or two or more DWI offenses, by a civilian court of this state, the United States, or another state or territory, or a military court?"

YES NO

Have you ever been denied certification as a police officer or has your basic certification ever been revoked by the Council without the revoking later being rescinded?

YES NO

Have you ever "...illegally manufactured, transported or sold a controlled substance?"

YES NO

Have you, after your 18th birthday, possessed a controlled substance other than marijuana, even once, within 10 years of submitting this application?

YES NO

Have you, after your 18th birthday, possessed marijuana, even once, within three years of submitting this application?

YES NO

I have read and understand the above requirements.

YOUR NAME(Please Print) _____

YOUR SIGNATURE _____

TODAY'S DATE _____

PHYSICIAN CERTIFICATE CITY OF ROSSFORD CIVIL SERVICE COMMISSION POLICE PHYSICAL FITNESS TEST

TO THE PHYSICIAN

The City of Rossford, Civil Service Commission, Police Physical Fitness Test consists of the following; please check mark if the candidate's health is such that he/she can attempt to perform the required elements:

Push-ups _____

Sit-ups _____

1.5 Mile Run _____

Patient's Name (Print)

Signature of Physician and Date

Physician's Name (Print or Stamped)

Physical Fitness Test	Ages - Male				Ages - Female			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1 Minute Push Up (Minimum)	26	20	15	10	20	15	10	9
1 Minute Sit Up (Minimum)	35	32	27	21	35	32	27	21
1.5 Mile Run (Minimum)	13.22	14.08	14.56	15.57	15.57	16.35	17.24	18.23

The City of Rossford, Civil Service Commission, and
Police Department thank you for your cooperation.

Note: This must be completed no more than 60 days prior to testing date which will be held no more than approximately 30 days of the written test. A make up fitness evaluation will be authorized upon written notification from your physician due to an illness within ten days of the scheduled fitness evaluation.

