
OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: June 20, 2011
NO: M3-11

CLASSIFICATION TITLE
POLICE OFFICER
(Canton Police Department)

STARTING SALARY
\$31,300 (without OPOTC Certification)
\$35,200 (with OPOTC Certification)

THESE STARTING SALARY RATES ARE SUBJECT TO CHANGE DUE TO COUNCILMATIC ACTION.

WRITTEN EXAMINATION - WEDNESDAY, AUGUST 24, 2011

CHECK-IN: 5:00 p.m.
EXAM: Immediately following check-in
LOCATION: Canton Civic Center, Main Arena, 1101 Market Avenue North, Canton, Ohio 44702
SCOPE: The written examination will be based on the Study Guide which the applicant will receive at the time of filing the application. The examination will consist of questions related to the study guide.

ADMITTANCE TO WRITTEN EXAMINATION

To be admitted to the examination, applicants must present their valid driver's license to the examiners.
NO PERSON WILL BE ADMITTED TO THE EXAMINATION WHO DOES NOT PRESENT THEIR DRIVER'S LICENSE TO THE EXAMINERS.

APPLICATION REQUIREMENTS

To apply, you **MUST** meet the qualifications given below:

- ◆ You must be at least 21, but not yet 35 years of age. **NO PERSON CAN BE APPOINTED AS A CANTON POLICE OFFICER WHO HAS REACHED THE AGE OF 35.**
- ◆ You must possess a valid Driver's License issued by your state of residence.
- ◆ You must be a high school graduate or possess a G.E.D.
- ◆ You must be a citizen of the United States or have legally declared your intention of becoming a United States Citizen.
- ◆ You must never have been convicted of a felony.
- ◆ You must have vision correctable to 20/20.

CAUTION: YOU WILL BE DISQUALIFIED IF IT IS FOUND THAT YOU...

- ◆ Have made false statements or concealed any material fact, or practiced, or attempted to practice any deception or fraud in your application, or in your examination or in establishing your eligibility.

FILING OF APPLICATION

Application must be made on the special preliminary application form (not the regular Civil Service application) available in the office of the Canton Civil Service Commission, 3rd Floor, Canton City Hall, 218 Cleveland Ave. SW, Canton, Ohio or you may print an application from the City of Canton's website at www.cantonohio.gov and then under "City Services", click on "Civil Service". If printing the application from the website, be sure to print the police officer application and **NOT** the regular Civil Service employment application. Applications must be on file **no later than Friday, August 12, 2011 at 4:30 p.m.** Applications may be returned to the Civil Service Office between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. Items 1 - 3 listed below are required if bringing your application to the Civil Service Office in person.

Mailed applications must be clearly postmarked on or before August 12, 2011. The mailing address is Canton Civil Service Commission, Canton City Hall - Third Floor, 218 Cleveland Avenue SW, P.O. Box 24218, Canton, OH 44701-4218. If you choose the United States Postal Service, you may wish to consider "Certified Mail" as a way to verify our receipt of your documents. When returning your application by mail, **ALL** documentation listed below **MUST** be included with your application.

1. A clear copy of your current, valid driver's license. (If returning application in person, a copy can be made in the Civil Service Office)
2. The \$20 application filing fee. Please make check or money order payable to the "City of Canton".
NOTE: THE \$20 FILING FEE IS NON-REFUNDABLE.
3. Documentation standard requirements for Veteran's Preference, Bachelor's Degree, Associate's Degree in Law Enforcement or Criminal Justice or Ohio Peace Officer Certification, if applicable. (See Bonus Credit - Documentation & Standards Section of this announcement for details).
4. If you will be returning the application, driver's license copy, \$20 filing fee and any documentation by **MAIL**, you **MUST** include a 11" X 16" self-addressed, stamped catalog envelope with \$3.50 postage (required) with your application so that we may mail you the Test Preparation Manual (study guide).

**FAILURE TO INCLUDE DRIVER'S LICENSE COPY OR \$20 FILING FEE WILL VOID YOUR APPLICATION.
FAILURE TO INCLUDE ANY BONUS DOCUMENTATION WILL RESULT IN NO BONUS POINTS AWARDED.
APPLICATIONS WILL NOT BE ACCEPTED AFTER THE DEADLINE. THERE WILL BE NO EXCEPTIONS.**

The applicant will receive a Test Preparation Manual when application is submitted with all proper documentation. This Test Preparation Manual is to be used to study for the examination, and is to be returned to the Civil Service Commission at the written examination on August 24, 2011.

TESTING PROCESS

The testing process will consist of three components which will be individually scored and added together for a total composite score. The three components are a **WRITTEN EXAMINATION**, a **PHYSICAL FITNESS EXAMINATION** and an **ORAL INTERVIEW**. The written examination will count as 70% of your total grade, the physical fitness test as 20% and the oral interview as 10%. An applicant's overall composite score plus bonus credits shall be the basis for the ranking of candidates on an eligibility list. The following is a brief overview of each of the testing phases.

WRITTEN EXAMINATION

The written examination will be given on **Wednesday, August 24, 2011 at 5:00 p.m.** at the Canton Civic Center, Main Arena, 1101 Market Avenue North, Canton, OH.

