



## MUNICIPAL CIVIL SERVICE COMMISSION

# NOTICE OF EXAMINATION

## POLICE OFFICER

### ELIGIBILITY REQUIREMENTS

1. Qualifications and duties performed by this classification are described in the attached job description.
2. Applicants are not required to be a resident of the City of Stow to be eligible for appointment to the position of Police Officer.
3. Age requirements, per City of Stow Codified Ordinance 139.02 and Rule V(1) of the Rules of the Municipal Civil Service Commission, are as follows:
  - a. Minimum: All applicants shall have reached the minimum age of nineteen (19) on or prior to the date of the examination and attained the age of twenty-one (21) to be appointed.
  - b. Maximum: No person shall be eligible to receive an original appointment on or after his/her thirty-sixth (36) birthday.
4. Must possess and maintain a valid Ohio Driver's License at the time of hire. After hire, must possess and maintain a good driving record as detailed in the job description.
5. Must be a U.S. citizen or have legally declared his/her intention of becoming a U.S. citizen and be eligible for employment in the United States.
6. No felony conviction or job-related misdemeanor convictions.
7. Must be legally able to possess a firearm in the State of Ohio.
8. Prior to appointment, applicants qualifying under this examination given by the Civil Service Commission will be required to furnish a personal history statement, which is truthfully accurate and thoroughly completed, and:
  - a. Successfully complete a thorough background investigation including, but not limited to, military service (if applicable), individual, family, education, credit, and employment histories, criminal record, and driving record;
  - b. Successfully complete a polygraph examination;
  - c. Successfully complete an interview process; and
  - d. Meet medical, physical, psychological, and special requirements.

Medical examination will be in accordance with Ohio Revised Code (ORC) 124.41 and standards established by the City of Stow and the Ohio Police & Fire Disability Pension Fund. The pre-employment physical requirements may be reviewed in the Human Resources Office. Standards used shall be those in effect at the time of examination.

Successful applicants shall be required to perform duties substantially similar to those listed in the current City of Stow Police Officer job description.

9. All original appointments to the Stow Police Department as a Police Officer shall be for a probationary period of one (1) year, and no appointment is final until the appointee has satisfactorily served his/her probationary period. In the case of newly hired officers who have not yet been certified as police officers by the State of Ohio, the initial probationary period shall be twelve (12) months commencing with the date of certification by the State of Ohio.

### **EXAMINATION INFORMATION**

1. **Written Examination**

- a. The written examination will be held on Friday, February 15, 2019 at 6:30 p.m. at:

EMIDIO & SONS BANQUET CENTER  
48 E. Bath Road  
Cuyahoga Falls, OH 44223

- b. Registration will begin at 5:30 p.m.
- c. A photo I.D. will be required for admittance into the examination.
- d. No make-up examination will be given.

2. **Protests and Challenges**

- a. Protest and challenge periods shall be conducted in accordance with Rule IV(12) of the Rules of the Municipal Civil Service Commission.

3. Individuals requesting accommodation for purpose of testing must provide seventy-two (72) hours written notice to the Civil Service Commission in order to have the request fulfilled.

### **ADDITIONAL CREDIT**

1. Applicants receiving a passing score of seventy percent (70%) on the written examination and who qualify for bonus points will receive them as follows:

- a. **Education**

The following criteria must be met in order to secure additional credit for education:

- Applicants must file with their application a completed Education verification sheet.
- The college or university must be accredited by the North Central Association of Colleges and Schools or another affiliated region of the same organization.

- An Associate's, Bachelor's, or Master's Degree must be completed and diploma earned at the time of application.
- Bonus credit will be granted for one (1) degree, the highest achieved.
- An **Official Transcript** must be sent directly by the university or college to the Civil Service Commission no later than 12:00 p.m. on Thursday, February 7, 2019. The transcript must be mailed or faxed to:

**CIVIL SERVICE COMMISSION**

City of Stow  
3760 Darrow Road  
Stow, OH 44224

(330) 689-2705 (Fax)

***Bonus credit for EDUCATION will be given as follows,  
to a maximum of five (5) points:***

- ***5 Points for a Master's Degree***
- ***4 Points for a Bachelor's Degree***
- ***2 Points for an Associate's Degree***

b. OPOTC Certification

In order to secure additional credit for certification as an Ohio Law Enforcement Officer by the Ohio Peace Officers Training Council, applicants must possess a currently maintained OPOTC certification or have successfully completed training. Successful completion of training will include having passed the OPOTC examination. Applicants must file with their application the following document(s):

- Completed Verification Sheet for OPOTC certification.
- Copy of the OPOTC certificate or OPOTA/Attorney General letter.

