



# CIVIL SERVICE EXAM

## OBERLIN POLICE DEPARTMENT FULL-TIME PATROL OFFICERS

The City of Oberlin is offering a Civil Service Exam for **FULL-TIME PATROL OFFICERS**. Vacancies will be filled with candidates from this eligibility list, provided successful completion of the required medical examination, background investigation and other pre-employment requirements. The eligibility list will be established through an open, competitive examination consisting of a physical agility test and a written exam. **The Physical Agility Test will take place on Saturday, January 19, 2019 and the written exam will take place on Saturday, January 26, 2019.**

**MINIMUM QUALIFICATIONS:** High School diploma or equivalent, valid Ohio Driver's License and proof of insurability, must be 21 years of age or older, and must be able to successfully pass a criminal history background check.

**Starting Salary: \$51,828.07/year, plus benefits**

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Applications and full job description are available at **[www.cityofoberlin.com](http://www.cityofoberlin.com)** and at Oberlin City Hall (85 South Main Street, Oberlin, Ohio 44074).

**Applications may be returned via email to:**  
[hr@cityofoberlin.com](mailto:hr@cityofoberlin.com)

**Or mailed to:**  
City of Oberlin Human Resources Department  
85 South Main Street  
Oberlin, Ohio 44074

The Physical Agility Test registration is separate from the employment application and must be completed through Lorain County Community College (see the *Physical Agility Test* section for further information).

**APPLICATION & AGILITY TEST REGISTRATION DUE: Wednesday, January 16, 2019 at 12:00pm**

***The City of Oberlin is a Drug-Free Workplace & an Equal Employment Opportunity employer.***

## APPLICATION INSTRUCTIONS

Applicants for Full-Time Patrol Officers must meet the following criteria:

- Must be 21 years of age on or prior to the date of the Civil Service Exam
- Possess a valid Ohio driver's license and proof of insurability
- Be a United States citizen or have legally declared his/her intention of becoming a United States citizen
- Possess a high school diploma or equivalent
- Pass a physical agility test
- Pass a competitive written examination for skills in reading, interpretation, understanding and ability to concentrate for a long period of time
- Pass a background investigation
- Pass a medical examination, including a pre-employment drug screening

It is highly recommended that applicants consult with their personal physician prior to the Physical Agility Test to ensure that they are physically capable of performing all of the required events.

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### **INSTRUCTIONS:**

1. Complete the ***Lorain County Community College Assumption of Risk Waiver & Release Application*** and submit it to Lorain County Community College with the \$25.00 fee by **Wednesday, January 16, 2019 at 12:00pm**. (See *Physical Agility Test* section for further information).
2. Complete and sign the ***Employment Application***.
3. Attach the required supplemental documents listed below to the Employment Application and submit the completed application to the City of Oberlin Human Resources Department by **Wednesday, January 16, 2019 at 12:00pm**. ***Applications will be considered incomplete if the supplemental documents are not included.***

Application Supplemental Documents:

- ☐ Copy of Birth Certificate
- ☐ Copy of Ohio Driver's License
- ☐ Copy of High School Diploma or Equivalent Certificate

## PHYSICAL AGILITY TEST

The physical agility test will be given on **Saturday, January 19, 2019** in the Lorain County Community College Ewing Center Field House. Check-in starts at 8:00am and testing starts at 8:30am. Applicants must bring a photo ID.

The physical agility test is a pass/fail rating and will be administered by Lorain County Community College. To pass the physical agility test, applicants must meet the standards outlined in the *Physical Fitness Standards* below.

Registration for the physical agility test must be completed by **Wednesday, January 16, 2019 at 12:00pm – NO EXCEPTIONS**. Applicants must complete the enclosed waiver form and pay a \$25.00 fee (check or money order payable to Lorain County Community College). The waiver form and fee must be submitted **IN PERSON** by the applicant or a designee to Patty Ferritto at the address below, Monday-Friday between 8:00am and 3:30pm. **No mail-in waiver forms or fees will be accepted.**

Lorain County Community College  
1005 N. Abbe Road  
iLoft Building, Room 111  
Elyria, OH 44035

