

# CITY OF STEUBENVILLE

## JOB OPENING

**TO: ALL APPLICANTS**

**FROM: CIVIL SERVICE COMMISSION**

**RE: ENTRY LEVEL EXAMINATION FOR POLICE OFFICER**

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The City of Steubenville Civil Service Commission is currently accepting applications for police officer. The police officer examination will take place on Saturday, May 13, 2017. All applications must be received by Thursday, May 4, 2017. The test will be conducted at Eastern Gateway Community College, Room 2500, 4000 Sunset Boulevard, Steubenville, Ohio.

**PLEASE NOTE:** Physical agility testing to follow written testing.

**LOCATION:** Harding Stadium Practice Field, 2002 Sunset Blvd., Steubenville, Ohio.

**SALARY:** \$42,546.66 annually plus excellent benefit package.

### **MINIMUM QUALIFICATIONS:**

\* Have attained the age of twenty-one (21) years on or before the date of the examination. If age thirty-five (35) and over, applicants must currently be certified as a Peace Officer in the State of Ohio. If certified but not currently employed as a Peace Officer in the State of Ohio, must not have a break in service of more than (1) year on the date of the examination. Applicants not employed as a Peace Officer but have successfully completed an approved Peace Officer basic training course and received a Letter of Completion as an open enrollment student from the Executive Director of the Peace Officer Training Commission within one (1) year of the date of this examination. Applicants must provide the Certificate of Completion or Letter of Completion with your application;

\* Shall be a citizen and resident of the United States;

\* Shall not have been convicted of a felony nor any crime involving moral turpitude;

\* Shall be a High School graduate or hold a G.E.D. equivalent certificate;

\* Possession of a valid Ohio driver's license.

## **SPECIAL QUALIFICATIONS:**

SHALL MEET ONE (1) OF THE FOLLOWING FOUR (4) REQUIREMENTS EFFECTIVE AS OF THE DATE OF THE WRITTEN EXAMINATION:

- \* Shall hold a TWO (2) year Associate Degree in Law Enforcement from an Accredited College or University; OR
- \* Shall have 60 Semester or 90 Quarter Degree Approved Credit Hours from an Accredited College or University; OR
- \* Shall have TWO (2) years (24 months) experience as a Permanent and Full-Time Law Enforcement Officer with a Federal, State, County or Municipal Agency or Department, together with holding a Diploma or Certificate from an Accredited Law Enforcement Program or Police Academy; OR
- \* Shall have TWO (2) years (24 months) experience as a Temporary and/or Part-Time Law Enforcement Officer, with a Federal, State, County or Municipal Agency or Department, together with 30 Semester or 45 Quarter Degree Approved Credit Hours from an Accredited College or University.

## **Must successfully pass the following:**

- \* Written Exam.
- \* Physical Agility Test.
- \* Background/Security Review.
- \* Polygraph.
- \* Medical Examination, including drug and alcohol screening.
- \* Psychological Evaluation.

## **SUMMARY:**

The position of Police Officer is under the general supervision of the Turn Commander and under the direct supervision of a Sergeant. The individual assuming this position will be responsible for:

- Providing a highly visible, professional police presence while conducting patrol activities in a specified geographical area;
- Answering calls when a crime is suspected or an emergency exists;
- Taking such actions as necessary to prevent crime and/or to apprehend a criminal;
- Maintaining safety and to assist citizens in a wide range of emergency and non-emergency situations;
- Taking proper enforcement action as necessary and required to maintain the order, safety and general welfare of the City of Steubenville utilizing the United States Constitution, the Ohio Revised Code and Steubenville Codified Ordinances;
- Initiating reports, affecting arrests, processing prisoners, conducting investigations in cooperation with detectives, sharing intelligence information;
- Coordinating police resources;
- Observing and identifying potential problem areas within the community.

## **PHYSICAL ACTIVITY, FORCE, OR ENDURANCE REQUIRED FOR PERFORMING ESSENTIAL JOB FUNCTIONS:**

- Pursue fleeing suspects on foot;
- Subdue resisting or attacking persons;
- Use compliance or come-along holds to move persons;
- Physically disarm persons;
- Use hands or feet in weaponless defense;
- Lift and/or carry hard to move objects or persons;
- Maintain balance on uneven or narrow surfaces;
- Stand in one position for extended periods of time;
- Sit in one position for extended periods of time;
- Walk for extended periods of time;
- Drag and/or pull hard to move objects or persons;
- Crawl in confined spaces or low areas;
- Push/pull hard to move objects by hand;
- Use body force to gain entrance through barricades;
- Hold or support heavy objects;
- Possess eye-hand-foot coordination and physical stamina necessary to perform essential job functions;
- Bend, stoop, crouch, kneel, climb, crawl, and perform fine manipulation when required;
- Possess visual acuity (mid and far vision, depth perception, color vision, and field of vision continuously, near vision occasionally);
- Possess the finger and arm dexterity and strength necessary to safely operate a firearm;
- Withstand exposure to traffic hazards, adverse weather conditions, dust, slippery surfaces, high noise levels, irregular/extended work hours, job pressure/stress;
- Wearing a gun belt, body armor, and other required police equipment as required for duty.

To be eligible to receive Veteran Bonus Points, which are additive only to a Passing Grade, any Applicant who is a veteran must present a copy of his/her Honorable Discharge **with their Civil Service Application and accompanying documents.**

## **APPLICATION PROCEDURE:**

All applicants must submit, by deadline date, a City Application. Resumes will **not** be accepted in lieu of the application. Applications and required forms are available at the City of Steubenville Civil Service Commission, 115 S. 3<sup>rd</sup> St., Steubenville, OH 43952 or on the City of Steubenville's web site: [www.cityofsteubenville.us](http://www.cityofsteubenville.us). Signed Authorization and Release for Records and Security Check, signed Waiver and Release, signed Physician's Examination Statement and copies of required official college transcripts, certifications, military discharge paper, must be provided at the time of filing application. **Applications will not be accepted without required documentation. Faxed, emailed, or incomplete applications will not be accepted.**

PLEASE NOTE: The physical agility testing will be held the same day. It will follow the written testing and will be graded on a Pass/Fail basis.

**All applications must be received by the Commission no later than 4:00 on Thursday, May 4, 2017.**

Applicant must present driver's license at time of written examination.

The City of Steubenville is an EQUAL OPPORTUNITY EMPLOYER.

# CITY OF STEUBENVILLE - CIVIL SERVICE COMMISSION

## Employment Application



### APPLICANT INFORMATION

Last Name	First	M.I.	Date		
Street Address	Apartment/Unit #				
City	State	ZIP			
Phone	Social Security No.				
Date of Birth	Position Applied for	<b>POLICE OFFICER</b>			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Steubenville?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		

### EDUCATION

High School	Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College	Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other	Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

### REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

**PREVIOUS EMPLOYMENT**

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

**MILITARY SERVICE**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_  
If other than honorable, explain \_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF OHIO:  
JEFFERSON COUNTY, SS:  
Sworn to and subscribed in my presence

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)