



CITY OF KETTERING  
DEPARTMENT OF HUMAN RESOURCES

March 2017

Dear Patrol Officer Applicant:

Attached please find the application packet for the position of Patrol Officer. **Included in this packet, you will find the following documents:**

1. Entry-level Patrol Officer Recruitment Brochure
2. City of Kettering Application for Employment
3. Exam Reservation Confirmation
4. Equal Employment Opportunity Statistical Supplement

To participate in this recruitment and be admitted to the written Civil Service examination being administered on **April 29, 2017**, you **must** complete and submit the following documents to our office no later than **5:00 p.m. on April 17, 2017**.

1. City of Kettering Application for Employment
2. Exam Reservation Confirmation
3. EEO Statistical Supplement (optional)

**Submit completed forms to:** Human Resource Department  
Kettering Government Center  
3600 Shroyer Road  
Kettering, OH 45429  
Office hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.  
**Via email:** [kethr@ketteringoh.org](mailto:kethr@ketteringoh.org)  
**Via facsimile:** 937-296-3371

Candidates will be emailed a copy of their exam reservation confirmation form with their ID number prior to the date of the exam. This document must be presented at the examination site.

The examination being administered is the **Ohio Law Enforcement Selection Inventory (OH-Select)**. The *Ohio Select Study Guide* is available to familiarize you with and better prepare you for this exam. It is the responsibility of each applicant to see that they receive a study guide. This Study Guide is available in the Human Resource office. Regular business hours are Monday through Friday 8:00 a.m.-5:00 p.m.

Should you have any questions, please feel free to contact me at 937-296-2446 or by e-mail at [jenny.smith@ketteringoh.org](mailto:jenny.smith@ketteringoh.org).

Attachments

# SELECTION PROCESS

The Civil Service examination process will consist of a written examination. Applicants receiving a passing score on this exam will be notified regarding subsequent phases of processing, which will include:

- Background check (credit, police record, work and personal references, etc.)
- Personal interview
- Polygraph
- Psychological assessment
- Thorough medical examination and assessment of physical capabilities, including Academy minimum physical fitness standards
- Successful completion of a one-year probationary period

NOTE: Any information of a criminal or illegal nature which surfaces during this process will be forwarded to the appropriate enforcement investigative agency for prosecution.

Inability to satisfactorily complete any phase of this process may be cause for elimination from consideration. Failure to appear for any phase may also result in elimination. Because of the nature of the examination, applicants will not be permitted to review the examination afterward.

**Examination Information:** The written exam will be held at **9:00 a.m. on April 29, 2017**. The exam will be held at **Fairmont High School, 3301 Shroyer Road, Kettering, OH 45429**. All applicants must have an application and exam reservation on file with the City by **April 17, 2017**, in order to participate in this exam. In addition to the exam reservation confirmation form, all applicants must bring one of the following documents to the written exam site:

- 1) Driver's license
- 2) Military ID
- 3) Passport
- 4) Other Federal or State issued photo ID

**Applications:** Applications will be accepted Monday-Friday between 8 a.m. and 5 p.m. through April 17, 2017. Obtain application packet from: Human Resource Department, Kettering Government Center, 3600 Shroyer Road, Kettering, OH 45429, Phone 937-296-2446, or download the required application packet from [www.ketteringoh.org](http://www.ketteringoh.org).

Materials may be mailed to out-of-town applicants; however, filing deadlines must be met for consideration.

