



City of SANDUSKY CIVIL SERVICE COMMISSION
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT
POLICE OFFICER APPLICANT PACKET

The City of Sandusky is offering full testing services for the position of Police Officer through National Testing Network, Inc. (NTN). **The testing period of January 15th, 2020, through March 1st, 2020. YOU MUST FILL OUT A CITY OF SANDUSKY APPLICATION AS WELL AS A NATIONAL TESTING NETWORK APPLICATION TO BE ELIGIBLE.** To fill out an application and schedule a written test, go to: www.nationaltestingnetwork.com, select Law Enforcement and sign up for the Sandusky Police Department. Testing registration will open through the NTN on January 15th, 2020. You must register prior to reporting to the testing facility. The closest testing locations to Sandusky Ohio are:

Owens Community College
1724 Indian Wood Circle
Maumee, OH 43537
567-661-7357

EHOVE Career Center
316 Mason Road West
F Bldg. Room 906
Milan, OH 44846
419-499-4663

What to expect at the National Testing Network, Inc. website:

- Completion of the NTN application process.
- Review all information related to the Sandusky Police Department police officer position, applicant process, minimum requirements, and all pertinent documents that need to be completed and submitted.
- Opportunity to take online practice tests at www.frontlinetest.com
- Schedule your own convenient test time. Tests are offered multiple times a week at testing sites throughout the United States including EHOVE Career Center and Owens Community College for northwest Ohio applicants.
- Take high quality job simulation tests in a standardized, fair testing environment.
- Upon completion of the entry level exam, all candidate scores are automatically forwarded to the City of Sandusky Police Department and City of Sandusky Civil Service Commission. Candidates who attain a passing score (65% or higher) on the entry level exam in each category will be placed on the department's preliminary eligibility list. The City of Sandusky Civil Service Commission will contact candidates on the list and will invite them to continue to participate in other stages of the department selection process including physical fitness.

The National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. The cost of the test is \$49, to be paid by the applicant. Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$9.50 fee for each. The written exam is approximately two hours and twenty minutes in length. All applicants must identify themselves with a state issued driver's license or military ID with a photograph of the applicant. Cell phones are prohibited.

National Testing Network does not replace the City of Sandusky Police Department's responsibility and decision making in the testing process. All candidate results are provided to the Sandusky Police Department and City of Sandusky Civil Service Commission where the final decisions are made.

The City of Sandusky must receive your completed application form, and evidence to add preference points no later than March 1st, 2020. The packet may be forwarded using one of the following methods:

- Mail to: City of Sandusky, Civil Service Commission, Victoria Schaefer, 240 Columbus Ave., Sandusky, Ohio 44870
- Deliver the completed and signed documents in person to City of Sandusky Municipal Building, same address as above.
- Fax to: City of Sandusky Attn: Victoria Schaefer 419-627-5835
- Email applications to vschaefer@ci.sandusky.oh.us

Applicant for Entry-Level Police Officer Position:

The application process for the entry-level Police Officer position consists of the following steps:

- 1) The applicant must meet all minimum requirements for the position as shown under Job Requirements.
- 2) By March 1st, 2020, the applicant must complete and submit the formal City of Sandusky application for employment (at the end of this packet), along with the attached:
 - If applicable, copy of DD-214 for Veteran's preference points.
 - If applicable, copy of peace officer certification in the State of Ohio.
 - If applicable, copy of two-year (2) Associates Degree.
 - If applicable, copy of four-year (4) Bachelor's Degree.
- 3) After reviewing the results of the written examination provided by the National Testing Network, the Civil Service Commission will then compile eligible applicant names into a preliminary eligibility list.
- 4) Candidates achieving the minimum passing score of 65% or above will be scheduled for physical fitness testing.
- 5) The top ranked candidates may be scheduled for an extensive background and credit check, drug screen testing, and psychological assessment.
- 6) The preliminary eligibility list will be in effect for a period of one year.

