



CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **POLICE OFFICER**

<u>Written Examination Date:</u>	September 14, 2017
<u>Written Exam Location:</u>	Roosevelt High School - Cafeteria 1400 N Mantua St. Kent, Ohio 44240
<u>Written Examination Start Time:</u>	6:00 pm
<u>Starting Wage:</u>	\$24.06 /hour

Examination will be used to establish an eligible list to fill vacancies for the position of Police Officer with the City of Kent Police Department.

An application fee of **\$10.00** must be submitted at time of application. Personal checks, cash, and money orders to cover the application fee will be accepted. Checks and money orders should be made payable to the "City of Kent."

Application: Applications and information are available Monday through Friday from 8:00 am to 4:00 pm at the City of Kent Service Administration Complex, 930 Overholt Rd., Kent, Ohio (at the fork in the road at Cherry and Overholt). Both application and information are also available on the City of Kent's web site: http://www.kentohio.org/boards/civil_service.asp or Kent Police Department's web site: <http://www.kentpd.org>.

Application Deadline: A completed Civil Service application must be submitted by **Thursday, September 7, 2017 3:00 pm**. Applications may also be emailed with a cover letter to mooref@kent-ohio.org *Please note:* that in the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission.

Responsibility: Under general supervision, enforces laws and ordinances, maintains order, prevents crime, makes arrests; performs related work as required.

Examination Process: The Police officer examination will consist of a written test to be administered on **Thursday, September 14, 2017 at 6:00 pm.** In order to be ranked on the eligible list, you must pass the examination process with a minimum passing score of 70%. The examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting.

Typical Tasks (Illustrative Only): Patrols an assigned area on foot or in a vehicle; checks stores, businesses, houses, or other premises for fire, burglary, and other disturbances; investigates and reports suspicious or unsafe conditions. Responds to complaints of criminal occurrences, hazardous conditions, or breaches of the peace; submits reports or investigations of criminal or non-criminal matters; conducts continuing or follow-up investigations on reported incidents; conducts general patrol for detection and prevention of criminal acts. Observes traffic hazards and conditions and acts or recommends with corrections for their abatement; investigates traffic accidents; administers first aid; enforces traffic and parking codes; assists motorists with stalled vehicles; directs traffic; observes and reports unsafe conditions throughout the City. Makes arrests for violations of laws or ordinances; prepares and files necessary court forms and papers; testifies in court; transports prisoners to police station, court, or jail; registers and books prisoners; detains and locates treatment for hazardous or self-endangering individuals; locates lost persons. May be assigned administrative duties such as special record maintenance, procedure or rule development; assists in preparation of administrative reports, may analyze report information to enhance enforcement, investigative, or safety efforts; may assist in the training of new personnel; may perform technical or specialized duties as assigned; operates and maintains departmental equipment; may assist with supervisory tasks during supervisor's absence; attends training and/or instructional meetings; performs other related law enforcement duties as assigned; cooperates with other governmental or law enforcement agencies; may be called in at any time for emergency duties.

Necessary Knowledge, Skills, and Abilities: Ability to deal effectively and courteously with others; ability to see and hear to accurately observe situations; ability to analyze and record scenarios analytically and objectively; ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies; ability to express oneself clearly and concisely, orally, and in writing; ability to understand and interpret laws, ordinances, and regulations so as to enforce them with firmness, tact, and impartiality; ability to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment.

Minimum Qualifications: Must possess a high school diploma or equivalent. Must be a United States citizen. Must have attained twenty-one (21) years of age at the time of appointment. Any combination of training and experience which indicates possession of the knowledge, skills, and abilities listed above.

Special Requirements: Incumbent must be a licensed driver with a good driving record as evidenced by insurability as determined by the City of Kent's motor vehicle insurance carrier; free of felonious driving convictions, or six (6) point Bureau of Motor Vehicle's administrative actions within the past three years; and eligible to obtain an Ohio driver's license within thirty (30) days of appointment to the position. Must be able to maintain a good driving record at all times. Incumbent is expected to keep himself/herself in physical condition sufficient to engage in strenuous physical activity, involving lifting, strength, endurance, or flexibility. Incumbent

must have no felonious convictions for any offense of violence, nor any undetected criminality for which criminal liability may still invoke; no first or second degree misdemeanor or offense of violence convictions over the past five years.

Essential Job Functions: The functions specified below are the fundamental job duties which an employee must be able to perform based on supervisory/incumbent interviews relative to the purpose of this position; the availability of others to perform the function; and/or the serious nature of the consequences of not requiring the incumbent to perform the function.

