

## **PRE-ENTRY QUALIFICATIONS FOR KENTON POLICE DEPARTMENT**

The following information is provided to you in anticipation of your application for the position of police officer for the City of Kenton. It is essential that you review this information carefully before completing the application. The Kenton Police Department maintains high standards in the selection of the police personnel who will represent the City of Kenton. All applicants for the Kenton Police Department should be aware of these standards and the several phases of the selection process before attempting to qualify for the position.

### **POSITION: Entry Level Patrol Officer**

This employee performs general duty police work in protecting life and property and in enforcing laws and ordinances. This employee is responsible for maintaining law and order as well as preventing crime. An employee in this case will be required to exercise sound and independent judgement in emergency situations where danger to life and property may be present. This employee is expected to handle all assignments in a tactful and courteous manner while being conscientious and efficient in the performance of duties. NOTE: The police profession is a high stress related field.

The probationary police employee is required to perform his/her duties in acceptable performance during the first twelve (12) months employment before receiving permanent status.

### **TRAINING:**

Unless currently certified by the Ohio Peace Officers Training Council (O.P.O.T.C.), the successful applicant for probationary police officer will be required to attend a basic officer training program as established by the O.P.O.T.C. The officer must be enrolled in this program within the first year of employment. However, preference will be given to previously certified applicants.

Prior to any duties beyond dispatching or office duties, the new employee must successfully complete an approved State of Ohio basic law enforcement training course.

Additional specialized training may be accomplished by showing desire, initiative and job performance. This training is provided at the expense of the City of Kenton.

### **EQUIPMENT AND UNIFORMS:**

Each bargaining unit employee shall receive \$575.00 (per current contract) in a uniform replacement account for the purpose of replacing worn, aging uniforms and equipment items.

### **MINIMUM AGE REQUIREMENT:**

You must be age twenty-one (21) for probationary appointment, by date of appointment.

### **EDUCATION MINIMUM:**

Graduation from an accredited high school or G.E.D. of equivalency to State of Ohio G.E.D. standards.

**OHIO DRIVER'S LICENSE:**

Applicants must be eligible to obtain an Ohio License. NOTE: An extensive traffic conviction record or convictions for Driving While Under the Influence of Alcohol or Drugs, Leaving the Scene, or any other serious traffic misdemeanor may eliminate your eligibility.

**RESIDENCY:**

You must be a U.S. Citizen and if selected, must become a resident of Hardin County, Ohio.

**EXAMINATIONS:**

You must attain a seventy (70%) percent minimum on the written test to pass. If you pass the written test, credit will be added to your score for military service if honorably discharged, and also if you hold current Ohio Peace Officer Training Council (OPOTC) certification. (There are 3 sources for a total score).

**MEDICAL EXAMINATION:**

Selected applicants will be examined by a physician designated by the Civil Service Commission. Applicants whose physical condition generally or particularly is found by the physician to be unsatisfactory or fail to meet the following standards, will be disqualified.

1. Vision: Selected applicants must be free from color blindness and have no permanent abnormality of either eye. Must have at least 20/50 vision in either eye with correction. Vision deficiency must be corrected to 20/20 in each eye.
2. Hearing: Selected applicants must have normal hearing in each ear.
3. Weight: Weight must be in proportion to height as determined by the examining physician.

**DEPARTMENT ORAL INTERVIEW AND BACKGROUND INVESTIGATION:**

Candidates may be eliminated on evidence of: bad character, dissolute habits, immoral conduct (of such nature as would deem the applicant unsuitable for the employment sought), or of his dismissal for cause from any branch of public service, or of any conviction of a felony.

**REQUIRED DOCUMENTS:**

All applicants must submit copies of the following original documents with their application.

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|----------------------------------|------------------------------------|----------------------------|
| 1. Birth Certificate             | 5. OPOTC Certificate               | 9. Background Release Form |
| 2. High School Diploma or G.E.D. | 6. Draft Registration              | 10. Selective Service Card |
| 3. Social Security Card          | 7. DD 214 (if applicable)          |                            |
| 4. Ohio Driver's License         | 8. Personal History Statement Form |                            |

**SALARY AND BENEFITS:**

\$18.71 per hour to \$21.87 per hour, plus educational incentive such as college degree in police related fields, as per current contract.

Those with Associate Degree \$19.26 per hour to \$22.60 per hour.

**Paid Vacation:** After one (1) year of service: 2 weeks vacation, ten (10) holidays and two personal days.

**Paid Sick Leave:** 4.6 hours for each eighty (80) hours worked. (approximately 13 days per year).

**Paid Life Insurance:** \$50,000.00, as per current contract. Occupational Death Benefit is triple indemnity. Accidental Death and Dismemberment is \$50,000.00.

**Medical Insurance:** A paid hospitalization insurance policy (on the first of the month) after thirty (30) days of employment. The employer will contribute 90% of the current health insurance premium for family or single coverage for 2016; 89% for 2017; and 88% for 2018.

**Retirement:** Employees/Employer contributions to the Ohio Police and Fireman Pension Fund.

All applicants who pass the written examination minimum requirement of seventy (70%) percent will be eligible for one (1) year from the test date. During that year all eligible candidates must notify the Civil Service Commission Clerk of any change of address and/or telephone number. Candidates failing to so notify may be eliminated.