

# Northwood Police Department

Patrolman, Entry Level // City of Northwood, Ohio



## Recruitment Packet



**Our Vision:** We will promote a safe and secure community through fair and professional policing.

**Our Mission:** We are dedicated to preventing crime, enforcing laws, protecting life, and property while upholding the constitutional rights of all.

**Our Values:** We value professionalism, integrity, and teamwork with respect for each other and the community we are proud to serve.

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## **EXAMINATION ANNOUNCEMENT**

This recruitment packet serves as an announcement for online examinations completed by Friday, February 5, 2021 at 4:00pm for the position of **Entry Level Police Patrolman** for the City of Northwood, Ohio.

The City of Northwood is an Equal Opportunity Employer.

## **ENTRY LEVEL EXAMINATION**

The Northwood Civil Service Commission offers full testing services for the position of “Entry Level Police Patrolman” for the Northwood Police Department (NPD) through the **National Testing Network, Inc. (NTN)**.

The online examination opens on Monday, December 28, 2020 and must be completed by Friday, February 5, 2021 at 4:00pm. We encourage you to register early to ensure you can complete the examination prior to the deadline. The examination is offered through the National Testing Network at multiple times and locations throughout the United States.

To complete an application and schedule a test, go to <http://www.nationaltestingnetwork.com>, select Law Enforcement, and sign up with the Northwood Police Department (NPD).

- Schedule a test.
- Review all information related to the Northwood Police Department’s police patrolman position, including minimum requirements, salary, and benefits.
- Find detailed information about the testing process for the NTN test and (NPD).
- Have an opportunity to take online practice tests at <http://ergopracticetests.com>.
- Schedule your own convenient test time and location.
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the NTN exam, all candidate scores are automatically forwarded to the Northwood Civil Service Commission. Candidates who attain a passing score of 70% or better on each section of the examination and have met all of the requirements of the application process will be placed on the department’s Eligibility List.

National Testing Network does not replace the Northwood Civil Service Commission’s responsibility and decision making in the testing process. All candidate results are provided to the Northwood Civil Service Commission where the final decisions are made.

## **APPLICATION PACKET**

An Application Packet is required to be completely filled out and submitted to both the National Testing Network **and** the Civil Service Commission for the City of Northwood by the deadline of Friday, February 5, 2021 at 4:00 p.m.

The online City Application Packet can be accessed by going to the website for the city: <http://www.ci.northwood.oh.us>. This packet is located under the employment opportunities tab. The completed Application Packet can be e-mailed directly to the Civil Service Commission at [civilservice@ci.northwood.oh.us](mailto:civilservice@ci.northwood.oh.us) or hand delivered to the City's Clerk office. All e-mailed applications will be confirmed by an e-mail from Civil Service of its receipt. If you do not receive this confirmation e-mail, then Civil Service has not received your application packet.

A separate application must be filed with the National Testing Network (NTN) at <http://www.nationaltestingnetwork.com>.

## **DEPARTMENT OVERVIEW**

The Northwood Police Department is a progressive law enforcement agency with a staff of twenty-seven (27) personnel. The agency is composed of a Chief, Captain, Detective Sergeant, Detective Patrolman, 3 Patrol Sergeants, 11 Patrolmen, 1 S.R.O/D.A.R.E. Officer, 1 part-time Code Enforcement Officer, 5 full-time plus 2 part-time Dispatchers covering 8 square miles with a population of 5,400.

## **AREA INFORMATION**

The City of Northwood is positioned at the most northern end of Wood County and abuts Lucas County with the jurisdictions of both the City of Toledo and the City of Oregon. The City has shown moderate growth with new industrial and light manufacturing facilities within the past few years along with Northwood Local Schools recently building a new pre-kindergarten – 12th grade school.

## **SALARY RANGE**

Pay rates are established through negotiations with the Ohio Patrolmen's Benevolent Association. There is a one (1) year period between each step:

Current negotiations are underway for the year 2021 and beyond. The 2020 pay scale for entry level patrolman (Step 1) are detailed below:

### **Patrolman January 1 – December 31, 2020**

Step 1: \$51,480.00	hourly \$24.75
Step 2: \$54,745.60	hourly \$26.32
Step 3: \$61,152.00	hourly \$29.40
Step 4: \$64,355.20	hourly \$30.94

## **AGE**

In accordance with Section 124.41 of the Ohio Revised Code (ORC) no person shall be eligible to receive an original appointment as a police officer, unless the person has reached the age of twenty-one (21) and has not reached the age of thirty-five (35). Applicants who are, or will be, over the age of thirty-five (35) by the exam date, will be asked to provide proof of previous appointment as a Peace Officer for a jurisdiction within the State of Ohio.

