

# CITY OF CANAL FULTON, OHIO

---

## ENTRY LEVEL POLICE OFFICER CIVIL SERVICE EXAMINATION AND SELECTION PROCESS

**Application Period:** March 27, 2024 through April 19, 2024.

**Physical Assessment:** Sunday, April 21, 2024 at 8:00am at Northwest High School, 8580 Erie Ave. N., Canal Fulton, Ohio 44614.

**CITY OF CANAL FULTON  
CIVIL SERVICE COMMISSION  
APPROVED: 2023**

Date: March 27, 2024

From: Chief Sara Wilson  
City of Canal Fulton Police Department

Subject: Notice of Vacancy

Please post the following advertisement in the following locations for at least 2 weeks beginning on March 27, 2024: the bulletin board at Canal Fulton City Hall; the City's website; and at least one (1) social media website.

**Civil Service Examination  
City of Canal Fulton  
Entry Level Police Officer**

The City of Canal Fulton will be accepting applications for the position of Entry Level Police Officer. The entry level pay is \$971.20/week (\$29.13 per hour upon receiving O.P.O.T.A. certification), with generous benefits. The City of Canal Fulton is using the National Testing Network (NTN) to conduct the civil service testing for this position. Interested candidates should register with NTN and schedule a test. Go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select "Find Jobs," then selected "Law Enforcement Jobs" and sign up for the Canal Fulton Police Department.

When you visit the National Testing Network website,

- Complete the NTN registration process and schedule your test.
- Review all required information related to the Canal Fulton Police Department position, including minimum requirements, salary, and benefits.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

Candidates must also submit a formal application, the required supporting documentation, a Personal History Questionnaire (PHQ), and Public Safety Self-Assessment (PSSA) before the testing window closes on **April 19, 2024 at 4:00pm**.

Upon completion of your scheduled exam, scores are automatically forwarded to Canal Fulton Police Department. Candidates who attain a passing score (at least 70%) on the entry level exam will be invited to participate in the physical agility test, which will be held on **Sunday, April 21, 2024 at 0800 hours**, and will be held at Northwest High School, 8580 Erie Ave. N., Canal Fulton, Ohio 44614. Location may be subject to change; applicants will be notified in advance of such changes. The physical agility test is administered on a pass/fail basis, and the minimum PT standards are attached.

The top ranked candidates shall then be scheduled for a non-scored oral interview, and background investigation. Polygraph examination, drug screen testing, medical and psychological assessments shall be a condition of employment.

The City of Canal Fulton is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

For more information, please contact Canal Fulton Police Department at (330) 854-2926.

## APPLICANT FOR ENTRY-LEVEL POLICE OFFICER POSITION

The application process for the entry-level Police Officer position consists of the following steps:

1. The applicant must meet all minimum requirements for the position as listed in the application packet. (see page 4 for minimum qualifications).
2. The applicant must submit the following to the National Testing Network website by **April 19, 2024 at 4:00pm**:
  - A formal application for employment, **completed in ink and signed by the applicant in his/her own handwriting**.
  - Completion of the FrontLine National Exam, through the National Testing Network ([www.nationaltestingnetwork](http://www.nationaltestingnetwork)), as well as the Personal History Questionnaire (PHQ) and the Public Safety Self-Assessment (PSSA) located in the National Testing Network candidate profile. If the PHQ and PSSA are not completed prior to the time the testing window closes, the applicant will be disqualified from further consideration. A minimum test score of 70% must be attained to continue in the process.
  - Copy of the applicant's birth certificate
  - Copy of education records, including high school diploma or GED, and college degree, if applicable
  - Copy of valid current State of Ohio Driver's License
  - Copy of signed and completed "Job Functions Accommodation" form
  - Copy of certificate of service or honorable discharge from the Uniformed Services in the Armed Forces of the United States, if applicable
  - Copy of valid and current O.P.O.T.A. certificate, if applicable
  - Application for Additional Credit, if applicable
3. Candidates who attain a passing score on the entry level exam will be invited to participate in the physical agility test, which will be held on **Sunday, April 21, 2024 at 0800 hours**, and will be held at Northwest High School, 8580 Erie Ave. N., Canal Fulton, Ohio 44614. Location may be subject to change; applicants will be notified in advance of such changes. The physical agility test is administered on a pass/fail basis. **All applicants** will be required to pass all three parts of the physical assessment (1.5 mile run, pushups, sit-ups) at the standards for entry to the police academy (15<sup>th</sup> percentile of the Cooper standards, as listed.) For uncertified applicants entering the cadet program, to graduate from the Police Academy, cadets must exit at the 50<sup>th</sup> percentile as scheduled by the Academy. See addendum for minimum requirements.
4. The Civil Service Commission will then compile applicant names into an eligibility list.
5. The top ranked candidates may be scheduled for a non-scored oral interview, background investigation, polygraph examination, and drug screen testing.
6. Candidates offered conditional employment would then be scheduled for psychological and medical examinations.

