



RECRUITMENT PACKET FOR POLICE OFFICER

This packet contains information about The Sylvania Township Police Department's Police Officer selection process and hiring standards.

**Deadline to submit NTN test scores and/or
Lateral Transfer Applications:**

July 31, 2024

After the testing and lateral transfer application deadline, the Township will inform you if you qualify to continue in the hiring process.



Police Officer – Recruitment Packet

The Sylvania Township Police Department is a diverse group of dedicated employees that are united in a common goal to provide for the safety and welfare of the citizens of Sylvania Township. Candidates must share the values of the Sylvania Township Police Department and must display the highest level of integrity and ethical standards. Candidates must be team oriented with a high level of maturity and personal responsibility and must display cultural awareness and sensitivity. We strongly encourage prospective applicants to review this document, in its entirety, before applying for a position with our department.

You can also visit our website at <http://www.sylvaniamunicipalpolice.com/careers/> for further information.

The Sylvania Township Police Department offers full testing services for the position of police officer through **National Testing Network, Inc. (NTN)**. To schedule a test, go to <http://www.nationaltestingnetwork.com>.

On the <http://www.nationaltestingnetwork.com> website, you will have an opportunity to:

- Select “Sylvania Township Police Department” from the list of available departments to apply to.
- Review information related to the Sylvania Township Police Department’s police officer position, including minimum requirements, salary, and benefits.
- Schedule a test and complete the Personal History Questionnaire (PHQ).
- Find detailed information about the NTN testing process.
- Have an opportunity to take online practice tests.

Upon completion of the NTN exam, candidate scores are automatically forwarded to the Sylvania Township Police Department, if selected from the list of available departments. **Candidates must attain a score of at least 70% on the video portion of the test to pass.** The Sylvania Township Police Department will contact candidates eligible to continue in the hiring process.

National Testing Network does not replace the Sylvania Township Police Department’s responsibility and decision making in the selection process. Candidate results are provided to the Sylvania Township Police Department, where the final decisions are made.

Sylvania Township is an Equal Opportunity Employer and does not discriminate in recruiting, hiring, training, promoting, or other employment practices for reason of age, ancestry, citizenship, color, disability, ethnicity, gender identity, height, marital or domestic partner status, national origin, race, religion, sex, sexual orientation, veteran status, or weight. This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or an implied contract.



Sylvania Township Police Department

Police Officer Recruitment and Hiring Process Packet

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Thank you for your interest in a career with the Sylvania Township Police Department. Please review this packet in its entirety and if you have any questions, contact:

Lieutenant Kevin Steinman
4420 King Road, Sylvania, Ohio 43560
Phone: 419-720-3001
Email: ksteinman@sylvaniatownshippolice.com

Examination Announcement

This packet shall serve as the announcement for examinations to be completed by **July 31, 2024** for the position of full-time Police Officer.

Entry-Level Examination

Examination Deadline

The examination must be completed by **Wednesday, July 31, 2024**. We encourage you to register early to ensure you can complete the examination prior to the deadline.

Date and Location of Test

The examination is offered through National Testing Network at multiple times and locations throughout the United States. National Testing Network also offers home/virtual testing. To register, go to www.nationaltestingnetwork.com. For any questions pertaining to the examination, please call National Testing Network at 1-855-821-3761.

Examination Fee

The examination fee is payable to the National Testing Network at the time that you register for the examination. The fee is set by National Testing Network. Should you want to send your results to multiple participating cities or agencies, you will have to pay an additional fee; however, you only have to complete the test once per testing cycle. This fee is not refundable.

Lateral Transfers

Lateral Transfer candidates may apply without taking the NTN test, and instead submit a Lateral Transfer Application, which can be found on our website, www.sylvaniatownshippolice.com/careers/. This can be submitted via email to ksteinman@sylvaniatownshippolice.com or delivered in-person at the station (4420 King Rd., Sylvania, OH, 43560) during normal business hours. Lateral Transfer Applicants are defined as full-time police officers with arrest powers, serving for at least one full year with no break in service and currently either:

- Certified as a peace officer in the State of Ohio, or
- Certified as a peace officer in another State, subject to the conditions set out in Ohio Revised Code Section 4796.03 for a Reciprocal Occupational Certificate through the Ohio Peace Officer Training Commission, and conditioned on successfully obtaining such certificate at the applicant’s expense.