TO BE CONSIDERED, CANDIDATES ARE REQUIRED TO FILE ALL REQUIRED DOCUMENTS NO LATER THAN MARCH 1ST, 2020, WITH THE CITY OF SANDUSKY CIVIL SERVICE COMMISSION. CANDIDATES WHO HAVE NOT MET THIS DEADLINE WILL NOT RECEIVE CONSIDERATION FOR EMPLOYMENT.

JOB POSTING INFORMATION

SANDUSKY, CITY OF, POLICE DEPARTMENT

240 Columbus Ave.

SANDUSKY, OHIO 44870

<http://www.ci.sandusky.oh.us>

Updated: December 13, 2019

Job Classification: Police Officer

The City of Sandusky is creating an original appointment eligibility list for potential vacancies from April 2020 through April 2021. To be considered on this eligibility list testing must be completed between January 15th, 2020 through March 1st, 2020. Registration to test must be completed through the National Testing Network; www.nationaltestingnetwork.com. Test must be completed between January 15th, 2020-March 1st, 2020.

The City of Sandusky does not require a PAT (Physical Abilities Test) through NTN. PAT testing will be conducted by the City of Sandusky after the completion of the examination through the NTN. The department requires the candidate PHQ. You can access the questionnaire through your candidate account. The PHQ, exam and City of Sandusky application must be completed by the closing date of March 1st, 2020 or you may not be considered further in the process. Candidates must meet department standards for physical fitness, strength, flexibility, and endurance. Please review the Police Officer Applicant Packet and application before registering for the examination: www.ci.sandusky.oh.us. The application within the Police Officer Applicant packet must be filled out completely and submitted prior to the March 1st, 2020 deadline.

Salary Information: Salary is based upon negotiations with the Fraternal Order of Police Ohio Labor Council Inc. Ranges through December 31, 2020 are as follows: Non certified Annual: \$37,370; Certified Year 1 \$43,230; Certified Year 2 \$46,079; Certified Year 3 \$48,930; Certified Year 4 \$53,364; Certified Year 5 \$57,481

Benefit Information: The City of Sandusky offers an excellent comprehensive benefits package including medical/prescription/dental/vision coverage, life insurance, and participation in Ohio Police & Fire Pension Fund. The City of Sandusky offers paid holidays, sick leave accrual, vacation, comp time, shift differential, longevity, job-related educational bonus, and a uniform allowance.

Applicant Contact Person:

Victoria Schaefer

Human Resource Specialist/Clerk, Civil Service Commission

240 Columbus Ave.

Sandusky, OH 44870

vschaefer@ci.sandusky.oh.us

Phone: 419-627-5885

Fax: 419-627-5835

Department Overview: The City of Sandusky Police Department is a progressive, motivated, well-equipped police department active in its community. Our officers are trained in and provided with the most up-to-date technology available in order to keep them safe and help them to succeed with the purpose of ensuring that the City is a safe place to live, work and play.

City Information: The City of Sandusky has a population of 25,000 located on Lake Erie with several miles of Lake Erie shoreline. It is home to Cedar Point amusement park as well as a developing downtown. The city has an excellent school system as well as recreational programs and opportunities. Sandusky is home to a unique variety of dining and shopping locations.

Job Requirements

Age : Must be 21 years of age and less than 35 years of age at appointment (Per ORC 124.41).

US Citizen : Yes or legally eligible for employment in the United States

High School Grad/GED : Yes

Valid OHIO State Driver's License : Yes

Academy Certification : Not required at time of appointment. However, candidate must enroll and successfully complete the Ohio Peace Officers Certification Program immediately upon appointment.

Prior Experience : No

Performance Responsibilities : Under general supervision, must perform various duties to protect and serve the general public; enforce and uphold the laws set forth by the Constitution of the United States, the State of Ohio, and the Charter of the City of Sandusky; perform related duties as assigned.

Minimum Physical Fitness Standards : Candidate must pass these minimum standards as detailed in the Police Officer Applicant Packet on the city's website.

Psychological Fitness Evaluation: Candidate must pass a psychological fitness evaluation given by a professional chosen by the City of Sandusky showing that the applicant meets psychological requirements necessary to perform the duties of a police officer.