Physical Requirements:

The majority of work is done while sitting with intermittent periods of standing and walking. Requirements include:

- Ability to communicate information both orally and in writing.
- Ability to run, walk, stand, or sit for extended or intermittent periods of time.
- Ability to listen, comprehend, and respond to discussions involving either one-on-one or group settings.
- Ability to remain alert and watchful during assigned duty hours.
- Ability to transport individuals, paperwork, or material evidence for short distances which may involve climbing stairs.
- Ability to address groups of assorted sizes in diverse settings.
- Ability to withstand extremes of climate exposure and potential exposure to health and safety hazards.
- Ability to demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 pounds and performing such functions as lifting, pulling, or pushing.
- Ability to operate job-related equipment, including a motor vehicle, while performing multiple tasks such as radio operations, observation, and note-taking.
- Ability to distinguish frequencies and sound sources.
- Ability to make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception.
- Sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, cameras, etc.
- Ability to affect physical restraint of angry or violent people.
- Ability to pass and maintain the standards of the department's general fitness examination as it relates to the essential functions of the position.

Mental Requirements:

The position involves investigative skills which demand accurate and effective mental activity. Requirements include:

- Ability to make decisions with limited information.
- Ability to logically order information to report or to react to a given situation which may include serious consequences.
- Ability to inspire the trust and confidence of others under stress.
- Ability to cope with and diffuse situations involving angry or difficult people.
- Ability to operate in the absence of clear expectations, precedence, or procedures.
- Ability to concentrate on a given task for extended periods of time.
- Ability to perform basic math functions (e.g., add, subtract, multiply, and divide whole numbers, fractions, and decimals, and to calculate percentages).

- Ability to compute job-related formulas in order to accurately measure distances and complete investigations.
- Reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature.
- Ability to prioritize work loads while coordinating multiple demands.
- Ability to visualize scenarios when presented as written plans or oral instructions.
- Ability to compare letters, numbers, or patterns quickly and accurately.
- Ability to demonstrate mature judgment and reasoning at all times.

Special Exam Credits: Candidates shall be required to attain a passing score as prescribed by the Civil Service Commission on the written examination in order to receive special examination credit. Special credit will be awarded for military service, Associate Degrees, Bachelor's Degrees, Ohio Basic Peace Officer Training Council Certification, or prior employment as a State of Ohio Police Officer (as defined in the Ohio Revised Code). Aggregate credit for all special credits shall **not** exceed twenty (20) percent.

- *Prior Employment as a State of Ohio Police Officer:* Applicants who have been employed as a State of Ohio Police Officer (as defined in the Ohio Revised Code) and possessed valid Ohio Basic Peace Officer Training Council Certificate during that employment are eligible for a five (5) percent credit. Proof of certificate at that time must be submitted with your application in order to receive the added credit to your passing written examination score.
- *Associate Degree:* Applicants possessing this degree from an accredited college or university are eligible for a five (5) percent credit toward the passing examination score. A copy of your transcripts or diploma must be submitted with application showing you have received this degree in order to receive the added credit to your passing written examination score.
- *Bachelor's Degree:* Applicants possessing a Bachelor's degree from an accredited college or university are eligible for ten (10) percent credit toward the passing examination score. A copy of your transcripts or diploma must be submitted with application showing you have received this degree in order to receive the added credit to your passing written examination score.
- *Ohio Basic Peace Officer Training Council Certificate:* Applicants possessing a valid certificate for Ohio Basic Peace Officer Training Council Certificate are eligible for twenty (20) percent credit toward the passing examination score. Please note that this certificate must remain valid throughout the duration of the eligible list. In order to receive this credit, this document must be submitted at the time of filing the application.

Credit for Military Service: Applicants who have been honorably discharged from active duty in the armed forces of the United States are eligible to receive additional credit of 20% of their composite score only after a passing score has been attained. A copy of the applicant's honorable discharge, the DD-214, **MUST BE SUBMITTED** with the Civil Service Application.

Please note that military status is no longer part of the Civil Service Application. Consequently, if you have military status that qualifies you for additional (extra) credit, you may volunteer this information to the Civil Service Commission. Any records or copies of records you produce to establish this credit will not be kept in the Civil Service Commission Office. They will be held by the City of Kent's Human Resources Office until they are no longer needed. They will then be returned or destroyed.

Special Notes: In order to receive special exam credit on the Police Officer Written Examination, copies of ALL applicable supporting documentation ***MUST*** accompany the Civil Service application.

Police Officer Written Examination admission forms will be mailed to all applicants who filed an application with the Kent Civil Service Commission by **Thursday, September 7, 2017 3:00 pm**. Duplicate Written Examination admission forms shall also be issued at the exam site to those applicants who did not receive their admission forms in the mail at the address provided on the application or for various other reasons applicants are unable to produce an admission form but have a Police Officer application on file with the Kent Civil Service Commission for the Police Officer Written Examination to be administered on **Thursday, September 14, 2017 at 6:00 pm**.