## **MINIMUM QUALIFICATIONS**

**AGE:** Applicant must be at least 21 years of age on the day of original appointment as a certified police officer, but must not be appointed if they are over the age of 40.

**CITIZENSHIP REQUIRED:** All applicants must be United States Citizens

**MINIMUM EDUCATIONAL REQUIREMENTS:** No person is eligible to receive an original appointment as a police officer unless he/she has a High School Diploma or GED.

**DRIVERS LICENSE:** No person is eligible to receive an original appointment as a police officer unless he/she has a valid Ohio Driver's License and an acceptable driving record. Convictions and/or arrests for driving while under the influence of alcohol and/or drugs may disqualify the applicant.

**CRIMINAL RECORD:** A person may be ineligible to receive an original appointment as a police officer if he/she has a criminal record.

**O.P.O.T.A. CERTIFICATION:** Preferred, but not required. Non-OPOTA certified candidates (cadets) shall pass the civil service test and all required assessments as a pre-requisite to acceptance into the Police Academy. Candidates must successfully become OPOTA certified to become employed as a full-time Police Officer.

**INVESTIGATION:** The City may investigate the information provided by any applicant. The City may reject the application if the City finds that an applicant fails to meet the minimum requirements stated in the announcement; or the applicant is ineligible for appointment due to exclusions in 737.052 of the Ohio Revised Code; or has made a false statement on the application.

**WRITTEN EXAMINATION:** Written examination shall be conducted by the National Testing Network is a service provided to conduct entry-level testing in a standardized, professional environment. National Testing Network does not replace Canal Fulton's responsibility and decision-making in the testing process.

The minimum passing score shall be a grade of 70 percent. An applicant not achieving the minimum passing score will be eliminated from consideration. The Civil Service Commission will notify by mail those candidates who do not pass the written examination.

After acceptance by the Commission of the test results, the Commission shall forward notification by mail to the applicant indicating the test score. The final score shall consist of cumulative total of examination grade, together with any extra credit percentage points to which the applicant is entitled (Civil Service Rules 5.9 - see page 5 for further information on extra credit opportunities).

## **ADDITIONAL CREDITS FOR ENTRY-LEVEL EXAMINATIONS:**

An applicant for an entry level position who has received at least a minimum passing grade shall have bonus points added to his or her score for the following:

1. One percent (1%) of the passing grade for every one thousand (1,000) hours of completed service with the City of Canal Fulton;
2. Three percent (3%) of the passing grade for every one thousand 1,000 hours of completed service in the position for which the applicant is applying with the City of Canal Fulton;
3. Any applicant for original appointment who is a resident of Ohio, who was honorably discharged after at least 180 days of active duty or transferred to reserve duty with evidence of satisfactory service, may file with the Commission a certificate of service or honorable discharge for extra credit of ten percent (10%).
4. A police applicant who currently holds a valid OPOTA certificate is entitled to extra credit of ten percent (10%).

**The maximum bonus points any applicant may have added to his/her score is twenty percent (20%) of the passing grade.**

Requests for credit for uniformed service or OPOTA certification must be submitted to the Commission at the time of application, with documentation. Any request for credit requested after the testing window closes will not be honored.