Physical Examination: Candidate must pass physical examination showing applicant is free from cardiovascular and pulmonary diseases and able to meet the physical requirements to perform duties of a police officer.

Felony, Criminal Activity Disqualifiers: No person shall be eligible for appointment who has been convicted of felony, theft, or any other crime that may, in the view of the Civil Service Commission, compromise public trust. All applicants must pass a background check to make this determination.

Original Appointment Credit : A person who prior to the date of the examination has a current Ohio Peace Officers Training Academy Basic certification shall receive additional credit of ten percent (10%) of his total grade given in the regular examination, provided that he has received a passing grade.

A person who prior to the date of the examination has a two (2) year Associates Degree shall receive additional credit of five percent (5%) of his/her total grade given in the regular examination, provided that he/she receive a passing grade.

A person who prior to the date of the examination has a four (4) year Bachelor's Degree shall receive additional credit of ten percent (10%) of his/her total grade given in the regular examination, provided that he/she receive a passing grade.

Such requests for training and education credit must be submitted to the Commission along with the application for examination and must, at that time, be accompanied by proof of current certification. Training and education credit requests after the final date for test application will not be honored.

Veterans' Preference : All applicants for original appointment who are veterans of military service, and a resident of Ohio, as described in ORC 124.23, may file with the Commission a certificate of military service or honorable discharge whereupon he shall receive additional credit of twenty percent (20%) of his total grade given in the regular examination, provided that he has received a passing grade.

Such requests for veteran's credit must be submitted to the Commission along with the application for examination and must, at that time, be accompanied by proof of military service as described above. Veteran's credit request after the final date for test application will not be honored.

Applicants eligible for veteran's credit on original appointment examination shall receive a priority in ranking over non-veterans who obtain an identical grade.

Reserve Officers : A person who prior to the date of the examination is an active member of the Sandusky Police Department Reserves for a minimum of eighteen months and has successfully completed the Reserve Training Manual shall receive additional credit of ten percent (10%) of his total grade given in the regular examination, provided that he/she has received a passing grade.

Credits: Applicants for original appointment shall be entitled to only such credit as is set forth above (relating to original appointment credit). **The maximum accumulative credit that any one applicant may receive on an original appointment examination shall not exceed twenty percent (20%).**

In scoring all original and promotional examinations, no additional credit shall be given to any applicant, unless such applicant has achieved the minimum passing grade without the addition of any additional credit.

Hiring Standards/Applicant Packet: Please review the City of Sandusky's Applicant Packet which includes details on the selection process and hiring standards for Police Officers. You are encouraged to review this information carefully as the Sandusky Civil Service Commission wants to ensure that each individual testing for the position of Police Officer understands the entire process. **You must fill out a City of Sandusky application as well as a NTN application to be eligible.**

You can access the Police Officer Applicant Packet at the following: www.ci.sandusky.oh.us.

To register for the exam through the National Testing Network, please visit:

www.nationaltestingnetwork.com

Testing window will open January 15th, 2020 and close March 1st, 2020.

SANDUSKY POLICE DEPARTMENT

2019 PHYSICAL AGILITY TESTING

From the starting line, perform in order the following tasks:

1. Run 20 feet and surmount the 6-foot fence (max 3 attempts)
2. Run the course (a distance of $\frac{1}{4}$ mile), which may be out and back or straight out.
3. Surmount the 4-foot fence (5 seconds for failure to clear)
4. Move the 165 pound object a distance of 50 feet
5. Pick up the inert weapon, extend your arm so that the barrel protrudes through the 8" diameter ring and dry fire a total of 21 times with the dominant hand without touching the ring. Now, place the weapon in the weak hand and dry fire a total of 6 times. ***Failure to pull the trigger a total of 21 times with the dominant hand or 6 times with weak hand constitutes failure; a five second penalty is assessed each time the barrel touches the ring.***

Note: Time is continuous from start to finish and the test must be completed in a time of 3 minutes and 45 seconds. ***Failure to surmount the 6-foot fence after three attempts represents a failure on the test.***

