



# WEST CARROLLTON POLICE DEPARTMENT



Douglas M. Woodard, CLEE  
Chief of Police

## POLICE PATROL OFFICER ENTRY May 15, 2018

### **DUTIES AND WORK REQUIREMENTS:**

Work normally consists of preventive patrol, criminal investigations, and traffic control, but may also include other related assignments as required. Duties may involve an element of personal danger and employees must be able to act without immediate and direct supervision while exercising independent judgment in response to emergencies. The nature of the work requires that the employee work irregular schedules, including holidays and weekends, and in all climatic conditions. Specific work assignments are made by a Sergeant or other Police Supervisor.

### **CAREER OPPORTUNITIES:**

Patrol Officers who meet specified service and skill requirements are eligible to compete for promotion to a supervisor position, if available.

### **SALARY AND BENEFITS:**

Salary range is \$26.90 – \$32.92 per hour, with entry rate dependent upon experience, training and all applicable qualifications. Extensive fringe benefits include medical care insurance, life insurance, accidental death and dismemberment insurance, attractive retirement plan under the Police and Fireman's Disability and Pension Fund of Ohio, paid holidays, vacation leave, personal leave, and sick leave privileges.

### **REQUIREMENTS:**

Successful candidates must satisfactorily complete the following minimum requirements prior to the selection process.

1. Age Requirements – Must be 21 years of age at time of application.
2. Physical Condition – Must be physically capable of performing all police duties. (Candidates must eventually pass a thorough medical examination which includes a drug screening).



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3. Ohio Operator's License – Appointee must possess or obtain a valid State of Ohio Operators License for driving a motor vehicle.
4. State Certification –
  - a. Ohio Candidates – Must possess an Ohio Peace Officer Training Council (O.P.O.T.C.) Basic Police Certificate or satisfy all training requirements, as determined by the O.P.O.T.C., at the time of appointment.
  - b. Out of State Candidates – To receive final consideration, candidates must be evaluated on their previous training by the O.P.O.T.C. Candidates will be given an Ohio Update Certification Information Form for evaluation during the evaluation process. Candidates must complete any supplementary training at a State approved and certified training academy prior to appointment.
5. Education Requirements – At the time of appointment, candidates must have a high school diploma, GED, or its equivalent. College education from an accredited college or university is preferred.
6. Vision – Candidates must have at least 20/100 vision correctable to 20/20 at the time of appointment and cannot be color blind.

### **SELECTION PROCESS:**

The selection process will consist of:

Completing and Passing National Testing Network, Inc  
[www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).

Completing a comprehensive personal history questionnaire and application (resumes are desirable but not acceptable as a substitute document).

Top candidates will be asked to participate in subsequent phases which include:

Group Oral Interview;  
Background Investigation;  
Two Polygraph Examinations;  
Psychological and Behavioral Assessment;  
Physical/Medical Exam, with drug screen;  
Oral Interview; and  
Final Interviews

Inability to successfully complete any phase of this process (or two psychological instruments) may also be cause for elimination from consideration, except that candidates will not be dropped from consideration based on the results of one psychological instrument. Failure to appear for any phase may also result in elimination. Successful candidates must complete a one year probationary period with the West Carrollton Police Department, which is a continuation of the hiring process.

## **POLYGRAPH AND PSYCHOLOGICAL/BEHAVIORAL ASSESSMENT:**

Candidates are not eliminated based on the unfavorable results of any one psychological testing instrument. Admissions and other information may be used or verified in the background investigation or interview process. The psychological assessment consists of a number of written tests, self-assessments, and oral interviews with the psychologist collectively which lasts about four hours.

The polygraph security clearance examinations usually last about two and one half hours and covers the following areas:

- Employment Information;
- Medical History;
- Financial History;
- Gambling;
- Use of Alcohol;
- Use of Drugs;
- Criminal Activity;
- Deviant/Criminal Sexual Behavior;
- Personal Data;
- Basic Honesty;
- Subversive Activity;
- Conduct as an Enforcement Officer;
- Security Agent; and/or
- Corrections Officer

## **APPLICATIONS:**

The expected duration of the selection process is approximately three months.

The City of West Carrollton allows re-application, re-testing, and re-evaluation of candidates not appointed to probationary status unless the condition(s) which previously eliminated them from appointment are of a nature that other rejection is assured (i.e., extensive criminal background, disabling physical or mental conditions, etc.). Due to the infrequency of recruiting efforts, there are no limitations to re-applications.

Candidates must complete an application and questionnaire that will be provided upon passing the National Testing Network test by no later 3:00 pm on June 18, 2018. Minority applicants are encouraged to apply.

Human Resource Department  
West Carrollton Civic Center  
300 East Central Avenue  
West Carrollton, OH 45449  
(937) 847-4633

The West Carrollton Police Department offers full testing services for the position of police officer through National Testing Network, Inc. To fill out an application and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Law Enforcement and sign up for the West Carrollton Police Department.

What to expect at the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Completion of an application process
- Review all information related to the West Carrollton Police Department police officer position, including minimum requirements, salary and benefits.
- Detailed information about the testing process for both the entry level test and PAT testing.
- Opportunity to take online practice tests at [www.frontlinetest.com](http://www.frontlinetest.com).
- Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays.
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the entry level exam, all candidate scores are automatically forwarded to the West Carrollton Police Department. Candidates who attain a passing score on the entry level be placed on the department's eligibility list. West Carrollton Police Department will contact candidates on the list and will invite them to continue to participate in other stages of the department selection process.

National Testing Network is a service provided to conduct entry level testing and PAT testing in a standardized, professional environment. National Testing Network does not replace the West Carrollton Police Department's responsibility and decision making in the testing process. All candidate results are provided to West Carrollton Police Department where the final decisions are made.