To request any additional credits, the appropriate records, along with the "Application for Additional Credit," (page 6) must be uploaded to the National Testing Network website no later than April 19, 2024 at 4:00pm. Candidates who have not met this deadline will receive no additional credits.

## APPLICATION FOR ADDITIONAL CREDIT

I am requesting additional credit for one of the following:

\_\_\_\_\_ % Prior Service with the City of Canal Fulton

\_\_\_\_\_ % Prior service as a Police Officer with the City of Canal Fulton

\_\_\_\_\_ % Military Service (at least 180 days of active duty with honorable discharge, or transferred to reserve duty with evidence of satisfactory service)

\_\_\_\_\_ % Current, valid OPOTA certificate

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

***The following duties are normal for the position of Police Officer. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

1. Respond to calls for service; Initiate appropriate action on observed activity; Implement community policing and problem-solving strategies and initiatives of the Department.
2. Make security checks on businesses and residential units; Observe and take appropriate action on such observations (e.g., citation, arrest, warning, counseling).
3. Observe and apprehend violators of traffic laws, and issue written citations and warnings.
4. Conduct or assist with investigations and/or respond to criminal and civil complaints (for example, interview witnesses, suspects, complainants, victims, etc.); Watch for and make investigations of wanted or missing persons and property; Investigate automobile accidents.
5. Physically restrain/subdue suspects as required; make arrests as required by law; process prisoners (e.g., fingerprinting, photographing, etc.); drive patrol car, ride bike and/or walk to patrol the City; pursue suspects on foot (must have ability to run short and long distances, and requires physical endurance); and observe and prevent violations of law.
6. Complete required reports and complete affidavits; maintain logs and ledgers.
7. Collect, analyze, and interpret data received at crime scenes; collect and preserve evidence at crime scenes (photograph, print, reconstruct crime, etc.).
8. Assist mentally ill or suicidal subjects in seeking treatment, etc.
9. Operate law enforcement equipment and instruments (e.g., patrol car, computers, radio, firearms, speed measuring devices, breathalyzers, related police tools); properly utilize and maintain equipment.
10. Interview and counsel parties in domestic disputes; interview person(s) with complaints and inquiries.
11. Testify in court through speech and demonstration.
12. Receive, assist, and transmit emergency calls by radio or telephone.
13. Render first aid and/or CPR at scenes of medical emergencies.
14. Meet and comply with all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; demonstrate regular and predictable attendance.
15. Subject to call-out twenty-four (24) hours, seven (7) days a week, and is responsible for fulfilling the above-mentioned essential functions during such circumstances.
16. Perform other duties as assigned; perform public presentations as requested by the Police Chief; attend training sessions, seminars, and workshops, to remain knowledgeable of current law enforcement practices and administration; shall be required to perform essential functions of all Police Officers position descriptions in the Police Officer classification as needed; work special details (e.g., local school events, parades, festivals, off-duty security details, etc.)

## ESSENTIAL JOB FUNCTIONS ACCOMMODATIONS FORM

**I have read and understand all the required essential job functions for the position of police officer.**

**I have initialed the one statement below that is true in my case.**

\_\_\_\_\_ I can perform all essential job functions as listed in the job description for police officer.

\_\_\_\_\_ I would require accommodations to perform the following essential job functions:

Accommodations:

---

---

---

---

---

---

---

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**ADDENDUM**  
**Physical Agility Test Requirements**

**Applicants will be required to sign the included form titled “Release of All Claims and Assumption of Risk” prior to participating in the Physical Agility Test.**

Applicants must complete and pass all three physical assessment events (sit-ups, pushups and 1.5 mile run) at the scheduled time and location, based on the Cooper Standard 15<sup>th</sup> percentile to be eligible. To graduate from the Police Academy, cadets must exit at the 50<sup>th</sup> percentile.

The Physical Agility portion of the process is taken from the current Ohio Peace Officer Training  
Physical Fitness Requirements.