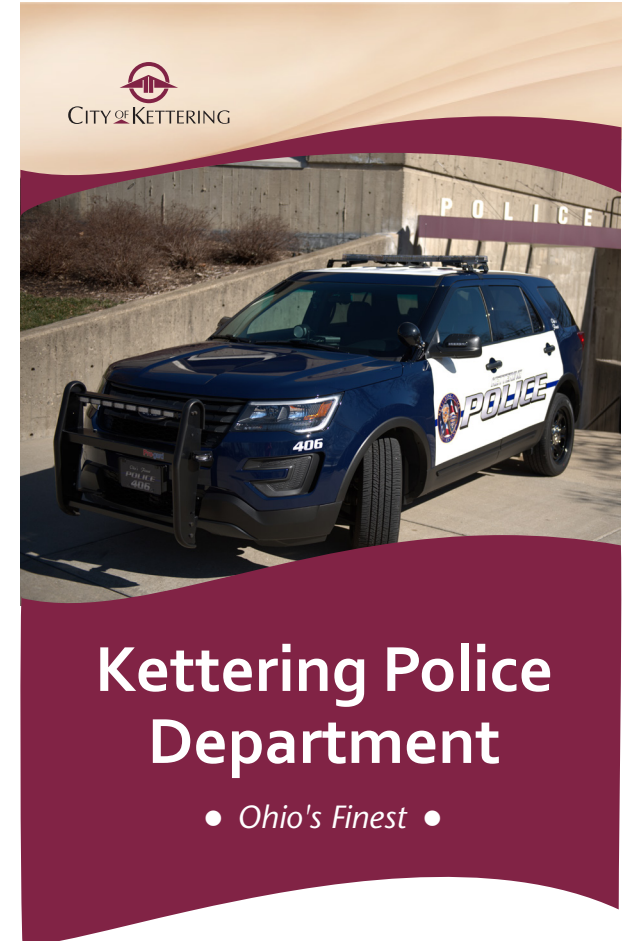
**Lateral entry candidates are encouraged to apply.**



*Striving to uphold  
the honor of Ohio's Finest  
by providing  
the highest quality of service  
with ethics, courage  
and excellence.*



*The City of Kettering is an  
Equal Opportunity Employer*



Invites applications  
for the position of

**Patrol Officer  
(Entry Level)**



## THE CITY

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Kettering, Ohio, a suburban community with a population of more than 56,000, enjoys a reputation for professionalism and innovation in government. The City operates under a Council/City Manager form of government and is the second largest community in the Dayton Metropolitan Area, the birthplace of aviation.

Kettering is home to a rich history of innovation. In fact, the City's namesake is an early resident, Charles F. Kettering, a world-famous inventor and philanthropist. This gifted genius held nearly 200 patents, including those for the electric cash register and automobile self-starter.

Time and time again, citizen satisfaction surveys confirm that Kettering is a community that residents love to call home. From the City's spectacular Fraze Pavilion for the Performing Arts, to its accredited Police Department and jail, exceptional service is the common thread.

Both its public and private schools are known for their excellence. And there's always plenty of community fun in which to take part. An annual highlight is the City's Labor Day "Holiday at Home" parade and festivities.

Kettering is home to an exceptional level of city services and a quality of life enhanced by our public safety outreach, beautiful parks, senior services, volunteer programs, recreation amenities and great outdoor music.

## THE DEPARTMENT

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The Kettering Police Department is responsible for police patrol, criminal investigations, communication center, jail, crime prevention, community relations and animal control. Having a budget of approximately \$14 million, the Department is comprised of 82 sworn officers and 26 civilian employees and enjoys strong support from the community.

The Police Department is one of only a few its size to hold three concurrent awards of accreditation-law enforcement, jail and communications.

The Department has several special programs including the Kettering Safe Senior Program and a Citizen Police Academy. The Department is a committed partner with the community and is dedicated to providing fair and equitable law enforcement services to all.

The Department offers extensive training and career advancement opportunities.

## MISSION STATEMENT

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As a committed partner with the community, the Kettering Police Department strives to uphold the honor of Ohio's Finest by providing the highest quality of service with ethics, courage and excellence.

### KPD Values

#### **Ethics —**

Ethics are our guiding philosophy about right and wrong. Our ethics include justice, integrity, trust, fairness, respect and accountability. These govern our conduct. Ethics allows us to know what is right and just.

#### **Courage —**

Courage is the moral strength and spirit to persevere in the face of fear and adversity. Our courage and ethics enable us to make the right decision.

#### **Excellence —**

Excellence is superior and distinguished performance. Our preeminence in quality and achievement allows us to set a standard of excellence. We achieve excellence through the practice of communication, cooperation, teamwork and self-discipline.

## THE POSITION

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Duties and work requirements consist of preventive patrol, preliminary investigations, and traffic control in designated areas. It may also include a variety of staff assignments, such as criminal investigations, research and development, and community relations.

Duties may involve an element of personal danger and employees must be able to act without immediate and direct supervision, and exercise independent judgment in meeting emergencies. The nature of the work requires irregular schedules, covering all hours of the day, 365 days a year.

Patrol Officers who meet specified service and skill requirements are eligible to compete for promotion to a supervisory position.