### Physical Fitness Standards

Age and Gender Minimum Scores		
	Males (<29)	Females (<29)
Sit-ups (1 min)	35	30
Push-ups (1 min)	28	13
1.5 Mile Run	12:58	15:15
	Males (30-39)	Females (30-39)
Sit-ups (1 min)	31	22
Push-ups (1 min)	22	9
1.5 Mile Run	13:25	16:14
	Males (40-49)	Females (40-49)
Sit-ups (1 min)	26	16
Push-ups (1 min)	16	6
1.5 Mile Run	14:05	17:13
	Males (50-59)	Females (50-59)
Sit-ups (1 min)	21	12
Push-ups (1 min)	10	8 (modified)
1.5 Mile Run	15:33	19:05
	Males (60+)	Females (60+)
Sit-ups (1 min)	15	3
Push-ups (1 min)	10	3 (modified)
1.5 Mile Run	17:19	21:08

*Standards adopted by the Oberlin Civil Service Commission February 24, 2004*

## WRITTEN EXAM

Those applicants who pass the physical agility test may move on to the written exam. The written exam will be administered by the Oberlin Civil Service Commission on **Saturday, January 26, 2019** in the LCCC Spitzer Conference Center:

LCCC Spitzer Conference Center  
1005 N. Abbe Rd.  
Room SP214/215 – 2<sup>nd</sup> Floor  
Elyria, OH 44035

Registration for the written exam will begin at 9:00am and the exam will begin promptly at 9:30am. Applicants must bring a photo ID to register for the written exam. The written exam will test for skills in reading, interpretation, understanding and ability to concentrate for a long period of time. The exam will take approximately 2.5 hours.

## GENERAL INFORMATION

Each participant who completes the Civil Service Exam will be notified of his/her grade by the Human Resources Department via email. Any participant who considers his/her examination papers to have been erroneously graded shall have the right to appeal to the Civil Service Commission. Notice of such appeal shall be made not later than seven (7) days after notification. The Commission shall hear such appeal after notice to the participant who shall have opportunity to present evidence and testimony in support of such appeal. The decision of the Commission shall be final. In the event the Commission finds an error in the grading of the examination, it shall revise the participant's grade accordingly.

After the seven (7) day appeals period has ended, the Civil Service Commission will certify the eligibility list, which will be posted at Oberlin City Hall and online at **[www.cityofoberlin.com](http://www.cityofoberlin.com)** under *Employment Opportunities*.

All candidates who successfully pass both the physical agility test and the written exam will be placed on the eligibility list, ranked in order from highest score to lowest score. Based on job vacancies, candidates will be selected from the eligibility list, beginning with those with the highest scores, to undergo an interview process. Candidates selected from the interview process will be given a conditional offer of employment and will then undergo a background investigation, medical and psychological examination and pre-employment drug screening. Candidates must successfully complete all pre-employment examinations and screenings before an employment offer will be made.

***For further information regarding the Oberlin Police Department or the Civil Service Exam, please contact Annette Wey at (440) 774-1061.***

## **CITY OF OBERLIN JOB DESCRIPTION**

### **Patrol Officer**

<b>Title:</b>	Patrol Officer	<b>Department:</b>	Police
<b>Supervisor:</b>	Sergeants	<b>Positions Supervised:</b>	Auxiliary Police Members & Civilian Employees
<b>Status:</b>	Full-time	<b>Civil Service Status:</b>	Classified/Competitive
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	OPBA Patrol Officers	<b>Pay Grade:</b>	Per OPBA contract
		<b>Schedule:</b>	As directed by Police Chief

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

#### **General Statement of Duties:**

Patrol the City of Oberlin and protect all properties therein. Enforce all applicable laws, arrest when necessary; respond to emergency situations and offer aid as necessary.

The Patrol Officer shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Patrol Officer shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

#### **Minimum Qualifications:**

High school diploma or equivalent. Must be U. S. citizen or applying to be U. S. citizen. Must pass civil service test, physical examination, drug screen, background investigation and psychological examination. Must be 21 years of age or older at appointment. Ability to read, write and speak clearly. Must be able to respond to an emergency without panic. Must complete the required basic police training for certification within one year of hire date. Must have good driving skills and be able to obtain Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

#### **Supervision:**

Works under the supervision of the Police Chief, Police Lieutenants, Sergeants and all senior officers. May supervise auxiliary police members and civilian employees.