## **EDUCATION**

No application for entry level police Civil Service testing will be accepted unless the candidate can offer proof that, at the time of application, he or she does possess an Associate's Degree or completion of 96 quarter hours or 64 semester hours towards a Bachelor's Degree from an accredited college or university; **OR** education may be substituted with five (5) years of continuous active full-time experience as a law enforcement officer with a Federal, State, County or Municipal Agency or Department, and at time of appointment, he/she is currently certified for Peace Officer Employment as per Ohio R.C. 109.75 and 109.77.

## **QUALIFICATIONS**

Candidates for appointment to police patrolman classification must qualify within appointing range on the Civil Service Eligibility List and may be involved in the following activities of the selection process: background investigation, oral interview, physical and psychological examinations, physical agility testing and drug screening. New employees must serve a one (1) year probationary period that starts upon the successful completion of the Field Training Officer Program and must reside within the County of Wood, State of Ohio or an adjacent county by the end of said probation.

## **ELIGIBILITY LIST**

The eligibility list will be created from applicants who successfully pass the examination and have met all the requirements of the application process. The Eligibility List can be found on the website for the City of Northwood.

The term of the eligibility list shall be fixed by the Commission at not less than one (1) nor more than two (2) years. When the eligible list is reduced to ten (10) names or less, a new list may be prepared. Any list that has been in effect for more than one (1) year may, at the discretion of the Commission, be terminated at any time in the public interest.

## **VETERANS CREDIT**

All applicants for original appointment who are veterans of military service, as described in R.C. 124.23, may file with the Commission a certificate of satisfactory military service or honorable discharge (DD214), whereupon he or she shall receive additional credit of five (5) points of his or her total grade given in the regular examination, provided that he or she has received a passing grade without regard to this or any other credit.

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

## **TIE SCORES:**

In the event that applicants receive the same score in the examination, priority in the time of filing the application with the Commission shall determine the order in which their names shall be placed on the eligible list; provided that applicants eligible for veterans preference under R.C. 124.23 shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veterans. Ties among veterans shall be decided by priority of the filing of the application.

## **HIRING PROCESS**

Successful applicants will need to successfully pass each phase in the sequences listed below to continue in the hiring process:

1. Submission of Application Packet and Qualifications to the National Testing Network and the Civil Service Commission for the City of Northwood,
2. Written General Aptitude Test,
3. When a vacancy occurs the Civil Service Commission will certify a list of 10 eligible candidates for the Police Chief to consider for filling the vacancy,
4. Personal History Questionnaire to be completed by the list of 10 eligible candidates,
5. Preliminary Background Investigation going over the PHQ,
6. Background Investigation,
7. Police Chief's interview for those candidates with low negative points,
8. Conditional Offer of Employment,
9. Police Chief's Recommendation to Mayor and City Council,
10. Psychological Interview,
11. Physical Examination.

## **JOB DESCRIPTION**

Under general supervision, the police patrolman serves citizens by maintaining law and order within the City's jurisdictional limits. The job of a police patrolman is a public servant position based on public trust, competency, and credibility. It is a critical requirement of this position that the employee has the desire and the ability to perform and behave (on-duty as well as off-duty) in a manner that does not cause damage or endanger the loss of such trust and credibility with the public, the court systems, co-workers, or other law enforcement agencies.

## **ILLUSTRATIVE DUTIES OF CLASSIFICATION**

The police patrolman performs enforcement and safety related duties and functions. These include, but are not limited to: promoting and maintaining a positive public image; responding to calls for service of a non-enforcement nature; preventing, detecting, and investigating crime; enforcing violations of criminal statutes and city ordinances; and providing protective services.

The police patrolman must have the competency, self-initiative, and willingness to work a majority of assigned hours without direct supervision. The police patrolman must have the cognitive ability and desire to understand and interpret organizational rules, policies, and procedures in a manner that solves problems while at the same time promotes the image and mission of the Northwood Police Department.