Applicants should be of exemplary character and be able to demonstrate traits that are consistent with the mission and values of the Kettering Police Department.

## QUALIFICATIONS

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**Education Requirements** — At the time of appointment, candidates must have an Associate's Degree from an accredited college or university OR the equivalent college credits and be actively enrolled in a Baccalaureate Degree Program.

**Physical Condition** — Must be physically capable of performing essential police duties and pass a thorough medical examination, which may include meeting Academy minimum physical fitness entrance standards as required by Ohio Peace Officer Training Commission (O.P.O.T.C.); and a drug screening.

**Ohio Operator's License** — Appointee must possess or obtain a valid State of Ohio Operator's License.

**U.S. Citizen** — Must be a United States citizen at time of appointment or have a valid permanent residency card. Candidates must be at least 21 years of age at the time of appointment.

## SALARY AND BENEFITS

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Salary range is \$30.89 per hour (\$64,251 per year) to \$41.71 per hour (\$86,757 per year) with entry rate dependent upon experience and training. Extensive fringe benefits include medical and dental insurance, life insurance, attractive retirement plan under the Ohio Police and Fire Pension Fund, paid holidays, vacation leave and sick leave.

## MORE INFORMATION

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Civil Service eligible lists are generally used for a minimum of one year, with the potential of two separate six-month extensions. Unless otherwise specified, candidates not chosen during one recruitment are not necessarily excluded from further consideration and may participate in future recruitments. Lateral Entry candidates are encouraged to apply. More information about the Police Department and the City of Kettering can be found on the Internet at: [www.ketteringoh.org](http://www.ketteringoh.org).



# KETTERING POLICE DEPARTMENT



*Ethics*

*Courage*

*Excellence*

## BENEFITS

- Accrued Vacation/Sick/Compensatory Time
- Shift Differential
- Tuition Reimbursement
- Paid Overtime for Court Attendance
- Paid Academy (if necessary)
- Ohio Police and Fire Pension Plan
- Equipment Provided/Uniform Allowance
- Wellness Program
- Medical/Dental/Vision/Life Insurance
- Five Personal Leave Days
- Ten Paid Holidays Per Year

## CAREER ADVANCEMENT

### SPECIALIZED UNITS

- Bike Patrol
- Canine Unit
- Community Relations Unit
- Crash Reconstruction Unit (AIT)
- Crisis Negotiation Team
- Evidence Technician
- Field Training Officer Program
- Investigations Unit/Detective Section
- Motorcycle Unit
- Narcotics Unit
- Personnel and Training Unit
- School Resource Officers
- SWAT

## 2017 PAY SCALE

- Starting Annual: \$64,251
- Maximum with Degree: \$86,757



## SELECTION PROCESS

The Entry Patrol Officer hiring process will consist of the following:

- Application Packet
- Civil Service Examination
- Oral Board Interview
- Polygraph Examination
- Background Investigation
- Executive Board Interview
- Conditional Offer of Employment
- Physical/Drug Screen/Stress Test/Psychological Assessment

## QUALIFICATIONS

- Education: At the time of appointment, must have an Associate's Degree from an accredited college or university OR the equivalent college credits and be actively enrolled in a Baccalaureate Degree Program.
- Possess or obtain a valid State of Ohio Operator's License.
- Must be 21 years of age and a United States citizen at time of appointment or have a valid permanent residency card.
- Physical Condition: Must be physically capable of performing essential police duties and pass a thorough medical examination, which may include meeting Academy minimum physical fitness entrance standards as required by Ohio Peace Officer Training Commission (O.P.O.T.C.); and a drug/alcohol screen

### Information or Questions

Please contact Human Resources at [ketthr@ketteringoh.org](mailto:ketthr@ketteringoh.org) or 937-296-2446 or the Personnel and Training Unit of the Kettering Police Department at [kettering.police@ketteringoh.org](mailto:kettering.police@ketteringoh.org) or 937-296-2578. You may also complete a Job Interest card on the Human Resource Department webpage at [www.ketteringoh.org](http://www.ketteringoh.org).