The test publisher will score the examinations and make a cutoff recommendation based upon the difficulty level of the test as identified by police officers who participated in the validation study. The cutoff score is based upon statistics resulting from the overall groups' test performance and therefore we are unable to provide information on what the final cutoff score will be. The test publisher uses a court-defensible and job-related method to establish this cutoff score. This process is designed to identify those candidates who have obtained scores at or above the minimum competency level required for successful job performance.

The written examination will count as 70% of the total composite score. If 100% is the written exam score that would mean that you would receive 70 points.

INSPECTION OF EXAMINATION

Notice is hereby given that the Canton Civil Service Commission has prohibited the inspection period provided by Civil Service Rule IV (10)(A) for this examination. The prohibition is based on the requirements of the examination authors to ensure security and validity.

PHYSICAL FITNESS EXAMINATION

The next step is the Physical Fitness Examination which will be scheduled at a later date. In order to take this exam, you must have passed the written examination. You will need to receive medical clearance from a physician to participate in the Physical Fitness Exam. You must pass the Physical Fitness Exam in order to continue on in the process. Details of this examination are attached to this announcement. All candidates who pass the physical fitness examination will receive 100% on that event. The physical fitness exam is 20% of the total composite score and passing the exam would mean that you would receive 20 points.

ORAL INTERVIEW

The final step in the testing process is the oral examination. To be eligible for this examination, applicants **MUST** have passed the written examination and participated and passed the physical fitness examination. The oral examination will count as 10% of the total composite score, and will measure the applicant's appearance, demeanor, and communication skills. Applicants meeting the requirements will be notified by mail or scheduled at the physical fitness examination of their oral examination time. The oral examination will take approximately 15 minutes.

BONUS CREDIT - DOCUMENTATION AND STANDARDS

The Civil Service Commission will grant bonus credit to individuals who have served in the Armed Forces; hold a Bachelor's Degree or hold an Associate's Degree in Law Enforcement/Criminal Justice; are certified as an Ohio Peace Officer or as residents of the City of Canton. The credit will be added to your general composite score provided you attain the minimum requirements. To receive credit, the following standards apply:

1. **VETERANS' PREFERENCE**: Twenty (20) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who have completed more than 180 days of active duty service. (O.R.C. 124.23 C) Documentation of active duty service will be required by presentation of a Certificate of Service or Honorable Discharge Department of Defense Form DD-214 (long version).
2. **BACHELOR'S DEGREE**: Ten (10) percent bonus will be granted if diploma or transcript of college grades are submitted (unofficial transcripts are acceptable).
3. **ASSOCIATE DEGREE IN LAW ENFORCEMENT/CRIMINAL JUSTICE**: Five (5) percent bonus will be granted if diploma (provided the name of the degree i.e., Law Enforcement/Criminal Justice is named on the diploma) or transcript of college grades are submitted (unofficial transcripts are acceptable).
4. **CITY RESIDENCY**: Five (5) percent bonus credit will be granted to all persons who have maintained permanent residence within the corporate boundaries of the City of Canton for six (6) months or more on or before August 24, 2011. No documentation is required with the application, however, proof of residency may be required at a later date.
5. **OHIO PEACE OFFICER CERTIFICATION**: Twenty (20) percent bonus credit will be granted to all persons who possess Ohio Peace Officer Certification issued through the Ohio Peace Officer Training Council. A verification letter of training to open enrollment students issued by the Ohio Peace Officer Training Council will also be acceptable for the bonus credit. Out of State Police Certification will NOT qualify for the bonus credit. Persons **MUST** submit proof of Ohio Certification or training **AT THE TIME OF APPLICATION TO RECEIVE BONUS POINTS**.

TO RECEIVE BONUS CREDIT FOR VETERAN'S PREFERENCE, EDUCATION, OR OHIO CERTIFIED PEACE OFFICER, DOCUMENTATION MUST BE SUBMITTED AT THE TIME OF FILING THE PRELIMINARY APPLICATION.

THE MAXIMUM BONUS CREDIT ALLOWABLE IS TWENTY PERCENT (20%).

ACCOMMODATIONS

If you have a disability requiring an accommodation at any phase during the testing process, please advise the Civil Service Commission Office as soon as possible so that the steps necessary to accommodate your needs can be met. Failure to do so may result in the City's inability to accommodate the disability.

COMPLETION OF TESTING PROCESS

Candidates who pass the written examination and participate in the physical fitness examination will be required to complete a lengthy, detailed application form and to supply a transcript of high school grades. This application form will be given to the candidate upon his successful completion of the physical fitness examination and is to be turned in to the Civil Service Commission Office at the time of the candidate's oral interview.

CERTIFICATION OF RESULTS

A candidate is declared eligible for employment upon successful completion of all facets of the testing process. Eligible candidates will be ranked in grade order from highest to lowest scores according to their composite scores from the written, physical fitness and oral examinations plus any applicable bonus credit(s) provided the minimum passing score is attained and bonus credit documentation is provided. The eligibility list will be valid for a two-year period.