There is no physical fitness test required for either lateral transfers or entry level applicants.

An employee hired as a lateral transfer from another law enforcement agency (as the term “law enforcement agency” is deemed appropriate in the Employer’s sole discretion) will receive vacation benefits credit for their prior years of full-time service and will receive a pro-rated vacation benefits credit for the balance of the calendar year in which they are hired. Lateral transfers will also be able to transfer sick time as allowed by Sylvania Township policy.

Salary Range

Pay rates are established through negotiations with the Ohio Patrolmen’s Benevolent Association. There is one (1) year between each step. Rates of pay as of January 1, 2024 are:

Police Officer	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly	33.41	35.30	37.36	39.49	41.79
Annualized	69,493	73,424	77,709	82,139	86,923

Lateral transfers will begin employment at the wage step equivalent to their prior years of full-time service not to exceed Step 3 of the wage scale. Upon successful completion of their probationary period, an employee hired as a lateral transfer will continue their employment at the wage step reflecting their prior years of full-time service as well as their service with the Department, not to exceed Step 5 of the wage scale.

Hiring Process

Applicants will need to successfully pass each phase in the sequence listed below to continue in the hiring process:

- A. Submission of NTN test score with Basic PHQ, or Lateral Transfer Application
- B. Sylvania Township Full Personal History Questionnaire
- C. Pre-background point assessment
- D. Background Investigation
- E. Police Chief's Interview
- F. Police Chief's Recommendation to the Board of Trustees
- G. Conditional Offer of Employment
- H. Psychological Examination
- I. Physical Examination

Pre-Eligibility List

There will be two separate eligibility lists; one for lateral transfers and one for entry-level applicants who must take the NTN test. The list of lateral transfers will be given preference.

The term or eligibility of each list, and the names appearing thereon, shall be for a period of one (1) year from the date of the establishment of the pre-eligibility list. At the discretion of the Chief of Police, an eligibility list may be terminated before its expiration date or extended.

In the event two or more applicants receive the same score in open competitive examination, names of all applicants receiving such score shall be placed on the eligibility list with the same ranking.

Review Hiring Standards

The first step for any individual interested in going through the selection process for police officer is to read through the Hiring Standards located in this packet. If, by reading the Hiring Standards, you realize that you do not meet any of the minimum qualifications, there is no reason for you to continue in the selection process for the position of Police Officer with Sylvania Township.

An applicant's failure to meet the Hiring Standards set forth in this document shall automatically disqualify the applicant. The applicant must acknowledge their understanding and compliance with the Hiring Standards when submitting the application. Please contact Lieutenant Kevin Steinman at 419-720-3001 or ksteinman@sylvaniatownshippolice.com if you have any questions.

Minimum Qualifications

1. At least 21 years of age, and maximum age of 40, at the application deadline date
2. Must be a U.S. Citizen
3. **OPOTA certification required**

4. Must possess a valid driver's license and have an acceptable driving history that meets the criteria for insurability established by Sylvania Township
5. **Must have at least 64 semester (96 quarter) hours of college credit at an accredited college or university by date of hire**
6. Must be able to work rotating shifts, nights, overtime, weekends, and holidays
7. **Nicotine & marijuana free: pertaining to all tobacco, nicotine, and marijuana products**
8. No disqualifying factors as illustrated on page 11 of this document

Police Officer Job Description

Ability To: (Mental and Physical Abilities)

- Maneuver and work in a variety of conditions
- Identify and analyze problems, evaluate alternative solutions, and make sound judgments
- Operate patrol vehicles routinely and in an emergency mode
- Get into and out of police vehicles
- Communicate effectively, both verbally and in writing, with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public
- Render credible testimony in court
- Apprehend suspects
- Work flexible schedules, including evenings, weekends, and holidays
- Analyze situations and adopt quick, effective, and reasonable courses of action
- Think clearly and make logical decisions in stressful situations
- Establish and maintain effective working relationships with fellow employees, Township officials, and community members
- Work independently

Job Summary and Distinguishing Features of the Work:

The position of Police Officer is under the general supervision of the Lieutenant of Operations and under the direct supervision of a Patrol Sergeant. The individual assuming this position will be responsible for providing a highly visible, professional police presence while conducting patrol activities in a specified geographical area. The Officer answers calls when a crime is suspected or an emergency exists, takes such actions as necessary to prevent crime and/or to apprehend a criminal, maintains safety, and assists citizens in a wide range of emergency and non-emergency situations. The Officer takes proper enforcement action as necessary and is required to maintain the order, safety, and general welfare of Sylvania Township utilizing the United States Constitution and the Ohio Revised Code. He or she initiates reports, makes arrests, processes prisoners, conducts investigations in cooperation with detectives, shares

intelligence information, coordinates police resources, and observes and identifies potential problem areas within the community.

Essential Job Functions:

* These examples do not include all of the duties which the employee may be expected to perform.

- Conduct routine patrol activities within assigned areas of the Township. Monitor, note, report, and investigate suspicious persons and situations, missing persons, hazardous conditions, and unusual or illegal activity in the patrol area. Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. Identify and monitor areas where criminal activities or public nuisances are occurring or are likely to occur. Utilize an understanding of streets, businesses, and significant locations within the jurisdiction. Evaluate complaint and emergency request information to determine response requirements. Interact with members of the business community and public. Mediate domestic and other disputes. Promptly respond to threatening situations to locate, identify, and arrest potentially dangerous persons. Identify, pursue, and arrest suspects and perpetrators of criminal acts; use physical force when necessary to control and arrest law violators. Respond to identified problems and to situations that may be perceived as problems by members of the community, whether criminal or non-criminal. Initiate responses by other non-police resources.
- Use automated systems to perform computer checks of persons, vehicles, locations, and property utilizing mobile computing devices.
- Operate a motor vehicle safely under various conditions, in severe weather, in an emergency response/pursuit status, and in other stressful situations.
- Effectively utilize and verbally communicate via police radio during routine and high stress events.
- Conduct investigation activities of criminal and noncriminal events. Investigate traffic crashes, crime scenes, public complaints, and emergencies. Review facts of incidents to determine if criminal acts or statute violations were involved. Interview witnesses, complainants, and suspects and document their statements in written reports or detailed formal statements. Conduct lawful searches of persons, vehicles, and places. Derive facts and inferences through observation and interviews of persons and appropriately document those facts and inferences in narrative form, or within predefined forms. Determine the appropriate legal standard necessary to conduct searches or to interrogate suspects and to assure admissibility in court. Conduct the preliminary investigation of criminal acts as necessary to substantiate crimes and preserve evidence of any crime. Record facts and prepare detailed and accurate reports, criminal complaints, crash reports, forms, memorandums, and other documents as required. Perform other related duties as assigned by a supervisor.
- Provide for persons held in custody, transport prisoners to and from jail and court. Control and restrain unruly persons held in custody.

- Present evidence in legal proceedings, testify in court to present evidence or act as a witness in traffic and criminal cases and in civil proceedings as required.
- Provide law enforcement services in extraordinary situations. Participate in maintaining a secure perimeter at a disaster or crime scene under adverse conditions. Search for dangerous instruments such as loaded firearms, explosive devices, or hazardous chemicals.
- Respond to situations where deadly force may be threatened or used, and to use deadly force when authorized and necessary to protect or preserve life.
- Perform as a rescuer under adverse and difficult conditions. Render aid to accident victims and other persons requiring first aid for physical injuries. Carry/move injured or ill persons or accident victims when necessary. Respond to fire alarms, fires, and render mutual aid to other agencies.
- Provide police presence and services for special events in the Township.

Physical Activity, Force, Or Endurance Required for Performing Essential Job Functions:

- Pursue fleeing suspects on foot in both difficult terrain and weather conditions
- Climb over fences and through windows to gain access to residences
- Subdue resisting or attacking persons
- Use compliance or come-along holds to move persons
- Physically disarm persons
- Use hands or feet in weaponless defense
- Lift and/or carry hard-to-move objects or persons
- Maintain balance on uneven or narrow surfaces
- Stand in one position for extended periods of time
- Sit in one position for extended periods of time
- Walk for extended periods of time
- Drag and/or pull hard-to-move objects or persons
- Crawl in confined spaces or low areas
- Push/pull hard-to-move objects by hand
- Use body force to gain entrance through barricades
- Hold or support heavy objects
- Possess eye-hand-foot coordination and physical stamina necessary to perform essential job functions
- Bend, stoop, crouch, kneel, climb, crawl, and perform fine manipulation when required
- Possess visual acuity (mid and far vision, depth perception, color vision, and field of vision continuously, near vision occasionally)

