Mount Vernon Municipal Civil Service Commission
Room 203, 40 Public Square
Mount Vernon, Ohio, 43050

COMPETITIVE EXAMINATION FOR POLICE OFFICER

Examination Date: Wednesday, February 19, 2020 at 6:30p.m.

Location: Knox County Career Center Cafeteria, 306 Martinsburg Rd. Mount Vernon, Ohio
Applications Available: ***(PLEASE ENTER AT SIDE DOOR OF THECAFE./ RIVER ROOM CAFÉ!!)*** Office of the Safety Service Director (Rm. 206) or Civil Service Office (Rm. 203), 40 Public Square, Mount Vernon, Ohio. Applications can also be printed from the city website at: www.mountvernonohio.org and brought in or mailed.

Application Deadline: Thurs. Feb. 13th. @ 1pm—No exceptions, including mailings!

Applications can be mailed to the address listed in the heading of this announcement or placed in the mail slot of Room 203, Mount Vernon City Hall, 40 Public Square, Mount Vernon, Ohio. **Applications will NOT be accepted at the office of the Safety Service Director.**

***FILING FEE:** Prior to the application deadline a **filing fee of $20** must be paid by cash, check or money order. A study guide will be provided upon receipt of the filing fee. Checks should be made out to the "City of Mount Vernon".

Candidates must be 21 years of age and not yet attained the age of 35 by date of examination to receive an initial appointment as a police officer. (Please see the accompanying job description and "Minimum Acceptable Qualifications" sheet for additional information.) A psychological examination may be required. Any applicant with a **felony** conviction will be rejected. Statements on the application will be researched, and false statements will result in the rejection of the applicant.

On the day of the exam, all individuals planning on taking the exam must **report to the KCCC by 6:15pm and will be required to present a valid picture ID to verify their identity and age.** (A current Driver's License, w/ picture is acceptable.)

The exam will encompass multiple areas essential to the performance of the job of a criminal justice officer. The cognitive section, which includes questions on problem solving, reading comprehension, math and writing ability constitute the first part of the exam (60 quest.). Various questions on attitudes and personality characteristics are clustered together to form the second section (125 quest.). Total questions: 185; Time to take exam: two (2) hours.

A passing score of 70% ***must*** be attained on the exam to receive any additional credit. **Applicants who are residents of Ohio and who have been honorably discharged from active duty in the armed forces of the United States are eligible to receive an additional credit of 20%. Credit MUST be verified with a copy of the applicant's DD214 indicating an "honorable" discharge. (Ohio National Guard service IS accepted for this with verification of ACTIVE duty participation.)**As of Sept. 2012, any military reserve member (in good standing) will receive credit of 15% of their test grade with proper verification.** This should be turned in with the application materials. It will not be accepted on the test date/at test site. **Applicants who have successfully completed the Ohio Peace Officer Training Course OR have a 4 year degree from an accredited college or university in Criminal Justice or Psychology/Sociology (w/ minor in Criminal Justice) are eligible to receive an additional credit of 20%. To gain this credit, please submit formal verification with your application.** No credit can be granted (toward the test) for OPOT/college degree submitted on the day of the test or for police training received in another state. *****Total credit cannot exceed 20%.*** **(Only one of the two possible credits can be applied.)**

Pay Rate: Training period, ($22.96 hr.); 6 months, ($23.79 hr.); 1 yr. ($24.80 hr.) as of 4/7/19 negotiations.

Questions? Call 740-392-0775 and leave a message. Tony De Iuliis, CSC Merit Administrator (Posted: 1/15/20)

MountVernon	**The City of Mount Vernon, Ohio** **40 Public Square** **Mount Vernon, OH 43050**	**MUNICIPAL CIVIL SERVICE COMMISSION** **APPLICATION FOR EMPLOYMENT** ***An Equal Opportunity Employer***

Please print all information

Position Applied For:		Department:		Date:	
Last Name:		First Name:		Middle Name:	
Date of Birth *(If applying for Fire or Police Depts.)*			Social Security No:		
Address	Number and Street	City		State	ZIP
Telephone: Cell:		Daytime		Evening	
e-mail:					
For checking prior records, provide other name(s) under which you are known:					

You are available to work ☐ Full-Time ☐ Part-Time ☐ Temporary Date you can begin work_____

Are you currently employed? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Are you 18 years or older? ☐ Yes ☐ No Are you legally eligible for employment in the U.S.? ☐ Yes ☐ No

Have you previously taken a Civil Service Test? ☐ Yes ☐ No If yes, when?_____ Test?_____