**Push-Ups**  
**Sit-Ups**  
**1.5 Mile Run**

**Description of Exercises**

**Push-ups:** The applicant will begin by placing his/her hands on the ground approximately shoulder width apart. The applicant's feet may be together or up to 12 inches apart. The applicant's body should be in a straight line from the shoulders to the ankles and must remain that way throughout the exercise. The applicant will then lower his/her body by bending the elbows until the upper arms are parallel to the ground. The applicant will then return to the starting position by straightening the arms. The applicant will have 1 minute to perform the required repetitions. The applicant may rest only in the up position.

**Sit-ups:** The applicant will begin in the starting position lying on his/her back with the knees bent at a 90-degree angle and the heels of the feet on the ground. The applicant's fingers must stay interlocked behind the head throughout the entire test. When told to begin, the applicant will raise the upper body by bending at the waist and touch the elbows to the knees and then return to the starting position. The applicant will have 1 minute to perform the required repetitions. The applicant may rest only in the upright position.

**1.5 Mile Run:** The applicant must complete the 1.5 mile run within the prescribed time limit. The run will be held at an outdoor track, and the distance will be pre-certified. Applicants must supply their own running shoes; however, there is no other prescribed wear. Applicants may run in a group, or with an individual pacer, but they may not be assisted during the run in any other manner.

**\*\*This is a pass-fail element of the selection process. Additional repetitions beyond the minimal requirements will not benefit the applicant in the selection process. Failure to successfully complete the exercises requires disqualification from further consideration during the hiring process. Applicants may reapply during future processes.**

**\*\*Applicants must complete and pass all three physical assessment events (sit-ups, pushups and 1.5 mile run) at the scheduled time and location, based on the Cooper Standard 15<sup>th</sup> percentile to be eligible. To graduate from the Police Academy, cadets must exit at the 50<sup>th</sup> percentile.**

		<b>Males</b>		<b>Females</b>	
		<b>15%</b>	<b>50%</b>	<b>15%</b>	<b>50%</b>
<b>Age &lt;29</b>	Sit-ups (1 min.)	32	40	23	35
	Push-ups (1 min.)	19	33	9	18
	1.5 mile run	14:34	11:58	17:49	14:07
<b>Age 30-39</b>	Sit-ups (1 min.)	28	36	18	27
	Push-ups (1 min.)	15	27	7	14
	1.5 mile run	15:13	12:25	18:37	14:34
<b>Age 40-49</b>	Sit-ups (1 min.)	22	31	13	22
	Push-ups (1 min.)	10	21	5	11
	1.5 mile run	15:58	13:11	19:32	15:24
<b>Age 50-59</b>	Sit-ups (1 min.)	17	26	7	17
	Push-ups (1 min.)	7	15	4	13
	1.5 mile run	17:38	14:16	21:31	17:13

## RELEASE OF ALL CLAIMS AND ASSUMPTION OF THE RISK

### WARNING

Read carefully before signing. This instrument prevents any liability on behalf of the City of Canal Fulton for any injury you may receive while participating in the physical fitness assessment testing as an applicant for the Canal Fulton Police Department, and has legal consequences in that the same will bar you from any claim or recovery against the City of Canal Fulton. If you do not fully understand this instrument, you should consult an attorney before signing the same.

As an applicant for a position within the Canal Fulton Police Department, you will be asked to take a physical fitness assessment test that involves strenuous exercise, including but not limited to running, performing sit-ups, and pushups. You are not required to perform any physical fitness assessment test that would overexert your capabilities or cause injury or discomfort, and you are requested to cease performing any test procedure if, in your judgement, you are overexerting yourself. You are to be the sole judge as to what physical activities you are capable of undertaking, as well as the extent of such activities with the knowledge that overexertion on your part can cause serious physical injury. Applicants are encouraged to consult with their personal physicians before engaging in this testing to determine the advisability of participation.

Having read the above and being advised of the potentially dangerous nature of performing the physical fitness assessment tests beyond capacity and capability of my body, I do hereby assume the risk of any and all injury and damages as a result of my participation in said physical fitness assessment tests and assume full responsibility for any consequences of my participation herein.

The undersigned does further hereby release the City of Canal Fulton and/or any of its agents or employees from any and all claim, demands, or causes of action of any nature whatsoever based upon, or in any way arising from, the participation of the undersigned in the aforesaid physical fitness assessment testing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant's Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_