

# CITY OF CANAL FULTON, OHIO

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LATERAL TRANSFER

POLICE OFFICER

CIVIL SERVICE INFORMATION

AND SELECTION PROCESS

**Application Period:** March 27, 2024 until April 19, 2024

**Physical Assessment:** **Sunday, April 21, 2024 at 8:00am**, 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.

Date: March 27, 2024

From: Chief Sara Wilson  
City of Canal Fulton

Subject: Lateral Transfer Police Officer

**Civil Service Commission  
City of Canal Fulton  
Lateral Transfer Police Officer**

The City of Canal Fulton will be accepting applications to establish an eligibility list for the position of external Lateral Transfer Police Officer. The applicant must complete the formal application for employment and submit the application, along with attached:

1. Copy of applicant's birth certificate
2. Copy of education records, High School Diploma, GED, proof of college degree, if applicable
3. Copy of signed and completed "Job Functions Accommodation" form
4. Copy of certificate of service or honorable discharge from the Uniformed Services in the Armed Forces of the United States, if applicable.
5. Copy of valid and current O.P.O.T.A. certificate
6. Copy of valid current State of Ohio Driver's License

Applications can be obtained by picking up a copy at the office of Clerk of Council, 155 Market Street E, Canal Fulton, Ohio 44614, or by logging onto [www.cityofcanalfulton-oh.gov](http://www.cityofcanalfulton-oh.gov) and printing off an application. Applications are to be returned to the Canal Fulton Police Department at 1165 S. Locust St., Canal Fulton, OH 44614.

Candidates will be invited to participate in the physical agility test, which will be held on **Sunday, April 21, 2024 at 8:00am**, 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. Candidates may then be scheduled for a non-scored oral interview, physical fitness testing, background investigation, polygraph examination and drug screen testing as 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.

**Applications must be completed in ink, signed in the applicant's own handwriting.** Incomplete applications will not be considered. For more information, please call Canal Fulton Police Department at (330) 854-2926.

## **APPLICANT FOR LATERAL TRANSFER POLICE OFFICER POSITION**

**The application process for the lateral transfer 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. (MINIMUM QUALIFICATIONS – Page 3).
2. The applicant must complete the formal application for employment (attached at the end of the application packet) and submit the application, along with attached:
  1. Copy of applicant's birth certificate
  2. Copy of education records, High School Diploma, GED, proof of college degree, if applicable
  3. Copy of signed and completed "Job Functions Accommodation" form
  4. Copy of certificate of service or honorable discharge from the Uniformed Services in the Armed Forces of the United States, if applicable.
  5. Copy of valid and current O.P.O.T.A. certificate.
  6. Copy of valid current State of Ohio Driver's License.

to the Canal Fulton Police Department, 1165 S. Locust St., Canal Fulton Ohio 44614.

3. Candidates may be scheduled for a physical fitness testing (See Addendum for minimum requirements), a non-scored oral interview, background investigation, polygraph examination, and drug screen testing.
4. The Civil Service Commission will then compile eligible applicant names into an eligibility list.
5. Candidates offered conditional employment would then be scheduled for psychological and medical examinations.

## MINIMUM QUALIFICATIONS

As established by the Rules and Regulations of the Civil Service Commission of the City of Canal Fulton, the following are the minimum requirements for the lateral external transfer list:

- a.) Applicant must be a United States citizen.
- b.) Applicant must possess a valid Ohio driver's license, and be insurable under the City's vehicle insurance program.
- c.) Applicant must have completed secondary education (high school diploma or GED).
- d.) Applicant must be at least 21 years of age at time of appointment. No person is eligible on or after their 35<sup>th</sup> birthday; unless currently commissioned as a member of a Police Department, as defined in Ohio Revised Code section 742.01.
- e.) Applicant must be currently employed as a full-time police officer with a current OPOTA peace officer certification, working a minimum of 35 hours per week in a jurisdiction in the State of Ohio.
- f.) Applicant must pass the physical agility test (requirements are attached).
- g.) An external lateral transfer patrolman's seniority shall start on the date of hire with the City of Canal Fulton.
- h.) A person may be ineligible to receive an original appointment as a police officer if he/she has a criminal record.

## 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:

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

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

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

## **ADDENDUM**

### **Physical Agility Test Requirements**

The Physical Agility portion of the process is taken from the 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 in 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.**

<b>Sit ups (1 minute)</b> <b>Push ups (1 minute)</b> <b>1.5 mile run</b>	<b>Males (&lt;29)</b>  40 33 11:58	<b>Females (&lt;29)</b>  35 18 14:07
<b>Sit ups (1 minute)</b> <b>Push ups (1 minute)</b> <b>1.5 mile run</b>	<b>Males (30 - 39)</b>  36 27 12:25	<b>Females (30 - 39)</b>  27 14 14:34
<b>Sit ups (1 minute)</b> <b>Push ups (1 minute)</b> <b>1.5 mile run</b>	<b>Males (40 - 49)</b>  31 21 13:11	<b>Females (40 - 49)</b>  22 11 15:24
<b>Sit ups (1 minute)</b> <b>Push ups (1 minute)</b> <b>1.5 mile run</b>	<b>Males (50 - 59)</b>  26 15 14:16	<b>Females (50 - 59)</b>  17 13* 17:13
<b>Sit ups (1 minute)</b> <b>Push ups (1 minute)</b> <b>1.5 mile run</b>	<b>Males (60+)</b>  20 15 15:56	<b>Females (60+)</b>  8 8* 18:52



## RELEASE OF ALL CLAIMS AND ASSUMPTION OF THE RISK

READ CAREFULLY BEFORE SIGNING. THIS INSTRUMENT PREVENTS ALL 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 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, bench press, sit and reach, etc. 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 judgment, 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 therein.

The undersigned does further, hereby, release the City of Canal Fulton and/or any of its agents or employees from any and all claims, 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

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Witness

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