Will you need an accommodation to take a Civil Service Test?.. ☐ Yes ☐ No If yes, specify_____

Have you ever applied to work for the City before? ☐ Yes ☐ No If yes, when? _____

Have you ever held a Civil Service position? ☐ Yes ☐ No If yes, with whom?_____ When?_____

Why did you leave? _____

Is there anything to prevent you from being at work on time and every day? ☐ Yes ☐ No If yes, explain_____

Are you able to perform the required duties of the specific job for which you are applying with or without accommodation? ☐ Yes ☐ No If no, explain_____

Do you have any relatives currently employed here? ☐ Yes ☐ No If yes, who? _____

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

SCHOOLS	NAME OF SCHOOL / ADDRESS	MAJOR / SUBJECTS STUDIED	DIPLOMA / DEGREE	GRADUATE?
High School:				☐ Yes ☐ No
College:				☐ Yes ☐ No
Trade, Business or Correspondence:				☐ Yes ☐ No
Other:				☐ Yes ☐ No

Are you now attending school? ☐ Yes ☐ No ☐ Full-Time ☐ Part-Time What courses? _____

Describe any specialized training you have completed:

Level of educational achievement will be considered only to the extent that it is job related.

MILITARY

Have you ever been in the ***active*** U.S. Armed Services? ☐ Yes ☐ No If yes, what branch? _____ Dates_____

Discharged? ☐ Yes ☐ No Are you applying for military credit? ☐ Yes ☐ No If yes, please file a copy of your discharge/release with this application.

Are you or have you ever been in the U.S. ***Reserves***? ☐ Yes ☐ No If yes, what branch? _____ Dates_____
(Reserve duty is not eligible for military credit)

The City of Mount Vernon, Ohio
MUNICIPAL CIVIL SERVICE COMMISSION APPLICATION FOR EMPLOYMENT

Please print all information

EMPLOYMENT HISTORY

NAME & ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM	TO	DESCRIBE THE WORK YOU DID AND YOUR TITLE	WEEKLY START SALARY	WEEKLY END SALARY	REASON FOR LEAVING	NAME, TITLE & PHONE # OF YOUR SUPERVISOR
	MO - YR	MO - YR					

REFERENCES

List below the names of three persons not related to you who can attest to your work ability.

NAME AND BUSINESS	ADDRESS	DAYTIME PHONE	YEARS KNOWN
		( )	
		( )	
		( )	

APPLICANT'S STATEMENT

Please read carefully before signing.

I certify that the facts contained in this application are true and complete to the best of my knowledge. Should The City of Mount Vernon employ me, any false or misleading information on my application or related papers or during any oral interviews will result in my employment being immediately terminated.

I authorize investigation of all statements contained in this application and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, to arrive at an employment decision. I hereby release The City and any former employer and any third party from any liability whatsoever that may be imposed as a result of the release of such information. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

If separated from employment from The City of Mount Vernon for any reason, I authorize The City to furnish any information related to my employment to any employment reference and release from liability The City and/or any person giving or receiving any such information.

I understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, pre-employment drug and alcohol testing will be required.

I understand that I am required to abide by all rules and regulations of The City of Mount Vernon. I have read, understand and agree to the above.

Signature of Applicant Date

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, citizenship, age, marital or veteran status, or the presence of a non-job-related medical disability or handicap.

DO NOT WRITE BELOW THIS LINE

Date Application Received	Time Received	Payment	Initials
_____ / _____ / 20_____	_____ : _____ a.m. / p.m.	☐ Yes ☐ No Amount $_____	

Hired	For Dept.	Position	Start Date	Salary/Wages
☐ Yes ☐ No				

Approved:

Department Head

Safety - Service Director

City of Mount Vernon

Job Description:	**POLICE OFFICER**	Job Number **136**
FLSA Status:	Non-Exempt / Classified	Revised: 02-1993 Revised: 09-25-2008 Revised: 11-19-2009
Reports to:	Police Sergeant (or Corporal)	