THE HIRING PROCESS

The hiring process begins with a formal request from the City Administration to employ a number of Police Officers. The Civil Service Commission will forward the appropriate number of names of the highest scoring candidates to the Administration.

Candidates will be required to undergo a background investigation conducted by the Canton Police Department. Candidates will be scheduled to appear before an interview committee composed of representatives of the Canton Police Department which will take approximately one (1) hour to complete. The Safety Director shall be notified of the results of the interviews and the Committee's recommendations. Those candidates selected by the Safety Director will then be required to undergo the examinations described below.

PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

All candidates for Canton Police Officer must submit to and successfully pass a medical examination and a psychological examination by licensed physicians designated by the Canton Civil Service Commission before being appointed to the position of Police Officer.

DRUG SCREENING REQUIRED

All candidates for Canton Police Officer must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, hashish, "crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates and hallucinogens.

EQUAL EMPLOYMENT

The City of Canton is an Equal Employment Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor. Therefore, the City does encourage African Americans, Hispanic and females to apply.

DUTIES

The Police Officer's area(s) of responsibility shall provide for prevention and suppression of crime, protection of life and property. Apprehension and prosecution of offenders, preservation of regulatory measures, and preservation of peace. The individual shall maintain firearms and equipment in a functional, presentable condition. The Police Officer shall conduct him/herself in accordance with the highest ethical standards, both on and off duty.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**

**CANTON CIVIL SERVICE COMMISSION
PHYSICAL FITNESS EXAMINATION
FOR THE POSITION OF CANTON POLICE OFFICER**

SIT-UPS (ONE MINUTE)

This test measures the muscular endurance of the abdominal muscles that are used in self-defense and high intensity arrest simulation training. Further, these muscles are important for performing tasks that involve the use of force, and it helps maintain good posture and minimize lower back problems. The participant lies on his/her back, knees bent, heels flat on the floor. Hands should be held behind the head, with elbows out to the sides. A partner will hold down the feet. Lift upper body by bending at the waist, touch elbows to your knees, and return to the starting position. Fingers must stay interlocked during the entire exercise. Resting is allowed only in the up position. Failure to keep your fingers interlocked, to touch elbows to knees, to keep buttocks flat on the mat or to touch fingers to examiner's hand will receive one warning. Incorrect repetitions after the warning will not count. There is a one-minute time limit on this exercise.

PUSH-UPS (ONE MINUTE)

This test measures the muscular strength/endurance of the upper body muscles in the shoulders, chest, and back of the upper arms (the triceps) used in high intensity self-defense and arrest simulation training. This is important for use of force involving pushing motion or breaking one's fall to the ground, use of the baton, etc. Place hands on the floor so they are in a vertical line with the shoulders. Feet may be together or up to 12 inches apart. The body should be in a straight line from the shoulders to the ankles, and must remain that way throughout the exercise. On command, lower your body by bending elbows until upper arms are parallel to the floor and you touch and slightly compress the foam block. The monitor will tell you when you have gone low enough. Then return to the starting position by completely straightening your arms. Resting is allowed only in the up position with elbows locked. Failure to keep your body in a straight line, touch chest to block, or to lock elbows in the up position will receive one warning. Incorrect repetitions after the warning will not count. There is a one-minute time limit on this exercise.

300 METER RUN

This test measures anaerobic capacity used in high intensity baton and defensive tactics training, and is important for performing short intense bursts of effort such as foot pursuits, rescues and use of force situations. Run the distance as fast as possible. The score will be the time to the nearest half-second for completion of the run.

1.5 MILE RUN

This test is a measure of cardio-respiratory endurance or aerobic capacity used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance, i.e., pursuits, searches, prolonged use of force situations, etc., and for minimizing the risk of cardiovascular health problems. Stretching and warm-up prior to the test and walking for a cool down period after running are recommended.

**CANTON CIVIL SERVICE COMMISSION
PHYSICAL AGILITY EXAMINATION
FOR THE POSITION OF CANTON POLICE OFFICER**

FOUR (4) INDIVIDUAL TESTS

- ◆ SIT-UPS (One Minute)
- ◆ PUSH-UPS (One Minute)
- ◆ 300 METER RUN
- ◆ 1.5 MILE RUN

YOU MUST PASS EACH TEST IN ORDER TO PASS THE ENTIRE BATTERY

Failure to pass any of the tests automatically eliminates the candidate from further consideration in this employment process.

LISTED BELOW ARE THE MINIMUM REQUIREMENTS

MALE CANDIDATES

AGE	SIT UPS (1 MINUTE)	PUSH-UPS (1 MINUTE)	300 METER RUN (SECONDS)	1.5 MILE RUN
21 - 29	38	29	64	14:30
30 - 34	35	24	65	15:30

FEMALE CANDIDATES

21 - 29	32	23	77	16:00
30 - 34	25	19	84	17:00

Ohio Peace Officer Basic Training Physical Fitness Requirements to complete academy training are outlined below:

	AGE GROUP	SIT-UPS	PUSH-UPS	1.5 MILE RUN
MALES	20 – 29	40	33	11:58
	30 – 39	36	27	12.25
FEMALES	20 – 29	35	18	14:15
	30 – 39	27	14	15:14