**Primary Job Duties:** *(Essential functions are identified by an “\*”)*

- Instruct, assign and supervise subordinates.\*
- Patrol the City of Oberlin. Enforce all laws and make arrests as needed.\*
- Answer emergency calls and provide assistance and aid as needed.\*
- Maintain all equipment used in the performance of law enforcement.\*
- Maintain records and give accounts of observed criminal activity during the performance of one's duty.\*
- Inspect all properties of the City for security, including residential vacation homes.\*
- Perform additional duties as required including accident investigation, bicycle registrations, stolen bicycle reports, fingerprinting civilians and criminals, dispatching, and breathalyzer, serving subpoenas and warrants, corrections.\*
- Attend various police related schools and seminars, i.e., auto theft, radar, breathalyzer, arson, first aid, CPR, corrections, crime prevention, felony stops, accident investigations, and drug identification. Maintain all current certifications.\*
- Serve as detective, juvenile officer, crime prevention officer, bicycle officer, training officer, weapons training officer, recruitment officer, canine officer, drug unit officer and corrections officer as requested.\*
- Conducts investigations of incidents occurring on the shift.\*
- Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary.\*
- Perform a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. \*
- Must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients and stretchers. \*
- Perform other related duties as assigned.\*

**Required Knowledge, Skills and Abilities:**

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the Police Academy.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar units.
- Proficiency in word processing/typing.
- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including coworkers, other professionals, appointed and elected officials and the general public.

**Licenses and/or Certifications:**

- Current Ohio Peace Officer's Certification
- LEADS Certification; any and all State of Ohio required licenses and certifications
- Valid Ohio driver's license

**Work Environment:**

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at an incident scene
- Communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Running, walking, crouching or crawling during emergency operations
- Moving equipment and injured/deceased persons
- Climbing stairs/ladders
- Performing life-saving and rescue procedures

Effectively deal with personal danger which may include exposure to:

- Confined or high work places
- Violent or hostile subjects
- Dangerous animals
- Extremely loud noises
- Hazards of emergency driving
- Hazards associated with traffic control and working in and near traffic
- Natural and man-made disasters

**Material and Equipment Used:**

Motor Vehicle

Computer

Protective and Safety Equipment

Communications Equipment

Firearms

Office and Technology Equipment

**Work Situation Factors:**

Position requires competing demands; may require occasional work beyond normal business hours and potential exposure to hazardous or physically demanding working conditions experienced by law enforcement personnel. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A



# Lorain County Community College

## ASSUMPTION OF RISK WAIVER & RELEASE APPLICATION

Event: Agility Testing at Lorain County Community College

Location/Destination: LCCC, Ewing Center Field House

Date of event: \_\_\_\_\_

Name of Student (Print): \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

I understand that there may be inherent risks, dangerous conditions or harmful consequences of my participation in Agility Testing at Lorain County Community College. I further understand that there are both known and unknown risks. I acknowledge that although Lorain County Community College has made every reasonable effort to insure safety, there are unavoidable risks involved in an activity of this type.

Because of the dangers and risks of participating in these activities, I recognize the importance of following facilitators' instructions regarding techniques, training, rules, other safety standards, and to obey such instructions.

I accept full responsibility for safety and well being while participating in this activity and I understand that I am giving up specific legal rights by signing this document.

I acknowledge that I am 18 years of age. I do hereby agree to hold Lorain County Community College, its employee and affiliates, harmless and indemnify them from any loss, damages, costs, or expenses which may be sustained or incurred by me as a result of participation in this activity.

I hereby consent to first aid, emergency medical care and, if necessary, admission to an accredited hospital when necessary for executing such care, for treatment for injuries that I may sustain while participating in any activity associated with LCCC. I agree to be financially responsible for any and all medical care.

I have read and executed this document with full knowledge of its significance.

\_\_\_\_\_  
Name of participant (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of participant



**City of Oberlin**

85 South Main Street

Oberlin, Ohio 44074

(P): (440) 775-1531

(F): (440) 776-4840

(E): hr@cityofoberlin.com



# EMPLOYMENT APPLICATION

**Position Applied For:** \_\_\_\_\_**Date of Application:** \_\_\_\_\_

***We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status, as long as they are able to perform the essential functions of the job with or without reasonable accommodation. We will not refuse to hire an applicant because of disability so long as the disabled applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.***

(Please Print)

Last Name		First Name		Middle Name	
Address		City	State	Zip Code	
Telephone Numbers Cell		Other (Please Specify) _____			
E-Mail Address*:					

***\*E-Mail Addresses will be used to notify you of the status of your application***Are you age 18 or over? ☐ Yes ☐ NoAre you employed now? ☐ Yes ☐ NoMay we contact your present employer? (ONLY upon establishing mutual interest) ☐ Yes ☐ No

