



St. Clairsville Police Department

NOW ACCEPTING APPLICATIONS

Lateral Transfers and New Hires

Base Rate Salary

\$28.00 per hour

Must be O.P.O.T.A Certified

Benefits

- 12-hour Patrol Shifts
(2 weekends off each month)
- Shift Differential
- Assigned Cruiser
- Medical/Dental/Vision Insurance with HRA
- Paid Time Off
- Uniforms & Equipment Provided
- FOP / OLC Union
- Pay into Ohio Police & Fire Pension Fund
- Free Gym @ The City Building
- New Employees can bring 5 full time years of credit from previous agencies for vacation and longevity.

Pick up an application packet at:

St Clairsville Police Department
100 N Market St

Return to:

Police Admin Asst, Tonya Hutchison
With a non-refundable \$20.00
Examination fee

Any questions call

Tonya at 740-695-6629

Lateral Transfers: Applicants with at least 1 year of full-time service in law enforcement in Ohio do not have to take the Civil Service Examination, all other application processes apply.

Employer 2: _____ **Email** _____ **Phone** _____

Address: _____ **Job Title:** _____

Start Date: _____ **End Date:** _____ **Reason for Leaving** _____

Responsibilities: _____

Professional References

Name: _____ **Relationship:** _____ **Company:** _____

Title: _____ **Phone Number:** _____

Name: _____ **Relationship:** _____ **Company:** _____

Title: _____ **Phone Number:** _____

Name: _____ **Relationship:** _____ **Company:** _____

Title: _____ **Phone Number:** _____

Disclaimer

Applicant understands that the City of St. Clairsville is an Equal Opportunity Employer and committed to excellence through diversity. **All applicants are subject to a pre-employment background check and drug test as part of the hiring process.**

To ensure this application is acceptable, please print or type the application in its full completion for it to be considered.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment termination.

SIGNATURE _____ **DATE** _____

PRINT NAME _____

St. Clairsville Police Department



100 North Market Street
St. Clairsville, Ohio 43950
Phone 740-695-0123 Fax 740-695-1085
Chief of Police Matt Arbenz- Email marbenz@stclairsville.com



The St. Clairsville Police Department is accepting applications for a full-time entry-level police officer.

The St. Clairsville Police Department offers twelve-hour shifts in the following two-week pay period format.

Mon	Tue	Wed	Thur	Fri	Sat	Sun
On 12	On 12	Off	Off	On 12	On 12	On 8
Off	Off	On 12	On 12	Off	Off	Off

The base rate of pay is \$28.00 per hour. (Shift differential, longevity, and overtime may vary final pay)

New Employees can bring five full-time service years credit from previous agencies for vacation and longevity and any unused accumulated sick time from the previous agency.

The St. Clairsville Civil Service Commission will conduct a competitive examination for Entry Level Police Officers to develop an eligibility list for the City of St. Clairsville Police Department, date, and time to be set.

Prerequisites include High School Diploma or GED, a certificate showing completion of Ohio Basic Peace Officer Training; and in operational status with Ohio Peace Officer Training Commission, the applicant must be between the ages of 21 and 48. (Applicants may take the test six (6) months before their twenty-first (21st) birthday).

APPOINTMENT REQUIREMENTS INCLUDE THE SUCCESSFUL COMPLETION OF A CIVIL SERVICE EXAMINATION, SUCCESSFUL COMPLETION OF A PHYSICAL, PHYSICAL AGILITY TEST, INTERVIEW, AND BACKGROUND CHECK APPROPRIATE TO LAW ENFORCEMENT.

Application Process: Complete a classified civil service employment application available at the Police Department, located at 100 N. Market St., St. Clairsville. Applicants also must show an Ohio Peace Officer Training Certificate, a copy of proof of Honorable Discharge from Military Service (DD214), if applicable. Must provide a resume with 3 references and make payment of a non-refundable \$20.00 examination fee (personal check made payable to the "City of St. Clairsville" or money order only).

ANY QUESTIONS PLEASE CONTACT TONYA HUTCHISON (740)-695-6629 EMAIL THUTCHISON@STCLAIRSVILLE.COM

APPLICATION FOR EXAMINATION

TO: THE CIVIL SERVICE COMMISSION, ST. CLAIRSVILLE, OHIO

I hereby apply to the Civil Service Commission for examination for appointment to the position of _____

My full name is: _____

Address: _____

Telephone Numbers: (C) _____ (H) _____ Email: _____

Business or employment for previous five (5) years: _____

Residence(s) for previous five (5) years: _____

What education have you? Where obtained? _____

Date of Birth: _____

Have you served in any branch of the U.S. Armed Forces? _____

If so, please submit a copy of your DD214 along with this application.