FUNCTION OF JOB

Under the immediate supervision of a Police Sergeant, or responding to orders from a higher ranking officer, is responsible for maintaining law and order, investigating crimes, and protecting life and property in the City of Mount Vernon; performs related tasks as required. May be assigned to a detective position to perform investigative functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Operate a police vehicle within the City limits to maintain law and order; responds to requests for assistance from residents; apprehends law violator, interviews witnesses to crimes, accidents and disturbances.
2. Transports suspects and witnesses to Police Headquarters for booking and interrogation; appears in court as the arresting officer; investigates complaints by business concerns, private citizens, schools, hospitals, etc.
3. Questions persons acting in a suspicious manner; directs traffic; controls crowds at parades and other public events; records all pertinent data at the scene of a vehicular accident.
4. Delivers subpoenas; transports prisoners as directed; receives and dispatches radio messages; reports damage or abandoned vehicles, dangerous holes in street, broken water mains, obstructions in thoroughfares; notifies headquarters that a clean-up crew is needed to remove damaged vehicles, broken glass, spilled oil or gasoline at the scene of accidents.
5. Attends periodic training classes to learn of new or revised regulations and policies; notifies superior of the need for vehicle maintenance.
6. Shall exercise authority consistent with the obligations imposed by their oath of office and be accountable to their superior officers, promptly obeying legitimate orders.
7. Shall coordinate their efforts with those of other members of the Division so that their teamwork may insure continuity of purpose and maximum achievement of police objectives.
8. Shall communicate to their superiors and to co-workers all information obtained which is pertinent to the achievement of objectives.
9. Shall keep the Department informed of current contact information.
10. Shall
respond punctually to all assignments.
11. Shall familiarize themselves with administrative policy and execute the service program within their area of responsibility, providing for:
    1. Prevention and suppression of crime.

2. Protection of life and property.
3. Apprehension and prosecution of offenders.
4. Preservation of the peace.
5. Enforcement of regulatory measures.

12. Shall conduct themselves in accordance with high ethical standards both on and off duty
13. Shall assist in the execution of the Division's program for:
    1. Improving efficiency and cooperation in areas for common responsibility.
    2. Proper and economical use of Division's property and equipment.
14. Shall devote the maximum possible time to the performance of basic duties.
15. Shall maintain their arms and equipment in a functional, presentable condition, promptly correcting and reporting defects to their supervisor.
16. Shall exert every effort to satisfy the needs of citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the policy agency, suggesting procedures to be followed.
17. Shall be accountable for the securing, receipting and proper transporting of all evidence and property coming into their custody.
18. Shall be alert to the development of conditions tending to cause crime, take preventive action and inform their supervisors. Shall inform the public of conditions which they can correct to prevent crimes.
19. Conduct a thorough investigation of all offenses within their area of assignment and scope of activity. Shall collect evidence and record data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.
20. Shall note conditions which adversely affect the appearance, safety and health of the community, enforcing applicable laws, ordinances and regulations and/or making referrals to agencies having primary responsibility.
21. Shall familiarize themselves with their area of assignment and conduct a diligent patrol, accentuating prevention rather than arrests, by giving particular attention to locations most susceptible to the occurrence of crime.
22. Must be able to operate a computer and associated programs.
23. Must be able to perform basic photography as a part of evidence collection.
24. Shall maintain proficiency in using the "tools of the trade", such as firearms, batons, chemical agents, unarmed self defense techniques, handcuffs, etc.
25. Work safely without presenting a direct threat to self or others and to have knowledge of and compliance with OSHA regulations connected with job responsibilities.

SUPERVISION RECEIVED AND GIVEN

Oral and written instructions are received from the Police Corporal, Sergeant or higher ranking officers.

Police Officers in this classification do not have any supervisory responsibilities, as a general rule, unless the Shift Sergeant or Corporal is not on duty and then the Senior Officer assumes his supervisory duties.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Must be 21 years old.
2. Must be a citizen of the United States or have legally declared his/her intention of becoming a citizen.
3. Must pass physical examination by licensed physician approved by the Civil Service Commission and background investigation.
4. Any combination of experience and education equivalent to completion of the twelfth grade.
5. Must be able to understand and carry out instructions.
6. Ability to keep records and prepare reports.
7. Must have a valid State of Ohio motor vehicle operator' license.
8. Ability to write and speak effectively,. Ability to develop and maintain effective working relationships with associates, City officials and the general public.
9. Ability to meet age and any requirements established by the Civil Service Commission at the time of the examination.
10. Must be able to work on shifts; must be able to work outside during periods of inclement weather.
11. Must possess, or be willing to obtain, proper certification as a police officer in the state of Ohio (O.P.O.T.A.).

ADDITIONAL DESIRABLE QUALIFICATIONS

Any combination of training and experience that would indicate possession of the knowledge, skills and abilities such as:

Possession of an associate degree in police administration, law enforcement, political science, psychology, public administration, business administration, etc.

Desirable maximum age of 34.

Career Progression	
From: None	*To:* Corporal after proper tests and certification by the Civil Service Commission. Must have 4 years completed in patrolman rank.

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.