

ANNOUNCEMENT

The Bellefontaine Civil Service Commission announces a three-part competitive examination including a written examination, a physical agility evaluation and an oral interview to establish a Civil Service Eligibility List for the position of POLICE OFFICER in the Bellefontaine Ohio Police Department.

To be eligible for examination, applicant must be at least twenty (20) years of age. To be eligible for appointment, applicant must be twenty-one (21) years of age by the time of appointment. Applicant must be a United States Citizen and must be a resident of the State of Ohio for at least one year prior to filing the application for the examination.

Veteran's preference shall be given to honorably discharged veterans who receive a passing grade on the written examination. **Applicants who desire veteran consideration must file a copy of Certificate of Service or Honorable Discharge with the examination application. A copy of applicant's Birth Certificate and High School Diploma or equivalent must accompany application. On receipt of completed, sworn application with full supporting documentation, the Commission will grant the applicants permission to take the written examination which will be given at 2:00 p.m., Sunday, June 2, 2019 at the Distance Learning Center of the Bellefontaine High School at, 555 East Lake Ave., Bellefontaine, Ohio.**

Applicants must receive a passing grade of 70% on each section of the written exam to be eligible to take the physical agility test and oral interview.

All applicants must submit a certificate from a licensed physician certifying that the applicant is free of cardiovascular and pulmonary diseases and is capable of performing the Police Officer physical agility examination in addition to a signed Waiver of Liability before taking the physical agility evaluation which is a pass/fail test and will be given at a date to be announced later and administered by Civil Service Commission and Police Department personnel.

The oral interview will be conducted by the Service-Safety Director, Police Chief, Civil Service Commission Member, a Safety Committee member, or their designees. A passing grade of 70% must be achieved on the oral interview to remain eligible.

Following the physical agility evaluation and the oral interview, an eligibility list will be prepared according to law and names certified to the appointing authority. The proposed appointee will then be required to pass a physical examination and drug test by a licensed physician designated by the Commission, who will certify as to the applicant's physical condition and then successfully complete a background investigation to the satisfaction of the Service-Safety Director and Police Chief. All eligible applicants must sign a Permission for Background Check and Release for a Credit Check.

Job Description for Police Officer is enclosed with application to be reviewed. The eligibility list will be valid for a period of not less than six (6) months nor more than two (2) years, and after one year may be terminated at the discretion of the Commission in the public interest.

If two applicants are hired at the same time, the higher total score will determine Police Department seniority.

Applications may be received by mail or obtained during regular business hours at the office of the Service-Safety Director, 2nd Floor, City Building, 135 North Detroit Street, Bellefontaine, Ohio 43311 and **must be filed with that office not later than 4:30 p.m. May 17, 2019.**

Application blanks must be filled out in ink or be typed and shall be completed and signed by the applicant in applicant's own handwriting and sworn. \$10.00 application fee must accompany the application. Upon attendance of the written exam, the \$10.00 application fee will be refunded.

Posted: April 15, 2019 thru May 17, 2019

BELLEFONTAINE CIVIL SERVICE

Members

Joan Haushalter

Michael Hassel

Colton Lowry

IMPORTANT REMINDER

IT IS YOUR RESPONSIBILITY TO READ THIS ENTIRE ATTACHED ANNOUNCEMENT CAREFULLY. YOUR APPLICATION WILL NOT BE ACCEPTED IF THE FOLLOWING ITEMS ARE NOT ENCLOSED WITH THE APPLICATION.

1. Copy of Birth Certificate
2. Copy of High School Diploma or Equivalent.
3. Copy of Certificate of Service or Copy of Honorable Discharge if you Desire Veteran's Preference.
4. Submit with your Application a Certificate from a Licensed Physician Certifying the applicant is Free of Cardiovascular and Pulmonary Diseases and is Capable of Performing the Police Officer Agility Exam as prescribed by the Commission.
5. Sign Permission for Background Check.
6. Sign Waiver of Liability for Police Officer Physical Agility Examination.
7. Please Make Sure Social Security Number is Enclosed.
8. Enclose \$10.00 application fee. (This fee will be returned upon attendance at the written examination)