The City of Kettering is an Equal Opportunity Employer



CITY OF KETTERING

# Application for Employment

Full-Time \_\_\_\_\_

Part-Time \_\_\_\_\_

Temporary \_\_\_\_\_

POSITION: \_\_\_\_\_

BASIC EMPLOYMENT DATA			
A. GENERAL INFORMATION			
Name: _____			
Address: _____			
	City	State	Zip Code
Phone No. _____	Work Phone No. _____		
Cell/Other _____	E-Mail Address _____		
Social Security No. _____			
Military Service? YES _____ NO _____ (If yes, indicate branch, inclusive dates of service and rank at discharge.)			
_____			
Do you have a valid Ohio Driver's License? YES _____ NO _____ (If yes, indicate type of license.)			
Operator's _____ Commercial Driver's License _____			
State here any additional information required to answer the above questions adequately or that you feel would be helpful for pre-employment inquiry. _____			
_____			
Are you related to any City employee? YES _____ NO _____ If so, who is the City employee or part-paid volunteer firefighter and what is the relationship? _____			
Are you a minor (under 18) child or stepchild of a current City of Kettering employee or part-paid volunteer firefighter? YES _____ NO _____			
If yes, name of employee or part-paid volunteer firefighter _____			

B. EDUCATION AND TRAINING													
Circle the highest school grade completed.													
	<u>High School</u>					<u>College</u>							
	9	10	11	12		13	14	15	16	17	18	19	20
Degrees obtained or areas of study: _____													
List any job-related schools attended or vocational training received: _____													
_____													

**C. PAST WORK EXPERIENCE  
(List most recent first)**

Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
<b>Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.</b>					

**D. REFERENCES  
(Relatives are not acceptable references)**

Name & Title	Occupation	Address	Phone
1.			
2.			
3.			
4.			

**CERTIFICATION:** I hereby certify that all the information I have provided on BOTH SIDES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any omissions or misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Kettering.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**EQUAL OPPORTUNITY EMPLOYER**

As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.

**EXAM RESERVATION CONFIRMATION****ID NUMBER:**

EXAMINATION TITLE:	DATE OF EXAMINATION:	TIME OF EXAMINATION:	
PRINT YOUR FULL NAME	FIRST NAME	INITIAL	LAST NAME
ADDRESS: _____			
(STREET)			
(CITY)		(STATE)	(ZIP CODE)
RESIDENCE PHONE: _____	CELL PHONE: _____		
<p>ÖT <del>ÖS</del>: _____</p>			
<p>THIS IS TO CERTIFY THAT I, THE UNDERSIGNED, AM THE PERSON WHOSE NAME AND ADDRESS APPEAR ABOVE.</p> <p>SIGNATURE: _____</p>			

P13-020

**EXAM RESERVATION CONFIRMATION****ID NUMBER:**

EXAMINATION TITLE:	DATE OF EXAMINATION:	TIME OF EXAMINATION:	
PRINT YOUR FULL NAME	FIRST NAME	INITIAL	LAST NAME
ADDRESS: _____			
(STREET)			
(CITY)		(STATE)	(ZIP CODE)
RESIDENCE PHONE: _____	CELL PHONE: _____		
<p>ÖT <del>ÖS</del>: _____</p>			
<p>THIS IS TO CERTIFY THAT I, THE UNDERSIGNED, AM THE PERSON WHOSE NAME AND ADDRESS APPEAR ABOVE.</p> <p>SIGNATURE: _____</p>			

P13-020



**EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL SUPPLEMENT**

**PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.**

**Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please DO NOT place your name on this form. THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.**

<p><b>1. Position:</b></p> <p>_____ Patrol Officer _____</p> <p>___ Full-time ___ Part-time ___ Temporary</p>	<p><b>2. Date of Application:</b></p> <p>___/___/___ mo day year</p>	<p><b>3. Gender:</b></p> <p>___ M ___ F</p>
<p><b>4. Race or Ethnic Origin:</b></p> <p>___ <b>White (not of Hispanic Origin)</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>___ <b>Black (not of Hispanic Origin)</b> A person having origins in any of the Black racial groups of Africa.</p> <p>___ <b>Hispanic</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p>___ <b>Asian or Pacific Islander</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p>___ <b>American Indian or Alaskan Native</b> A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p> <p>___ <b>Other (Two or More Races)</b> A person who identifies with two or more of the above race/ethnicity categories.</p>		

**PLEASE RETURN TO:**

City of Kettering  
Human Resource Department  
3600 Shroyer Road, Kettering, OH 45429  
FAX: 937-296-3371