I authorize investigation of all information contained in this application, and I authorize a criminal background and other checks should I be under consideration as a finalist for this position. Further, I authorize the individuals listed as references to provide any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from liability for any damages that may arise as a result of the investigation of the information I have provided.

Signature in full of Applicant: _____

LIST THREE REFERENCES:

Name: _____

Address: _____

Occupation: _____ **Phone:** _____

Name: _____

Address: _____

Occupation: _____ **Phone:** _____

Name: _____

Address: _____

Occupation: _____ **Phone:** _____

THE CITY IS AN EQUAL OPPORTUNITY EMPLOYER

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 4

Employee Name:		Position Title:	Police Officer
Class Number:		Class Title:	Police Officer
Dept./Div.:	Police	Employment Status:	Full-time
Reports to:	Lieutenant (Police)	FLSA Status; Pay:	Non-exempt
Normal Hours:		Civil Service Status:	Bargaining Unit

GENERAL DESCRIPTION:

Under direct supervision of police lieutenant or other officer-in-charge (OIC), responsible for preserving the peace, the protection of life and property, law enforcement, implementation of crime prevention measures, and the apprehension of criminals.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; must be twenty-one (21) years of age or older; must be a citizen of the United States.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have or be able to obtain and maintain certification as a peace officer in the state of Ohio; must possess a valid Ohio driver's license and maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, firearms, restraint devices, taser, ASP, radar, two-way radio, LEADS, DataMaster, patrol breathalyzer, telephone, office equipment, flashlight, pager, computer and other modern office equipment, etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); works in a confined space and/or an area in which means of egress is or can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., firearms, LEAD stereos, screaming, building alarms, vehicle alarms, sirens); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; is exposed to possible injury as a result of working with moving mechanical parts or equipment or machines; uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works second or third shift; is periodically exposed to blood and other bodily fluids; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.

Pub. No. 42017

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 2 of 4

Employee Name:		Position Title:	Police Officer
Class Number:		Class Title:	Police Officer
Dept./Div.:	Police	Employment Status:	Full-time
Reports to:	Lieutenant (Police)	FLSA Status; Pay:	Non-exempt
Normal Hours:		Civil Service Status:	Bargaining Unit

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 50% (1) Patrols assigned area(s) to aid in preventing crime and to enforce local, state, and federal laws and regulations; observes, reports, and/or acts on conditions conducive to crime and/or danger (e.g., assists citizens, checks buildings, responds to alarms, answers complaints, checks on suspicious persons and/or vehicles, makes arrests, transports prisoners, administers first aid, makes referrals to other agencies, etc.); operates police radio and communications equipment to transmit or receive information concerning suspects, motor vehicles, incidents, arrests, complaints, etc.; prepares and maintains a variety of reports and records (e.g., arrests, property impoundments, property damage, use of force, daily activities, etc.); appears in court and testifies as necessary.
- 30% (2) Handles and enforces traffic laws (e.g., issues traffic citations, operated radar, makes arrests, etc.); responds to and investigates traffic accidents (e.g., assists victims, cites drivers at fault, collects evidence, interviews involved persons and witnesses, etc.); provides traffic control as necessary (e.g., special events, signal outages, etc.); performs escort duties (e.g., funerals, parades, etc.); works with other departments requiring assistance to incidents and/or emergency situations (e.g., fire department, EMS, Sheriff's office, etc.) as requested; investigates crimes not handled by detectives and/or initiates investigations for detectives; gathers, identifies, and processes evidence as needed; compiles and forwards information and/or documentation to related investigation to officer in charge according to established department procedures; serves warrants, complaints, and summons on behalf of the courts; performs or assists in specialized areas of law enforcement (e.g., receiving, searching, booking, fingerprinting; photographing, BAC testing, supervising prisoners, tactical response team, etc.); maintains and services vehicle and equipment; remains informed of disaster plans, weather alerts, etc.
- 10% (3) Attends staff meetings, training sessions, and certification programs as required; may assist in training new officers.
- 5% (4) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; attends professional education and training sessions, seminars, and workshops as directed.
- (5) Maintains all required licensure and certifications, if any.
- (6) Demonstrates regular and predictable attendance.