Joan Haushalter, President
Bellefontaine Civil Service Commission

**CIVIL SERVICE COMMISSION
CITY OF BELLEFONTAINE, OHIO
APPLICATION FOR EXAMINATION - CLASSIFIED SERVICE**

Applicant should read carefully the accompanying instructions. This blank must be carefully and correctly filled out and ALL QUESTION must be answered. All answers must be in ink, the application in the handwriting of the applicant and each certificate in the handwriting of the signer thereof. There must be no variation in the name of the applicant in any part of the application or in the certificates. Applications executed or dated, or the certificates which are executed or dated, more than 30 days before the date of filing, will not be accepted. No application will be considered which has been on file for 90 days or more. The following questions are to be answered under oath:

The City of Bellefontaine is an Equal Opportunity Employer, committed to employing individuals without regard to race, color, age, sex, marital status, veteran status, religion, creed, national origin, medical condition or disability.

I, the undersigned, hereby apply to be examined for the position named below:

1. For what position do you desire examination? _____
2. In what Department? _____
3. What is your name in full? (Give your name in full middle initial, or initials, if you have any, and your surname in full). _____
4. Are you a citizen of the United States? _____
5. Are you a registered voter of the city? _____ Ward _____ Precinct _____
6. Social Security Number? _____
7. Where were you born? _____
What was the month, day, and year of your birth? _____
What was your age on your last birthday? _____
8. What is your actual residence? State _____ Zip Code _____
City _____ Street Address _____

How long have you been a legal resident of this city? _____

Continuous residence to exact date of application must be shown.

From: _____ To: _____

Phone number _____ Cell number _____

9. Name the kind of school in which you were educated. If educated in high school, academy, college, university, etc., name and location of the school and state how long you attended and whether you graduated.

10. Are you or have you been married? _____

If you have children, how many rely on you for support? _____

11. Have you ever been convicted of any crime, felony or misdemeanor? _____

Explain: _____

12. How tall are you in your bare feet? _____ Weight? _____

13. Present business or employment? _____

Employment for the last five years? _____

14. Have you been examined for any branch of the official service of the City by the Board of Public Safety, or the Civil Service Commission? If so, mention each kind of examination taken, the date and the result.

Kind of Examination

Date

Passed or Failed

15. Were you a member of the U.S. Armed Forces? _____

16. If yes, which branch? _____

17. Dates of active duty? _____

18. Did you receive an Honorable Discharge? _____

19. Do you have a valid Ohio drivers license? _____

License Number? _____

20. State in detail, giving place and dates covering time of your actual experience in the line of work required in the position for which you are applying? _____

21. Are each and all of the answers to the foregoing questions in your own handwriting? _____

In Witness Whereof, I have hereunto subscribed my name this _____ day of _____

20_____, at _____, County of _____ and State of _____

(Applicant's Signature) _____

The following oath must be taken before a Notary Public or other Officer authorized to administer oaths for general purposes, and the officers Signature must be Authenticated by Official Seal.

The State of Ohio _____ County, ss

Now comes _____ a legal resident of _____

County of _____ and State of _____ having sworn before me, declared that he is the person described in the foregoing application for examination; and that all the statements contained in said answers are true to the best of their knowledge and belief.

Sworn and subscribed before me, this _____ day of _____, 20____

at _____ County of _____ State of _____

Signature of Officer _____

(Official Seal)

Official Title _____

NOTE CAREFULLY

Every applicant must furnish the certificates of three citizens of the United States, each of whom must be at least twenty-one years of age and must have known the applicant for one year or more. The medical examiner cannot sign certificates. No person can sign more than one certificate. Certificates will not be accepted from the father, mother, sister, brother, husband, wife, or child of the applicant, and not more than one certificate will be accepted from a relative of a more remote degree.

No recommendations other than those provided of hereon can be accepted by the Board.

CERTIFICATE NO. 1

I, the undersigned, a citizen of the United States, more than twenty-one years of age hereby certify and declare upon my honor that I am by occupation a _____ that I reside in _____ County of _____ and State of _____ having resided there since _____ 20____; that I am personally well acquainted with _____ the applicant hereon, and that the answers made by me to the following questions ARE IN MY OWN HANDWRITING, and are true to the best of my knowledge and belief.