***Bonus credit for OPOTC CERTIFICATION will be five (5) points***

c. Police Officer Experience

In order to secure additional credit for full-time or part-time Police Officer experience of one (1) year or more, applicants must possess current certification as an Ohio Law Enforcement Officer by the Ohio Peace Officers Training Council and file with their application the following document(s):

- Completed Full-Time Experience verification sheet(s), as applicable.
- Completed Part-Time Experience verification sheet(s), as applicable.

***Bonus credit for POLICE OFFICER EXPERIENCE will be  
one (1) point per year for full-time experience and  
½ point per full year for part-time experience,  
to a maximum of five (5) points***

d. Military Service

In order to secure additional credit for military service, applicants must file with their application the following document(s):

1) Active Service

Copy of DD-4 and current military ID.

2) Discharged

Copy of DD-214 Member-4 or NGB Form 22 showing dates of active service and listing such service as honorable. The applicable form for each and every discharge is required.

Identification of “Military Service” and submission of proof is **VOLUNTARY**; however, credit cannot be awarded without self-identification of “military service” and submission of proof.

“Military Service” means any person who:

- 1) Has completed service and been honorably discharged from the uniformed services;
- 2) Has transferred to the reserves with evidence of satisfactory service; or
- 3) Is a member of the National Guard or a reserve component of the armed forces of the United States who has completed more than one hundred and eighty (180) days of active duty service pursuant to an executive order of the President of the United States or an act of the Congress of the United States.

“Military Service”, as defined above, is distinguished from “Military Status” as defined in Ohio Revised Code Sections 4112.01(A)(22) and 5923.05(e).

The City of Stow does not discriminate in employment or the provision of services on the basis of military status. This extends to discharge without just cause, refusal to hire, or otherwise to discriminate against a person with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment.

***Bonus credit for MILITARY SERVICE will be five (5) points***

**ELIGIBILITY LIST**

1. The Civil Service Commission shall prepare an Eligibility List in accordance with Rule VI(1) of the Rules of the Municipal Civil Service Commission.
2. The Civil Service Commission shall prepare a Certified Eligible List in accordance with Rule VI(2) of the Rules of the Municipal Civil Service Commission.

Note: Even though you can apply at the age of nineteen (19), you will not be placed on the Certified Eligible List until you turn twenty-one (21).

**PAY RANGE**

1. Pay for an entry-level Police Officer in the Stow Police Department is \$26.26 per hour. However, if not state certified, pay will be \$1.00 less per hour until state certification is received.

**HOW TO APPLY**

1. Applications will be available for pick-up at Stow City Hall, 3760 Darrow Rd., and Stow Safety Center, 3800 Darrow Rd., or on the website at [www.stowohio.org](http://www.stowohio.org) beginning Monday, January 7, 2019.
2. In order to defray the cost of administering this examination, a **\$25.00 non-refundable application fee will be required at the time of application submittal.** This fee may be paid by cash, money order, cashier's check or personal check made payable to the City of Stow, or credit card. An exemption from this fee may be granted upon receipt of an Affidavit of Indigence from the test applicant. For further information, contact the Secretary to the Civil Service Commission at (330) 689-2823.
3. Completed applications **must be submitted in person** (can be someone other than applicant) and will be accepted on January 17, 18, 22, 23, and 24, 2019 from 8:00 a.m. to 4:00 p.m. in the Stow City Hall Atrium.
4. No applications will be accepted after 4:00 p.m. on Thursday, January 24, 2019.
5. Incomplete applications will not be accepted.

**ADDITIONAL INFORMATION**

Application and examination questions should be directed to Debra Bennington, Secretary to the Civil Service Commission, at (330) 689-2823.

Employment related questions should be directed to Nicholas A. Wren, Chief of Staff/Director of Public Service, at (330) 689-2829.

**POSTING**

It is mandatory that this notice be posted in a conspicuous place at the following Stow municipal buildings:

City Hall  
Safety Building (Fire Station #1)  
Fire Station #2  
Fire Station #3  
Service Center  
Fox Den Golf Course

Posted: January 7, 2019, 8:00 a.m.

THE CITY OF STOW IS AN EQUAL OPPORTUNITY EMPLOYER