- Possess the finger and arm dexterity and strength necessary to safely operate a firearm
- Withstand exposure to traffic hazards, adverse weather conditions, dust, slippery surfaces, high noise levels, irregular/extended work hours, job pressure/stress
- Wear a gun belt, body armor, and other required police equipment as required for duty

Material and Equipment Used:

- Computers
- General office equipment
- Police vehicles
- Firearms
- Impact weapons
- Less-than-lethal weapons

Environmental conditions:

Occasional exposure to hazards with risk of bodily injury, volatile situations, and imminent danger when performing the essential functions of the job; occasional exposure to heat and cold extremes and temperature changes; occasional exposure to loud noises; frequent exposure to moderate noises such as emergency sirens and roadway/traffic noise. Occasional exposure to persons who have contagious diseases/illnesses; seldom exposure to vibration, toxic conditions, odors, dust, and poor ventilation.

Tobacco Free Workplace

Due to the acknowledged hazards arising from exposure to tobacco smoke, increased medical costs, and safety factors pertaining to all tobacco and nicotine products, Sylvania Township does not offer employment to tobacco users. Prospective employees will be subject to post-offer testing.

New employees hired shall be subject to random testing for the presence of nicotine during their probationary period. Refusal to participate in the test will be considered a positive test. Positive test results will subject the employee to disciplinary action.

Removal from Eligibility List

Per the Sylvania Township Police Department Hiring Process Guidelines, the name of an eligible candidate shall be removed from an eligibility list for any of the following reasons:

- A. Written request from the eligible candidate
- B. Failure to appear or arrange an interview or respond to communication from the appointing authority
- C. Failure to file a written notice of any change of address
- D. Declining appointment in writing or failing to accept appointment

- E. Recommendation from the Appeals Board/Point Assessment Board and/or Department Head as a result of an unfavorable background investigation
- F. Falsification or omission of information will result in rejection of your application or dismissal if you are employed by the Sylvania Township Police Department. If you are found to have falsified or omitted any information at any time in the selection process, you will be disqualified even if the accurate information would not have disqualified you.

Preliminary and Background Investigation Paperwork

The Police Department will request background investigation paperwork, which is time sensitive and needs to be completed within the timeframe specified.

This process verifies the applicant's suitability for appointment as a Sylvania Township Police Officer. The preliminary and the background investigation include, but are not limited to, the following:

- A. Local and state driving records
- B. Legal system
- C. Residence checks
- D. Civil judgments
- E. Personal reference checks
- F. Friends and neighbors
- G. Family life
- H. Employment checks
- I. Military records checks
- J. Membership and leisure
- K. Financial history / credit score
- L. Education system checks
- M. Fingerprinting for Federal and State criminal record checks

Investigative Interviews

1. Follow-up interviews
2. Home interviews
3. Neighbor interviews
4. Employer interviews

Oral Board Interviews

- A. Oral board interviews of top candidates from the examinations and background investigations will be administered by the Oral Review Board at a designated time and place.
- B. Each candidate will be interviewed by an oral board consisting of representatives of Sylvania Township.
- C. Elements of the oral interview will be standardized to include uniform questions.
- D. 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

Psychological Examination

1. Written exam
2. Psychological evaluation by a licensed and certified psychologist

Pre-Employment Physical Exam

- A. Drug screen
- B. Nicotine screen
- C. Physical Exam
- D. Eye Exam
- E. Hearing Exam

Appeals

Per the Sylvania Township Police Department Hiring Process Guidelines, appeals shall be in writing and shall be filed with the Support Lieutenant within seven (7) calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the

police department. Any appeal received after 5:00 p.m. on a business day or at any time on a non-business day shall be considered to be filed on the next business day.

Entry-Level Testing with National Testing Network Appeals

Interested individuals who have taken the National Testing Network administered test will not be considered applicants subject to appeal rights referenced in the Sylvania Township Police Department Hiring Process Guidelines. Any concerns with their examination should be addressed with National Testing Network.