The majority of law enforcement work is preventive and peacekeeping in nature, the police patrolman, when not responding to calls for service or on assigned duties, must be willing to self-initiate public relations, preventative, and enforcement work in those areas designated by management as priorities. This means, in many instances the employee must be able and willing to know what to do before having to be told what to do.

The police patrolman must be able to interact comfortably, lawfully, effectively, efficiently, and often quickly, with a wide variety of citizens and citizen's groups who have a wide variety of problems and need for enforcement, and safety related services.

Duties are frequently performed under a wide variety of known and unknown working conditions. Calls for service are often repetitive and sedentary in nature, punctuated with diversity. Sudden changes in service demands tax the extremes of the employee's physical and mental resources. For this reason, it is imperative that the employee possess and maintain a physically and mentally fit ready condition.

Personal and public safety consciousness, knowledge of and strict adherence to the observation of the civil liberties of all persons and citizens, the ability to promote and project a positive public image are critical requirements of the position of a police officer.

The Northwood Police Department provides police services every hour of the day and every day of the year. The employee must be able and willing to work any time of the day of the year as scheduled or needed.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

Patrol – Monitors city streets and buildings in a patrol vehicle or on foot. Monitor building security. Responds to calls for service. Enforces state law and city ordinances. Arrests offender. Investigates complaints and interviews suspects and witnesses. Mediates disputes. Directs traffic. Reports hazardous conditions. Operates police equipment and vehicles. Issues traffic citations, parking tickets, and warning citations. Takes traffic crash reports. Administers first-aid. Assists citizens.

Arrest and Investigation – Completes suspect booking and arrest paperwork. Fingerprint and photograph suspects. Conducts searches of suspects. Transports prisoners to jail. File charges. Interviews witnesses. Interrogates suspects. Gather evidence. Process evidence. Prepare evidence for court.

Court – Attends court proceedings. Testifies. Maintain chain of evidence. Serves court papers.

Clerical – Operates the computer systems and programs. Prepares reports and correspondence using computer programs and typewriters. Proofreads correspondence and reports to ensure accuracy.

Miscellaneous and Special Assignments – Attends meetings and serves on committees as requested. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, and other in-service training. Performs additional duties and assignments as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of department policy and procedures; local and state ordinances and laws; arrest procedures; criminal apprehension techniques; self-defense techniques; civil rights laws; rules of evidence; techniques for collecting and preserving evidence; investigative techniques; crime prevention techniques; court procedures; civil disobedience control techniques; and first aid/CPR. Ability to work with little supervision; to interpret and apply local and state laws and ordinances; demonstrate physical agility; define problems, collect data, establish facts and reach conclusions; effectively deal with problems involving several variables; communicate effectively in oral and written form; maintain files; prepare reports; properly use computer systems, programs, and other office equipment; effectively use firearms, handcuffs, baton, and other equipment required to perform police related duties; safely operate police vehicles in normal and emergency situations; work in adverse weather conditions; remain calm in emergency situations; and develop and maintain effective working relationships with the public, officials, co-workers, and supervisors.

This job description in no manner states or implies that these are the only duties and responsibilities which may be performed by the position incumbent.

### **DISQUALIFICATIONS**

The Commission may refuse to examine or, after an examination, refuse to certify as eligible, or after certification revoke that certification, of any person: who is found to lack any of the established preliminary requirements for the examination; who is physically so disabled as to be rendered unfit for the performance of the duties of the position which he or she seeks; who is addicted to the habitual use of intoxicating liquors or drugs to excess; who has been convicted of a felony, theft offense, and domestic violence including lesser included offenses, job-related non-traffic non-juvenile misdemeanors less than seven (7) years old, repeated O.V.I.'s (formally known as D.U.I.'s), O.V.I. within the last three (3) years; who has been issued a permanent civil protection order; who is uninsurable; who has been guilty of infamous or notoriously disgraceful conduct; who has been dismissed from either branch of the civil service

for delinquency or misconduct; or who has made false statements of any material fact, or practiced, or attempted to practice, any deception or fraud in his or her application or his or her examination, in establishing his or her eligibility, or securing his or her appointment. In relation to such inquiries, the Civil Service Commission may require such certificates of persons having knowledge of the applicant as the good of the civil service may require, subject to the requirements of the Fair Credit Reporting Act, if and to the extent those provisions are applicable. The Commission may also take into consideration that convictions (e.g., for misdemeanor) are more than seven (7) years old.