Developed by:

Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

Date Adopted:
Date Revised:

{12/20/2016 PDSCLCI 00183859.DOCX}

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

Page 3 of 4

POSITION DESCRIPTION

Employee Name:		Position Title:	Police Officer
Class Number:		Class Title:	Police Officer
Dept./Div.:	Police	Employment Status:	Full-time
Reports to:	Lieutenant (Police)	FLSA Status; Pay:	Non-exempt
Normal Hours:		Civil Service Status:	Bargaining Unit

OTHER DUTIES AND RESPONSIBILITIES:

5% (7) Performs other related duties as assigned.

(8) Remains informed of current developments and procedures pertinent to duties.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: LEADS computer operations; geographic layout of jurisdiction; safety practices and procedures; *department policies and procedures; traffic laws; investigation techniques; arrest procedures; law enforcement procedures and methods; federal, state, and local laws; techniques of collection and preservation of evidence.

Skill in: computer operation; modern office equipment; fingerprinting; motor vehicle operation; operation and care of firearms; police radio and communication equipment operation; use of restraint devices.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; complete routine forms; prepare accurate documentation; compile and prepare reports; write instructions and specifications; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; handle routine and sensitive inquiries from, and contacts with, officials, agencies, and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; subdue and/or restrain unruly or dangerous persons; maintain fitness standards; sit for long periods of time; lift, carry, push, or pull materials or equipment.

POSITIONS DIRECTLY SUPERVISED:

None.

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.

Public City 42017

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Police Officer
Class Number:		Class Title:	Police Officer
Dept./Div.:	Police	Employment Status:	Full-time
Reports to:	Lieutenant (Police)	FLSA Status; Pay:	Non-exempt
Normal Hours:		Civil Service Status:	Bargaining Unit

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

{12/20/2016 PDSCLCI 00183859.DOCX }

Minimum Qualifications

Minimum Original Appointment Age – Applicants for Police examinations may take the test six (6) months prior to their twenty-first (21st) birthday. Each applicant must be a U.S. citizen and must meet the minimum requirements of the position as stated in the announcement. All appointees for the position of police officer must be twenty-one (21) or older.

Maximum Original Appointment Age – No person is eligible to receive an original appointment as a police officer when he/she is forty-eight (48) years of age or older, and no person can be declared disqualified as over age prior to that time.

Minimum Educational Requirements – No person is eligible to receive an original appointment as a police officer unless he/she has a High School Diploma or GED.

Citizenship – All applicants must be citizens of the United States.

Driver's License – No person is eligible to receive an original appointment as a police officer unless he/she has a valid Ohio Driver's License and an acceptable driving record. Convictions and/or arrest for driving while under the influence of alcohol and/or drugs may disqualify the applicant.

Criminal Record – A person may be ineligible to receive an original appointment as a police officer if he/she has a criminal record.

Ohio Police Officer and Certification – Certified by the Ohio Peace Officer Training Commission as a police officer.

Physical & Fitness Examination – The candidate chosen for the position will be required to complete a pre-employment physical which will be set up through the Office of the Public Service/Safety Director. In addition, physical ability testing will be conducted by the Police Department for all eligible candidates.

Investigation – The Director may investigate the information provided by an applicant. Whenever the Director finds that an applicant fails to meet the minimum requirements stated in the announcement; or, if a police officer, the applicant is ineligible for appointment due to exclusions in 737.052 of the Ohio Revised Code; or has made a false statement on the application; the Director may reject the application. The applicant may appeal the rejection to the Civil Service Commission within five (5) working days from the date of the notice of the rejection.

Residence – The selected candidate must reside within 30 minutes of driving time from his/her residence to the City of St. Clairsville, due to response time being an essential element of this job. Failure to reside within this perimeter within six (6) months of employment will result in discharge from city employment.

