



May, 2021

The City of Kettering is offering an opportunity to participate in a **Patrol Officer Examination**. The examination will be held virtually. Candidates are required to submit application materials by **5:00 p.m. on May 17, 2021**. All candidates who meet minimum qualifications will receive an email with further instructions regarding the virtual examination such as how to log on to schedule their date and time as well as minimum technology requirements. For those candidates who do not have the required technology, other arrangements will be made. It is anticipated that all examinations will be completed by June 2, 2021.

At the time of appointment, candidates must have obtained credit hours equivalent to an Associate's Degree (60 semester hours / 90 quarter hours) from an accredited college or university; **or** must possess a current Ohio Peace Officer Training Commission (O.P.O.T.C.) peace officer certificate or equivalent peace officer certification in candidate's current state of residency; **or** must have two years of active military service or equivalent years of service in the Reserves or National Guard (active duty or reserves) with a satisfactory service record or honorable discharge; **and** 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 pass a drug/alcohol screen. Additionally, candidates must possess or obtain a valid State of Ohio Operator's License; be 21 years of age; and must be eligible to work in the United States. **Lateral entry candidates who meet the requirements listed above are encouraged to apply** and those 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 virtual written exam.

The application packet for the position of Patrol Officer is attached. To participate in this virtual written Civil Service examination, you **must** complete and submit the following documents no later than **5:00 p.m. on May 17, 2021**.

1. City of Kettering Application for Employment (Including Background Release Form)
2. 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 a.m. to 5:00 p.m.
Via email: ketteringhumanresources@ketteringoh.org
Via facsimile: 937-296-3371

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

Attachments

EQUAL OPPORTUNITY EMPLOYER



CITY OF KETTERING



POLICE DEPARTMENT PATROL OFFICER EXAMINATION



Ethics

Courage

Excellence

SALARY & BENEFITS

Current Minimum Annual: \$69,181

Maximum 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 Ohio equivalency training (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 Exam
- Oral Board Interview
- Polygraph and Background Investigation
- Executive Staff (Chief's) Interview
- Conditional Offer of Employment
- Post-Conditional Polygraph, Psychological Evaluation, Physical/Drug/Alcohol Test
- Final Offer of Employment



MINIMUM QUALIFICATIONS

Experience —

- At the time of appointment, candidates must possess a current Ohio Peace Officer Training Commission (O.P.O.T.C.) peace officer certificate or equivalent peace officer certification in candidate's current state of residency; **or**
- At the time of appointment, candidates must have obtained **credit hours equivalent to an Associate Degree** (60 semester hours/90 quarter hours) from an accredited college or university; **or**
- At the time of appointment, candidates must have **two years** of active military service or equivalent years of service in the Reserves or National Guard (active duty or reserves) with a satisfactory service record or honorable discharge.

Physical Condition — Must be physically capable of performing essential police duties and pass a thorough medical examination and drug/alcohol screen. Candidates who are required by O.P.O.T.C. to attend a Police Academy may be required to meet Academy minimum physical fitness entrance standards as required by O.P.O.T.C.

Ohio Operator's License — Appointee must possess, obtain and maintain a valid State of Ohio Operator's License.

U.S. Citizen — Must be 21 years of age and eligible to work in the United States at 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



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.

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 PTFP 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: _____



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: ____/____/2021 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