Physical Fitness Assessment: Top qualifying candidates will be invited to participate in the physical fitness assessment. Qualifying candidates will be notified of the time and location of the assessment. Also available with the application is the following additional information pamphlet: ***“Kent Police Physical Fitness Test”*** for Police Officer candidates.

Accommodation for Testing: Persons requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, genetics, or military status in accordance with applicable federal, state, and local laws.

MISSION STATEMENT

The mission of the Kent Police Department is to serve and protect the persons and property in the City of Kent. We strive to create and promote partnerships with our community through education and collaboration. We apply the law consistently while professionally interacting with the public.



Kent Police Physical Fitness Test

The physical fitness testing methods of the Kent police department demonstrate the physical strength and cardiovascular demand a police officer may require during a task, and are practical applications to the physical job tasks an officer may be required to perform safely and effectively.

Vertical Jump

The first test will be the vertical jump. This test assesses jumping or explosive power of the lower body. Police officers may need to perform quick, maximal full body movements such as a jumping task. Participants will stand next to a telescoping pole with both feet placed on the ground and reach up as high as possible to mark his or her standard reach. With both feet on the ground, a maximal jump and reach to the highest point possible will be performed. The best of three trials will be recorded.

Bench Press/Leg Press

The second test will assess muscular strength. One-repetition (1-RM) maximum bench press and leg press will then be completed to determine muscular strength, which is defined as the maximum amount of force that a muscle can exert against some form of resistance in a single effort. The bench press is an assessment for upper body strength and the leg press is an assessment for lower body strength. Police officers may need to use maximal upper and/or lower body strength during a required task. The highest weight lifted successfully will be recorded as the absolute 1-RM. For the bench press, participants will lie supine on a bench with the bar directly over the chest. The bar will be gripped with both hands at the top part of the movement. The bar will then be slowly lowered until it touches the chest, and then a full extension to the top part of the movement. To ensure safety and uniformity of the test, all participants will maintain the 5 points of contact: both feet flat on the floor, and the tailbone, both shoulder blades, and the head on the bench.

For the leg press, the participant's feet will be placed hip width distance apart on the leg press machine with their knees bent at a 90 degree angle. Participants will push against the machine until knees are nearly fully locked, then a return to the starting position will occur. The weight must be controlled during the return to the starting position or the repetition will not count. An uncontrolled return to the starting position will be observed by the staff and characterized as slamming the weight back onto the stack.

Hipsled

The hip sled is another measure of muscular strength and is strongly associated with the leg press. Participants feet will be placed hip width distance apart on the hip sled machine with their knees extended. Subjects will lower the weight with their legs until the knees are at 90 degrees. Then the machine will be pushed with the legs until the starting position is reached again. The weight must be controlled during the lowering of the weight or the repetition will not count.

Push-ups/Curl-ups

Muscular endurance is the ability of a muscle or group of muscles, to work continuously without fatiguing. Police officers may need to perform repeated bouts of muscular work in order to complete job-related tasks. The maximum push-up test and 60-second curl-up test will be used to measure upper

body and core muscular endurance. Participants will start in the “up” position (hands pointing forward and under the shoulder, back straight, head up, using the toes as the pivotal point). One subject will place his or her fist, with the thumb side facing up, underneath the chest of each participant prior to beginning the test. The participants will then lower their body by bending their elbows until their chest touches the fist of the person counting. They will then return to the starting position. The back must be straight at all times and end at a straight arm position. Participants will perform as many push-ups as possible until form is no longer reliable. Form changes including swayed or rounded back, dropping the knees to the mat, or the inability to fully lower the body to the full range of motion will result in the termination of the test.

The 60-second curl-up test involves the participant assuming a supine position on a mat with the knees at 90 degrees. The arms and hands are placed on the mat behind a piece of tape that is 4 inches from the edge of the mat. The participant must raise the upper torso far enough so that the fingers reach the edge of the mat and then lower the torso to return the fingers to the starting position (behind the piece of tape which is 4 inches from the edge of the mat). The feet may not be held by another, so the participant does all of the work on their own. To complete a repetition, each participant will use their abdominal muscles to pull their upper body from the start position (4 inches from edge of mat) to the end position (edge of mat) and returning back to the start position. The participant’s fingers must stay down on the mat for the entire duration of the 1-minute test. So each rep must have the fingers down on the mat. Form changes, including removing the fingers from the mat, not reaching the fingers to the edge of the mat, not returning the fingers back to behind the tape, and raising the hips off the floor will result in the assessor or testing partner not counting that repetition.

