

# **APPLICATION NOTICE**

## **Urbana Police Division**

### **POLICE PATROL OFFICER**

The City of Urbana is seeking applicants for the position of **POLICE PATROL OFFICER**. The major duties of an Urbana Patrol Officer include: Responding to calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, problem solving, protecting persons and property, and securing prisoners. When not responding to calls for service, the Officer is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel. The Division's Mission Statement, System of Values, policies and procedures, training and supervision guide officers.

To be eligible for the civil service examinations, an applicant must meet the following minimum requirements and qualifications:

1. U.S. Citizen.
2. Age 21 to 69 on the date of the test.
3. High school graduate or GED.
4. Vision correctable to 20/20.
5. Valid driver's license.

To be considered for employment, the applicant must meet the above minimum requirements and qualifications, and must successfully complete all of the following:

- Written Aptitude Test – Minimum passing score 70%.
- Physical Fitness Test – Pass/Fail.
- Background Investigation (includes criminal history, driving record, education, prior employment, credit report, etc.).
- Polygraph Examination.
- Psychological Examination.
- Medical Examination.
- Drug Screen.

The Darany & Associates Entry Level written Aptitude Test will be conducted at 8:00am on Saturday, March 17, 2018 at 1150 Scioto Street (CRSI), Urbana, Ohio. Registration will begin at 7:00am. The Physical Fitness Test will be given on the same date, starting at 11:00am, at the same location and will finish at the Urbana High School track at the Urbana High School Boyce Street Complex, 987 Boyce Street, Urbana, OH, or, the Simon Kenton Bike Trail, beginning at the State Route 55 location, Urbana, Ohio.

Applications may be obtained at the City of Urbana Human Resource Office, located on the top floor at 205 South Main Street, Urbana, Ohio 43078 or the city website: [www.urbanaohio.com](http://www.urbanaohio.com). Applications must be returned to the City of Urbana Human Resource Office by 3:00pm, March 2, 2018. Only applicants meeting requirements 1–5 above will be permitted to take the test.

The City of Urbana is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act.