



CITY OF KETTERING
DEPARTMENT OF HUMAN RESOURCES

January 2019

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 Brochures
2. City of Kettering Application for Employment (including Background Release Form)
3. Exam Reservation Confirmation
4. Map of Fairmont High School
5. Equal Employment Opportunity Statistical Supplement

To participate in this recruitment and be admitted to the written Civil Service examination being administered on **March 9, 2019 at 9:00 am or March 12, 2019 at 6:30 pm**, you **must** complete and submit the following documents to our office no later than **5:00 p.m. on March 1, 2019**.

Please note: You may participate on only one of the two examination dates.

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

Submit completed forms to: Human Resource Department
Kettering Government Center-North Building
3600 Shroyer Road
Kettering, OH 45429
Office hours: Monday – Friday, 8:00 am to 5:00 pm
Via email: ketteringhumanresources@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 exams. 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 am-5:00 pm (Holidays excluded).

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

Attachments



KETTERING POLICE DEPARTMENT



Ethics

Courage

Excellence



SALARY & BENEFITS

2019 Minimum Annual: \$67,496
Max with Degree: \$91,146

2020 Minimum Annual: \$69,181
Max with Degree: \$93,434

- Comprehensive Health, Dental and Vision Plans
- Accrued Vacation, Sick and Compensatory Time (240 Hours Comp Max)
- 10 Paid Holidays and 40 Hours Paid Personal Leave per year
- 10-Hour Patrol Shifts
- Paid Academy (if necessary) and Tuition Reimbursement
- Paid Overtime per Court Appearance (4 Hours Paid Minimum)
- Ohio Police and Fire Pension Plan
- Deferred Compensation Plans
- Employee Wellness Program w/ Access to City of Kettering Recreation Facilities
- All Equipment and Uniforms Provided Upon Hire
- Annual Paid Uniform Allowance and Shift Differential

PROFESSIONAL DEVELOPMENT

- Special Response Team (SWAT)
- Criminal Investigations (Detective) Unit
- Vice, Narcotics and Organized Crime Unit
- K-9 Unit
- Bike Patrol and Motorcycle Unit
- Accident Investigation/Reconstruction Team (AIT)
- Hostage/Crisis Negotiation Team (HNT)
- Evidence Technician Unit
- Field Training Officer Unit
- School Resource/Community Relations Unit (SRO)
- Personnel and Training Officer
- Public Information Officer
- Crisis Intervention Team (CIT)

SELECTION PROCESS

The Patrol Officer hiring process consists of the following:

- Civil Service Written Exam
- Oral Board Interview
- Polygraph and Background Investigation
- Executive Staff (Chief's) Interview
- Conditional Offer of Employment
- Post-Conditional Polygraph, Psychological, Medical/Physical/Drug/Alcohol Screen
- Pre-Academy Physical Fitness Test* (1.5 mile run, Push-ups, Sit-ups)
**Only required for candidates in need of attending a Basic Peace Officer Training Academy*
- Final Offer of Employment

MINIMUM QUALIFICATIONS

- Education: At time of appointment, must have obtained credit hours equivalent to an Associate Degree (60 semester hours / 90 quarter hours) from an accredited college or university.
- Physical Condition: Must be physically capable of performing essential police duties and pass a thorough medical examination, which may include meeting Academy physical fitness entrance standards as required by the Ohio Peace Officer Training Commission (O.P.O.T.C.); and a drug/alcohol screen.
- Possess or obtain a valid State of Ohio Operator's License.
- Must be 21 years of age and must be eligible to work in the United States at the time of appointment.
- **Lateral Entry:** Candidates who possess an O.P.O.T.C. certificate or equivalent peace officer certificate in another state, and have been employed as a full-time peace officer within the last calendar year from due date of application, may be hired in at a higher pay step. Lateral Entry candidates must also meet the requirements listed above.
- All candidates, regardless of experience are ranked on the eligibility list by order of their test score on the written exam.

Information or Questions

Please contact Human Resources at
ketteringhumanresources@ketteringoh.org or 937-296-2446
or the KPD Personnel & Training Unit at
join.kpd@ketteringoh.org or 937-296-2578.

The City of Kettering is an Equal Opportunity Employer

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 the process, which will include:

- Background check including but not limited to (credit, criminal history, work and personal references, etc.)
- Personal interview
- Polygraph
- Psychological assessment
- Thorough medical examination and assessment of physical capabilities, including passage of Academy minimum physical fitness standards

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 written examination, applicants will not be permitted to review the examination afterward.