Disqualifying Factors

Legal System – Criminal and Traffic Conduct

Commission of criminal and traffic acts is directly contrary to the respect for law required of a Police Department employee. A list of representative criminal and traffic offenses (or any equivalent municipal ordinance or law of any other State or of the United States) that is cause for disqualification is described further in this section. This list is intended to be illustrative of the types of offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not imply that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it is the criminal and traffic conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal and traffic conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal and traffic act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification.

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for employment. A safe driving record will be evaluated on a case-by-case basis, considering the frequency and type of violation.

The following are those criminal offenses that, except as expressly noted, shall result in automatic disqualification from consideration as a Police Department Employee for Sylvania Township:

1. As an adult, been convicted of a charge of, or aided in the commission of, a felony criminal act as described in Section 2929.11 of the Ohio Revised Code, or any other State, territory, or country, as an adult, or any felony-specific behavior as outlined in the Time Behavior Matrix.
2. Shown a pattern of thefts or thefts of an on-going nature. Committed thefts while in a position of trust.

3. Admitted to, or other evidence indicating, a felony theft offense has been committed. The culpability of the act is the determining factor, not the results of a plea bargain with court officials.
4. A conspiracy, attempt to commit, or complicity in committing any felony.
5. Demonstrated a pattern of motor vehicle violations.
6. Been involved in traffic crashes to the degree the average person would question the applicant's ability to safely operate a motor vehicle.
7. Any single conviction involving operating a motor vehicle while under suspension (or an applicable ORC statute or Municipal code) or leaving the scene of an accident (ORC 4549.02) within nine (9) years of application. A conviction under Ohio's (or any similar statute of another State's) Financial Responsibility Act Random Verification Selection Process shall not be an automatic disqualification.
8. Any single conviction involving driving while under the influence of alcohol or a drug of abuse within six (6) years of application, any single conviction of physical control (ORC 4511.194) or any offense related to, within six (6) years of application.
9. Has ever been convicted of domestic violence (ORC 2919.25) or a domestic violence related offense. Domestic violence related offense is defined as ever being found guilty of or pleading guilty to any charge reduced from an original charge of Domestic Violence.
10. Admitted, been convicted of, or sufficient evidence indicating the applicant has committed repeated acts in violation of the Ohio misdemeanor statutes as defined in section 2929.21 of the Ohio Revised Code.
11. Repeatedly failed to obey statutory laws in non-criminal matters such as licensing, ownership, etc.
12. More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents (excluding a misdemeanor-level marijuana possession conviction).
13. Consideration may be given taking into account the length of time since the commission of the offense(s).
14. Convictions as a juvenile may be reviewed on a case-by-case basis.

Previous and Present Employers' History

A poor employment history will result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a rule, any conduct on the job which would result in discipline if the applicant were a member of the Sylvania Township Police Department shall be grounds for disqualification.

The Point Assessment Board should take the following circumstances into account when evaluating an applicant for consideration:

1. Had difficulty obtaining and maintaining a positive employment record

2. Work history reflects job instability
3. Work history reflects excessive tardiness and absenteeism, incompatibility with co-workers and supervisors, carelessness, insubordination, inability to follow instructions
4. Demonstrated a pattern of employer/employee conflicts
5. Failed to conduct personal affairs in a mature and/or prudent manner
6. Demonstrated a pattern of hostility, intimidation, aggression, coercion, or deception
7. Demonstrated a pattern of behavior adverse to employees
8. Demonstration of a pattern of untruthfulness
9. Willful misrepresentation, omission, or falsification on any division-related documents and/or interviews
10. Falsified the completion of documents required by the employer
11. Falsified any document or made a verbal statement in a manner that provided the applicant with financial gain or enhanced their position

Financial Responsibility

1. A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in bad debts or bankruptcy may be grounds for dismissal from the hiring process
2. The fact of bankruptcy or a poor credit record will not automatically disqualify an applicant from consideration
3. Failure to meet the requirements of Ohio Child Support Statutes or court orders relating to child support. A violation of this item shall be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.
4. The Point Assessment Board may give an applicant consideration, if factors that contribute to financial dependability or responsibility problems are not serious enough to cause the applicant to be denied favorable consideration.