1. How long have you been acquainted with the applicant? _____ Years.
2. Are you related to the applicant? _____ If so, what is the relationship? _____
3. Is the applicant a good person of good character, good repute, truthful and honest? _____
4. Does the applicant use profane, vulgar or coarse language? _____
5. Are you aware of any circumstances tending to disqualify the applicant for the public service? _____
6. Would you yourself refuse to employ the applicant in private business by reason of his lack of Any of the qualifications aforesaid? _____

I have read the statements made by the applicant in the foregoing application and believe them to be true. I am willing that this certificate be made a public record.

Date _____ 20 _____

(Signature) _____

(P.O. Address) _____

CERTIFICATE NO. 2

I, the undersigned, a citizen of the United States, more than twenty-one years of age hereby certify and declare upon my honor that I am by occupation a _____ that I reside in _____, County of _____ and State of _____, having resided there since _____ 20____ that I am personally well acquainted with _____ the applicant hereon, and that the answers made by me to the following questions ARE IN MY OWN HANDWRITING, and are true to the best of my knowledge and belief.

1. How long have you been acquainted with the applicant? _____ Years.
2. Are you related to the applicant? _____ If so, what is the relationship? _____
3. Is the applicant a good person of good character, good repute, truthful and honest? _____
4. Does the applicant use profane, vulgar or coarse language? _____
5. Are you aware of any circumstances tending to disqualify the applicant for the public service? _____
6. Would you yourself refuse to employ the applicant in private business by reason of his lack of Any of the qualifications aforesaid? _____

I have read the statements made by the applicant in the foregoing application and believe them to be true. I am willing that this certificate be made a public record.

Date _____ 20 _____

(Signature) _____

(P.O. Address) _____

CERTIFICATE NO. 3

I, the undersigned, a citizen of the United States, more than twenty-one years of age hereby certify and declare upon my honor that I am by occupation a _____ that I reside in _____, County of _____ and State of _____, having resided there since _____ 20____ that I am personally well acquainted with _____ the applicant hereon, and that the answers made by me to the following questions ARE IN MY OWN HANDWRITING, and are true to the best of my knowledge and belief.

1. How long have you been acquainted with the applicant? _____ Years.
2. Are you related to the applicant? ____ If so, what is the relationship? _____
3. Is the applicant a good person of good character, good repute, truthful and honest? _____
4. Does the applicant use profane, vulgar or coarse language? _____
5. Are you aware of any circumstances tending to disqualify the applicant for the public service? _____
6. Would you yourself refuse to employ the applicant in private business by reason of his lack of Any of the qualifications aforesaid? _____

I have read the statements made by the applicant in the foregoing application and believe them to be true. I am willing that this certificate be made a public record.

Date _____ 20 _____

(Signature) _____

(P.O. Address) _____

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CRIME TIPS • 599-TIPS
FAX • 937-599-2545

BRANDON K. STANDLEY
Chief of Police

LT. RICHARD D. HERRING
Executive Officer

Bellefontaine Police Department

135 NORTH DETROIT STREET

BELLEFONTAINE, OHIO 43311-1479

police@ci.bellefontaine.oh.us

APPLICANT BACKGROUND INVESTIGATION WAIVER

Name: _____

Maiden name or Alias (Designate): _____

Present Address: _____

Date of Birth: _____ Social Security Number: _____

State of Ohio

County of Logan } ss:

I, _____, have made application for employment with the City of Bellefontaine Police Department and hereby give permission to the City of Bellefontaine and/or the Bellefontaine Police Department to conduct an investigation for the purpose of determining my suitability for employment. I hereby give permission to the City of Bellefontaine and/or the Bellefontaine Police Department to inquire concerning my credit rating, arrest record(s), school records, employment records and to interview any previous employer and any other person that the City of Bellefontaine Police Department believes to have information concerning my character.

I request and authorize any City, County, State, Federal agency or any other public or private company or individual to make available any information contained in their files or known about me. I agree to hold any source of information blameless for any error in reporting this information and I release all persons whomsoever from any damage as a result of furnishing said information. All information requested is for the purpose of determining suitability for employment with the City of Bellefontaine, Ohio Police Department and is subject to disclosure as provided for under Ohio Public Records and other applicable law.