Examination Information: Two written examination dates are being offered, **March 9, 2019 at 9:00 a.m. and March 12, 2019 at 6:30 p.m.** The exams will be held at **Fairmont High School, 3301 Shroyer Road, Kettering, OH 45429** and candidates may participate on only one of the exam dates. All applicants must have an application and exam reservation on file with the City by **5:00 p.m. on March 1, 2019**, 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 or
- 2) Military ID or
- 3) Passport or
- 4) Other Federal or State issued photo ID

Applications: 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. Applications will be accepted Monday – Friday between 8 a.m. and 5 p.m. through March 1, 2019.

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*



Kettering Police Department

• Ohio's Finest •

Invites applications
for the position of

Patrol Officer
(Entry Level)

Lateral entry candidates
encouraged to apply.



THE CITY

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 Frazee Pavilion for the Performing Arts, to its accredited Police Department 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

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 84 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

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

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 addressing 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.

MINIMUM QUALIFICATIONS

Education Requirements — At time of appointment, must have obtained credit hours equivalent to an Associate Degree (60 semester hours / 90 quarter hours) from an accredited college or university.

Physical Condition — Must be physically capable of performing essential police duties and pass a thorough medical examination, where applicable, candidate must meet Academy minimum physical fitness entrance standards as required by Ohio Peace Officer Training Commission (O.P.O.T.C.); and a drug/alcohol screening.

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

U.S. Citizen — Must be eligible to work in the United States at time of appointment. Candidates must be at least 21 years of age at the time of appointment.

SALARY AND BENEFITS

Salary range for 2019 is \$32.45 per hour (\$67,496 per year) to \$43.82 per hour (\$91,146 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

Civil Service eligibility 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, if still on the eligibility list. **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.



CITY OF KETTERING

Application for Employment

POSITION: _____

Full-Time _____
Part-Time _____
Temporary _____

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: _____					
Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.					

**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.



CITY OF KETTERING

BACKGROUND RELEASE FORM

PLEASE PRINT CLEARLY

NAME: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ PHONE #: _____

DATE OF BIRTH: _____ PLEASE CHECK IF YOU ARE UNDER THE AGE OF 18

DRIVER'S LICENSE #: _____ STATE*: _____ EXP. DATE: _____

*Applicants with out-of-state driver's licenses must provide a copy of a current driving record prior to employment.

TYPE OF LICENSE: OPERATOR'S COMMERCIAL (CDL)

I authorize the City of Kettering and any investigative or credit agency of its choice, to investigate my personal history, character and general reputation as it substantially relates to the duties and responsibilities of the position for which I am applying, which may include my driving, safety inspection, arrest, conviction, financial and credit record, verification of my education and employment history, a social media search, a fingerprint background check and a search of any public record available. These reports may be obtained at any time after receipt of my authorization and, if hired, throughout my employment with the City of Kettering.

I authorize any reference, school, former employer, military organization, police department, other person or agency to disclose to the City of Kettering or its agent, upon request, any information or records they may have about me, and I release them from all liability for disclosing such information to the City of Kettering.

I authorize the City of Kettering to obtain or cause to be prepared a consumer report or an investigative consumer report, which may include information as to my financial and credit history, character, general reputation, personal characteristics, or mode of living, in connection with my application for employment.

Applicant Signature _____ Date _____

Parent/Guardian Signature if Applicant is under 18 years of age _____ Date _____

Internal Use Only

On Hold

DATE: _____ BACKGROUND NEEDED BY: _____ EXPECTED HIRE DATE: _____

DEPT: _____ POSITION: _____ HIRING SUPERVISOR: _____

BACKGROUND CHECK LEVEL:

FT Public Safety PTFE PT TEMP CDL CREDIT STATE FINGERPRINT FED FINGERPRINT

Credit check: Positions with access to sensitive financial or personal data or at discretion of HR or Finance Dir.
State fingerprint: Positions with unsupervised direct access to vulnerable populations (minors/seniors); and/or sensitive data.
Fed. fingerprint: Directors and/or candidates who have not lived in OH for the past 5 years.
*All background check requirements may be modified at the discretion of the Human Resources Department.