On what date would you be available for work? \_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ TemporaryDo you currently possess a valid Ohio Driver's License? ☐ Yes ☐ NoDo you currently possess a valid Commercial Driver's License (CDL)? ☐ Yes ☐ NoIf yes, please complete the following: CDL Class: ☐ Class A ☐ Class B ☐ Class C

Endorsements / Restrictions: \_\_\_\_\_

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs? ☐ Yes ☐ No

## Education

	High School or GED				Undergraduate College/University				Graduate/ Professional			
School Name and Address												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills, and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

*(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)*

### List professional, trade, business, or civic activities and offices held.

*You may exclude memberships which would reveal gender, race, color, religion, national origin, age, ancestry, disability, political affiliation, or other protected status.*

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## References

### List three work references (not related to you) preferably in a supervisory role.

Name	Telephone Number	Position	Years Known
1. _____			
2. _____			
3. _____			

## Special Skills and Qualifications

Summarize any special job-related skills and qualifications acquired from employment, military, or other experience.

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, age, ancestry, gender, national origin, disabilities, political affiliation, or other protected status. If you need additional space, please continue on a separate sheet of paper.

**This section must be filled out, even if you are attaching a résumé!**

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for <u>WANTING</u> to Leave			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			

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Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

If you have served in the U.S. Armed Forces, are you currently discharged from active duty? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No  
(If you are hired by the City you must provide proof of your eligibility and any required documentation.)

## Applicant's Statement

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I, \_\_\_\_\_, understand that this is an application for employment and not  
(Print Applicant Name Here)  
an employment contract.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the City may make a **thorough investigation of my entire work and personal history** and may verify all data given in my application for employment, related documents or interviews. **I authorize such investigation and release from liability any person(s) giving or receiving such information. I understand that falsification of data so given, or other derogatory information discovered as a result of this investigation, may prevent my being hired, or, if hired, may subject me to immediate dismissal.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, **the offer of employment will be contingent upon me taking and passing a drug test** as a condition of employment, and further understand that I may be **required to submit to additional pre-employment testing as may be required for the job.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, I am required to abide by all rules and regulations of the City, and that the City retains the right to establish, modify and change those regulations including those pertaining to scheduling, overtime and shift assignments. I understand that if hired by the City, my employment can be terminated by the City subject only to applicable laws and regulations.

I am aware **this application is a "Public Record"** as defined by Ohio Public Records law and will be treated in accordance with that law.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## EQUAL EMPLOYMENT OPPORTUNITY SURVEY

(Read information below)

*Please return this form with your completed application to the Human Resources Department in Oberlin City Hall at 85 South Main Street, Oberlin, Ohio 44074.*

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

(Please Print)

Gender: ☐ Male ☐ Female

Education Level: \_\_\_\_\_

(i.e. GED/High School, Some College, 2-year degree, 4-year degree, Master's Degree)

Race: ☐ Black (Non-Hispanic)

☐ White (Non-Hispanic)

☐ Hispanic

☐ Asian/Pacific Islander

☐ American Indian/Alaska Native

☐ Other: \_\_\_\_\_

Do you have a physical or mental disability? (Answer is strictly voluntary) ☐ Yes ☐ No

Job applied for: \_\_\_\_\_

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

Where did you learn about this job posting?

☐ College/School Employment/Guidance Office

☐ Cable TV

☐ I am a Current Employee

☐ Church: \_\_\_\_\_ (Please Specify)

☐ Internet

☐ Word of Mouth

☐ Newspaper or Prof. Journal Advertisement: \_\_\_\_\_ (Please Specify)

☐ Other: \_\_\_\_\_ (Please Specify)

In which City, Village, or Township do you reside? \_\_\_\_\_

*Thank you for your assistance*

## IMPORTANT INFORMATION

The data requested above will be kept strictly confidential and will **NOT** be a part of any personnel or job application records. This information will be accessible only to the Equal Employment Opportunity Officer and is being gathered in compliance with Federal Equal Employment opportunity regulations. It will be used to evaluate the City's policy of providing equal job opportunities to all applicants, and to respond to federal and state reporting requirements.

**SPECIAL NOTE:** Should you feel that you were discriminated against while seeking a particular job with the City of Oberlin, you are encouraged to file a written complaint to that effect with the Equal Employment Opportunity Officer.

**PLEASE COMPLETE THE INFORMATION ABOVE!**