Dated this _____ day of _____, 20_____.

Signature of Applicant

Sworn to and subscribed in my presence this _____ day of _____, 20_____

By _____

Notary Public, State of Ohio

My commission Expires _____

CITY OF BELLEFONTAINE, OHIO

WAIVER OF LIABILITY

In consideration of my being permitted to participate in the physical agility test for Police Officer, I agree that I shall not hold the City of Bellefontaine or any of its employees responsible for any reason or damage I may receive or cause to myself during or as a result of the above mentioned test.

Signature _____

Date _____

Witness to applicant's signature

PAY: HOURLY

QUALIFICATIONS

- Completion of secondary education
- Must possess a valid State of Ohio Driver's license and remain insurable

**HAZARDOUS
WORKING
CONDITIONS:**

- Uses or works in close proximity with firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons; exposed to potentially vicious animals/inclement weather conditions/hazardous driving conditions; periodically exposed to blood and other bodily fluids

**EQUIPMENT
OPERATED:**

- Modern office equipment; motor vehicles; firearms; handcuffs and other restraint devices; pepper spray; crime scene equipment; drug testing kits

City of Bellefontaine

AN EQUAL OPPORTUNITY EMPLOYER

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Position: Police Officer

Position Description:

The Police Officer should have knowledge of City of Bellefontaine policies/procedures, department policies/procedures, federal/state/local laws, safety practices/procedures, security practices/procedures, public relations, law enforcement and arrest procedures/methods, investigation techniques, collection/preservation of evidence techniques, and uniform criminal recording codes. She/he should have skills in the operation/care of firearms and the use of restraint devices. She/he should have the ability to exercise independent judgment/discretion, handle sensitive inquiries from and contacts with the public/officials, resolve complaints, recognize unusual/threatening conditions and take appropriate action, demonstrate physical endurance/agility, maintain fitness standards, and subdue/restrain adults.

Typical Tasks:

The Police Officer patrols the city, generally in a marked police cruiser, to prevent and discover the commission of crime and to enforce laws; answers calls and complaints, taking necessary police action; is held strictly accountable for the good order of the beat or post to which she/he is assigned; carefully inspects every part of her/his beat as often as possible; appears in court to present evidence and testify against persons accused of crimes; does work that contains a substantial amount of personal risk; recognizes the social importance of police functions as well as responsibility for the eventual application of a considerable knowledge of human nature to the resolution of day to day law enforcement problems; treats the public tactfully and courteously even while under adverse psychological conditions; responds to emergency calls and complaints; issues citations and makes arrests of suspected criminals; investigates and gathers evidence at crime scenes; provides security checks at public and private facilities; provides emergency services such as first aid.

The Police Officer inspects establishments providing alcoholic beverages and entertainment; intervenes in private and public disputes to protect the public and maintain order; investigates automobile accidents, including taking information, interviewing witnesses and making detailed reports; sees that objects are removed from streets that might endanger traffic; reports abandoned or damaged vehicles; interrogates persons whose actions are suspicious; observes and reports conditions conducive to crime; watches likely locations for wanted persons; writes case reports and keeps a log of activities.

The Police Officer initiates detailed reports documenting daily activities; maintains appropriately documented records in accordance with department policy; trains new patrol officers in standard operating procedure and completion of all reports and daily activities (stolen property, incidents, complaints, investigations, missing persons, accidents, crime scenes, etc.); transports prisoners; provides escort for security and traffic control (funeral processions); must successfully qualify with the designated service weapon each year.

The Police Officer performs related work as required and/or is ordered by her/his supervisor; maintains required licensure and certification; demonstrates regular and predictable attendance; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the City of Bellefontaine.

BELLEFONTAINE POLICE DEPARTMENT BELLEFONTAINE, OHIO

MISSION STATEMENT:

The mission of the Bellefontaine Police Department is to enhance the quality of life in our community by working cooperatively with the public and by upholding the Constitution of the United States. We will constantly strive to ensure peace and security through a sensitive, caring and creative police service.