BACKGROUND COMPLETED BY: _____ DATE: _____

Approved Not Recommended for Hire
Signature/Date: _____ Signature/Date: _____

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: _____			
NOTES: _____				
THIS IS TO CERTIFY THAT I, THE UNDERSIGNED, AM THE PERSON WHOSE NAME AND ADDRESS APPEAR ABOVE.				
SIGNATURE: _____				



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.**

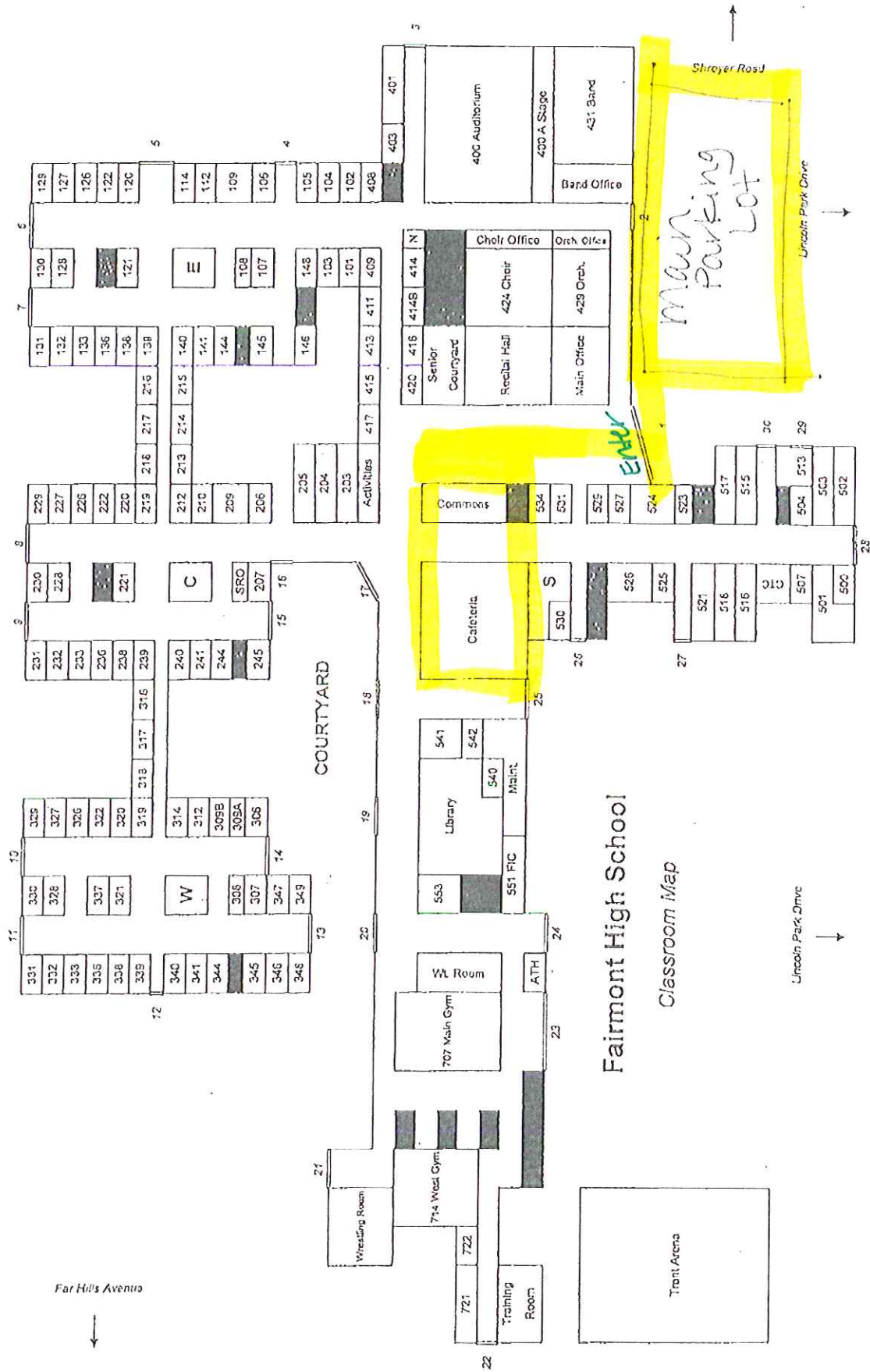
1. Position: _____ Patrol Officer ___ Full-time ___ Part-time ___ Temporary	2. Date of Application: ____/____/2019 mo day year	3. Gender: ___ M ___ F
4. Race or Ethnic Origin: ___ White (not of Hispanic Origin) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. ___ Black (not of Hispanic Origin) A person having origins in any of the Black racial groups of Africa. ___ Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. ___ Asian or Pacific Islander 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. ___ American Indian or Alaskan Native A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. ___ Other (Two or More Races) A person who identifies with two or more of the above race/ethnicity categories.		

PLEASE RETURN TO:

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

Fairmont High School
 3301 Shroyer Road
 Kettering, Ohio 45429

CITY OF KETTERING PATROL OFFICER EXAMINATION
 SATURDAY, MARCH 9, 2019 AT 9:00 AM OR TUESDAY, MARCH 12, 2019 AT 6:30 PM



Fairmont High School
 Classroom Map