Essential Duties and Responsibilities – Police Officer

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- (1) Responds to calls for service; Initiates appropriate action on observed activity; Implements community policing and problem-solving strategies and initiatives of the Department.
- (2) Makes security checks on businesses and residential units; Observes and takes appropriate action on such observations (e.g., citation, arrest, warning, counseling).
- (3) Observes and apprehends violators of traffic laws and issues written citations and warnings.
- (4) Conducts or assists with investigations and/or responds to criminal and civil complaints (e.g., interviews witnesses, suspects, complaints, victims, etc.); Watches for and makes investigations of wanted or missing persons and property; Investigates automobile accidents.
- (5) Physically restrains/subdues suspects as required; Makes arrests as required by law; Processes prisoners (e.g., fingerprinting, photographing, etc.); Drives patrol car, rides bike and/or walks to patrol City; Pursues suspects on foot (e.g., runs short and long distances, requires physical endurance) and observes and prevents violations of law.
- (6) Completes required reports and completes affidavits; Maintains logs and ledgers.
- (7) Collects, analyzes, and interprets data received at the crime scene, and collects and preserves evidence of crime scene (e.g., photographs, fingerprints, reconstructs crime, etc.).
- (8) Assists mentally ill or suicidal subjects in seeking treatment, etc.
- (9) Operates law enforcement equipment and instruments (e.g., patrol car computer, radio, firearms, speed measuring devices, breathalyzer, related police tools, etc.); Properly utilizes and maintains equipment (e.g., firearms, gear, police car, computer, etc.).
- (10) Interviews and counsels parties in domestic disputes; Interviews persons with complaints and inquiries.
- (11) Testifies in court through speech and demonstration.
- (12) Receives, assists, and transmits emergency calls by radio or telephone.

(13) Renders first aid and/or CPR at scenes of medical emergencies.

(14) Under direction of the Department's LEADS/TAC, prepares and maintains all LEADS correspondence, entries, deletions, messages; Attends LEADS training/certification.

(15) Meets and complies with all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; Demonstrates regular and predictable attendance; Subject to call-out twenty-four (24) hours seven (7) days a week and is responsible for fulfilling the above mentioned essential functions during such circumstances.

City of St. Clairsville
Police Officer
Civil Service Physical Ability Testing

The Ability test is used to test muscular strength, endurance and coordination, as it relates to the ability to perform the work of a police officer. The ability test shall be graded in a consistent manner for all applicants.

The physical ability test was developed following an in-depth task analysis of the daily responsibilities and functions a Police Officer may perform. This analysis was conducted to identify those physical tasks that are part of an officer's duties. This analysis identified the tasks that are frequently performed and are critical in importance. The inability to perform some of these tasks could result in injury or death to the officer or another person. The ability test has been designed and verified to simulate the basic functions required of a Police Officer.

The ability test used is outlined below. Please read the information carefully.

1. Applicants will wear the following during testing:
 - A. *Supplied by the candidate:* Sport shoes are recommended. Pants with belt loops and a belt are required since a utility belt and police equipment will be worn during the test. Sweatpants and shorts are not allowed. A belt is required because the police utility belt needs to be attached to it.
 - B. *Supplied by the Division:* Utility belt equipped with handcuffs, radio and holder, gun in holster, and magazine pouch with 2 fully loaded magazines.

2. Events

Candidates must complete the testing in the exact sequence listed and explained below.

- A. *Patrol Car:* Wearing a police utility belt and the equipment listed above, you will sit in the driver's seat in a patrol car with the doors closed and the windows rolled down and await further instruction.
- B. *Physical description:* A test monitor will give you a verbal instruction to pursue a fleeing felony suspect by providing a description of what the suspect is wearing (for example, a baseball cap and red t-shirt). The test monitor will provide two pieces of descriptive information. Finally, the test monitor will inform you to "Begin." At this time, you will begin the subsequent events.
- C. *Run:* You will get out of the car and begin the run which is a total of 130 yards. The stop watch will be engaged once the car door opens. It does not matter if you close the car door or not.

- D. *Crawl under tables:* There will be two standard size office folding tables placed next to each other under which you must crawl.
- E. *Climb through window:* After you crawl under the tables, the run continues to a 30 inch x 30 inch opening which is 50 inches off of the ground. You must climb through this opening.
- F. *Gate climb:* You will then encounter and climb over a 5 foot high metal gate. You must climb over the gate. You will not be allowed to go around the gate.
- G. *Suspect identification:* After climbing through the window, you will encounter four numbered suspects, each dressed differently. You will identify the proper suspect by shouting out the correct number (one through four). You will then run to a chair where a dummy is seated.
- H. *Suspect move:* Upon encountering the seated, 165 pound dummy, you will move the dummy from the chair to a designated line 10 feet away from the chair. Timing of the events will stop when the entire dummy passes over the line. The dummy must be completely over the line before timing ends.

3. Criteria for passing the exam

- A. Candidates must complete all events in a validated minimum standard of 60 seconds or less.
- B. Candidates must complete all events at the minimum standard of time or less **and** in the required sequence or they fail the examination.
- C. Candidates must correctly identify the suspect.
- D. Upon completion of the test, candidates will be told their times and will be informed whether they passed or failed.