VALUES:

As leaders in our community we are committed to law enforcement professionalism through:

BELLEFONTAINE INTEGRITY

We will strive to uphold the public trust by being honest, competent, and consistent in our beliefs and actions. We will hold ourselves accountable to the highest standards of moral and ethical conduct.

PRIDE

We will, as members of our Department, take pride in ourselves, our profession and our community. Working as a team, we will strive to be role models for our community by enthusiastically excelling in quality performance.

OHIO SERVICE

We will dedicate ourselves to improve the quality of life in our community by providing a safe environment for all. We are committed to protecting life and property, reducing fear, and developing a partnership with citizens to prevent and solve crime.

FAIRNESS:

We will consistently treat all people in this community and within our department with dignity, compassion, and without prejudice. We will protect the constitutional and civil rights of everyone through impartial enforcement of the law.

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BRANDON K. STANDLEY
Chief of Police

LT. RICHARD D. HERRING
Executive Officer

AGENCY POLICY ON TATTOOS

For those wishing to apply to the Bellefontaine Police Department, please know that the Bellefontaine Police Department has a strict tattoo policy. All uniformed employees shall not have visible tattoos, brandings or body art while wearing any class of issue uniform. Tattoos, brandings, or body art will be covered by any employee while representing the Bellefontaine Police Department and not in uniform at any event or meeting, i.e., speech details, court appearances, public events, etc. No employee shall have tattoos, brands, or body art depicting or supporting criminal behavior, drug usage, bigotry/hate speech, or other activity that contradicts the Mission and Values of the Bellefontaine Police Department. Employees may not use optional wear uniform items or any other item that would cover/conceal a visible tattoo, branding or body art.

POLICE PHYSICAL AGILITY EXAMINATION

This examination is designed to test those physical abilities needed by a Bellefontaine Police Officer in the normal course of the job. To be successful, candidates must satisfactorily complete all events as described.

EVENT 1 : SAND BAG DRAG - Candidates must drag a 175 pound (approx.) sand bag with grips across a smooth surface a distance of 50 feet within 30 seconds. Only one 30 second attempt will be permitted.

EVENT 2 : TRIGGER PULL - Candidates will be required to demonstrate their ability to fire a standard police service weapon by pulling a trigger, double action, 42 times with each hand. Only one 60 second period will be allowed for each hand.

EVENT 3: STAIRWAY CLIMB - candidates will have 30 seconds to climb and descend a flight of stairs (10 steps) a total of three times while wearing standard police body armor and carrying a rifle. Stopping to rest is permitted as long as the candidate completes the event in the allotted time. Dropped equipment must be picked up by the candidate and the clock shall continue to run.

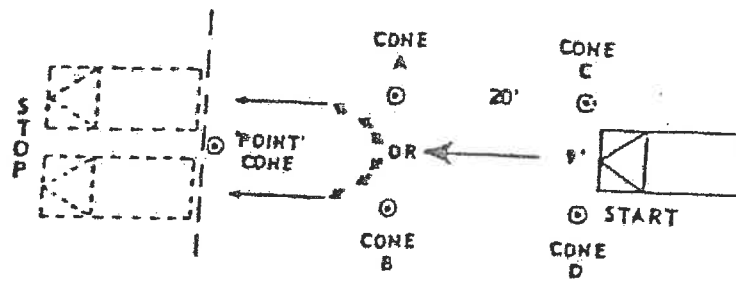
EVENT 4: 150 YARD RUN W/TWO 4 FOOT OBSTACLES - The applicant is to complete the run from a starting point to the first four foot obstacle some 40 yards away, clear the obstacle in any manner, continue on to a pylon, round the pylon, clear the obstacle the second time and return to the start - finish line within the allotted 35 seconds.

EVENT 5: DRIVING - The maneuverability test is designed to measure your ability to handle a standard police cruiser in tight spaces. To pass the test, you must demonstrate practical skills needed in everyday driving situations, such as starting, stopping, steering around obstacles, changing lanes, backing.