Sit & Reach

To examine flexibility, the Canadian Trunk Forward Flexion test (Sit & Reach) will be performed. Police officers may need to use range of motion during a reaching task. Also, this test measures hamstring and lower back flexibility which is a predictor of lower back pain. Lower back pain may restrict an individual from performing daily tasks. The Canadian Trunk Forward Flexion test will be performed without shoes and the soles of the feet flat against a standard sit and reach box at the 23-cm mark. The participant’s feet will be placed within the width of the measuring box. The participant will then slowly reach forward with one hand on top of the other, both of which reach forward to the measuring portion which is pushed with both fingers. The participant must pause briefly at the furthest point reached, and the score is that distance in centimeters. The knees are not allowed to bend and must stay extended during the reach.

Anaerobic Fitness

The last examination will assess anaerobic fitness and aerobic cardiorespiratory fitness. This will be done at the outdoor track or field house at Kent State University. Anaerobic fitness involves short bouts of movement without the use of oxygen, which may be important for police officers when short distances of movement need to be performed. Anaerobic power will be assessed by a 300 meter run on the 400 meter outdoor track or 292 meter indoor track and the time for each individual will be recorded. The cardiorespiratory fitness test will be completed by either the 12-minute walk/run test or 1.5 mile run. Each individual will be able to choose which test is more appropriate for their fitness level. Cardiorespiratory fitness involves the ability of the heart and lungs to distribute blood and oxygen to the working tissues of the body. This is important for police officers because it may be necessary to perform a long duration of full body movement. The 12-minute walk/run will include covering the farthest distance the individual is capable of during a 12-minute duration of time. The inside lane of the track will

be used as the individual begins and ends using either the 400 meter outdoor track or 292 meter indoor track. There will be traffic cones placed at every corner and in the middle of each long side on the track. During the run, the assessors will record laps completed by each individual. At the conclusion of the 12 minutes, the participant will stop in place and the investigators will record the spot at which the individual finished. The 1.5 mile run test will also be held on either the 400 meter outdoor track or 292 meter indoor track. Each individual will complete 6 laps around the outdoor track or 8.25 laps around the indoor track as fast as possible with the final time recorded.

The above measurements of vertical jump, one-repetition bench press, one-repetition leg press, push-up, curl-up, sit & reach, 12 minute walk/run test, and 1.5 mile run have been validated by the ACSM and Cooper Institute.

The total cumulative points needed to pass the fitness assessment is 50 points. Each individual will receive 6 points for meeting the minimum requirements in each category for a total of 48 points. An additional 1 point is added for each level achieved within each variable.

Vertical jump – Peak power (watts) = (60.7 x jump height, cm)+(45.3 x body weight, kg)-2055

Watts	Points
1701	6
2101	7
2335	8
2478	9
2937	10
3242	11
3967	12
4297	13

Bench press – weight ratio=weight pushed/body weight

weight pushed/body weight	Points
0.46	6
0.52	7
0.57	8
0.65	9
0.75	10
0.84	11
0.93	12
1.06	13

Leg press – weight ratio=weight pushed/body weight

weight pushed/body weight	Points
1.05	6
1.18	7
1.27	8
1.44	9
1.52	10
1.62	11
1.71	12
1.97	13

Hip sled – weight ratio=weight pushed/body weight

weight pushed/body weight	Points
1.05	6
1.18	7
1.27	8
1.44	9
1.52	10
1.62	11
1.71	12
1.97	13

Push-up – max performed to failure

Repetitions	Points
7	6
11	7
14	8
18	9
21	10
27	11
33	12

Curl-ups – max performed in 60s

Repetitions	Points
17	6
22	7
26	8
31	9
35	10
40	11

Sit-and-reach

Distance reached (cm)	Points
24	6
28	7
30	8
33	9

300m Run

Time (s)	Points
86	6
80	7
74	8
67.6	9
64	10
57	11
56	12

1.5 Mile Run

Time (min:seconds)	Points
18:05	6
16:13	7
15:14	8
14:15	9
13:05	10
12:25	11
11:58	12

12 min Walk/Run

Distance (m)	Points
1400	6
1500	7
1600	8
1700	9
1800	10
1900	11
2200	12

References

Nieman, David C. (2011). Chapter 5: Musculoskeletal Fitness in *Exercise Testing and Prescription, 7th Edition*. (pp. 136-161). New York, NY: McGraw-Hill.

(2010) Healthy Fitness Zone Standards – *Cooper Institute*. Accessed June 5, 2014.
<http://www.cooperinstitute.org/healthyfitnesszone>.

(2014) Chapter 4: Health-Related Physical Fitness Testing and Interpretation in Linda S. Pescatello (Ed.), *ACSM's Guidelines for Exercise Testing and Prescription, 9th Edition*. (pp. 60-104). Philadelphia, PA: Wolters Kluwer/Lippincott Williams & Wilkins Health.