TEST DESCRIPTION

STEP ONE (See diagram on next page)

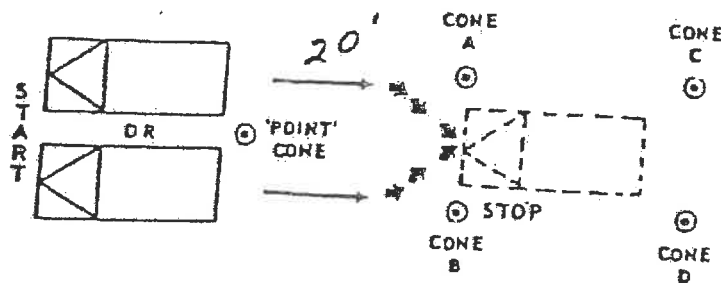
1. From a standing start, you must drive forward through a "box" formed by four standard cones (marked A, B, C and D on diagram). You should not touch any of the cones, or stop in mid-course to check or adjust your position.
2. You will be instructed to drive either to the left or to the right of the point cone at the end of the "box".
3. As you pass the "point" cone, you should quickly straighten your course so the cruiser is again pointing straight ahead - that is, so the sides of the cruiser are parallel with the sides of the box, as they were when you drove through it.
4. When the Rear Bumper of the cruiser is even with the "point" cone, you must come to a full stop. The cruiser must be pointing straight ahead, parallel with the sides of the box.



STEP ONE

STEP TWO (See diagram below)

1. From your position at the end of Step One, you will be instructed to back up into the "box" formed by cones A, B, C and D, following the same course you covered in Step One - but this time in reverse.
2. As you back up past the "point" cone, you should quickly straighten the cruiser so you can continue back-through the box without touching any of the cones or stopping in mid-course to check or adjust your position.
3. When the Front Bumper of the cruiser is even with cones A and B, you must come to a full stop. That completes the test.



STEP TWO

EVENT 6: FENCE CLIMB - The candidate will have maximum of 60 seconds to climb over a chain link fence starting from a standing position three feet from it's base. Candidates may climb in any fashion desired and make as many attempts as desired, within the allotted 60 seconds. Only one 60 second attempt will be permitted. Time stops when your feet touch the ground on the other side.

EVENT 7: CAR PUSH - Candidates will be given one 25 second period to push a full size automobile (i.e., cruiser) a distance of 20 feet on a level roadlike surface.

MANEUVERABILITY TEST

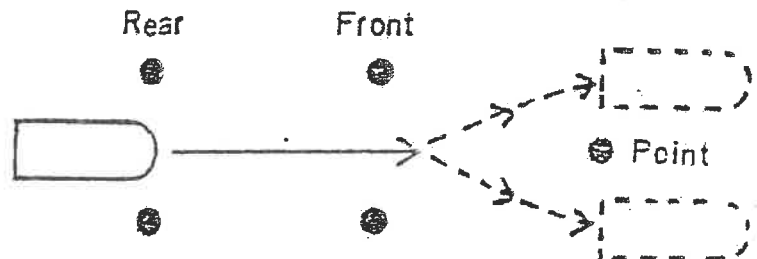
Pts.

Off

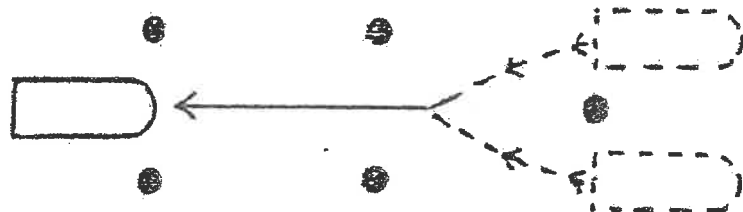
- ☐☐☐ 5 A. Stopping to check progress.
- ☐☐☐ 5 B. Striking marker.
- ☐☐☐ 5 C. Misjudging stopping points.
- ☐☐☐ 10 D. Step 1 and 2 Stops - Not parallel with course.
- ☐☐☐ 15 E. Dangerous action - Knocks over marker, accident, etc.
- ☐☐☐ 5 F. Seat belt.

(FAILURE) A SCORE OF -15 OR MORE

STEP ONE



STEP TWO



Applicant's name-

Date-

Instructor: