



**Urbana Police Division**  
**PATROL OFFICER – APPLICANT PACKET**

Dear Patrol Officer Applicant:

Thank you for your interest in employment with the City of Urbana. Please read this cover letter carefully prior to filling out the attached application packet for the position of Patrol Officer. You need to return the completed packet to:

Liela Anderson, Human Resources  
City of Urbana  
205 S Main Street  
PO Box 747  
Urbana OH 43078-0747

You must return the packet prior to the deadline of Thursday, March 7, 2019 by 3:00 p.m. Mailed applications must be received prior to the deadline. Hand-delivered applications may be dropped off at the Human Resources office on the top floor of the city building. **Do not drop off applications at the police division offices.** Application packets that are incomplete or received after the deadline will not be accepted. There will be no exception to this rule.

The Civil Service Written Examination will be administered on Saturday, March 16 at 8:00 am. The examination site will be at Urbana High School, 500 Washington Avenue, Urbana, Ohio. Please bring two (2) No. 2 pencils and your driver's license with you. **If you do not have your driver's license, you will not be permitted to take this examination.** Please note that the examination will begin promptly at 8:00am. Should any applicant arrive late, the Civil Service Commission may refuse admission to the examination. Registration will begin at 7:00am.

In accordance with the Codified Ordinances of the City of Urbana, no person shall be eligible to receive an original appointment as a police officer unless the person has reached the age of twenty-one; and no person shall be eligible to receive an original appointment on and after the person's sixty-ninth birthday. (§149.03)

This examination is being conducted to establish an eligibility list for the position of Patrol Officer. The civil service testing procedure consists of several parts, as explained on the following pages.

Once again, thank you for your interest in employment with the City of Urbana. I hope this letter has been informative. Should you have any questions regarding the examination process, please do not hesitate to contact me at (937) 652-4313.

Sincerely,

*Liela Anderson*  
Human Resource Manager

## URBANA POLICE DIVISION

### 2019 Civil Service Entry-Level Testing & Selection Timeline

The activities and timeline for the 2019 Civil Service testing and selection process to establish an eligibility list for entry-level Patrol positions are listed below. An asterisk (\*) following the activity description indicates that more information is provided later in this document.

<u>Date/Time</u>	<u>Activity</u>
Tuesday, January 22, 2019	Civil Service Meeting—announce vacancies, establish minimum qualifications and testing procedures
Wednesday, January 23, 2019	Beginning of Application Period*
Thursday, March 7, 2019	Application Deadline; Mailing to Applicants*
Saturday, March 16, 2019	Conduct Written Test & Physical Fitness Test*
Monday, March 18, 2019	Mail Test Scoring Sheets to Testing Company
Saturday, March 23, 2019	Inclement Weather Date for Physical Fitness Test (if needed)
Wednesday, March 27, 2019	Civil Service Meeting to Establish Eligibility/Certified Lists
Thursday, March 28, 2019	Mail Test Scores & Eligibility/Certified Information to Applicants

#### Beginning of Application Period

- Application Notice will be posted/distributed.
- Advertisements to appear in the Urbana Daily Citizen at least once a week for three consecutive weeks. The last publication must be at least seven days before the application deadline, which must be published. The Application Notice may also be distributed to other media, including, the Springfield News-Sun, Columbus Dispatch and the Dayton area Times Community Newspapers as well as being posted on various Internet web sites.
- Recruitment efforts will also include notifications to college students and Ohio Peace Officer Training Commission Academies throughout the State of Ohio.

#### Application Deadline; Mailing to Applicants

Send information to applicants. Information will include:

- Application Notice. The application Notice will include a notice that the applicant must be 21 – 69 years of age on the date of the test.
- Application Information Packet.
- Information concerning the test date/time/locations.
- List of events in the physical fitness test.
- Scoring information:
  - Written Test** – minimum passing score is 70 %.
  - Physical Fitness Test** – the physical fitness test is a pass/fail test. The applicant must pass each event to pass the physical fitness test.
  - If an applicant is eligible, military points will apply.** The applicant must provide a copy of his/her DD-214 form on or before the test date to be eligible for the military points.

#### Conduct Written Test and Physical Fitness Test

Darany & Associates Entry Level written test will be conducted at 8:00am on Saturday, March 16, 2019 at Urbana High School, 500 Washington Avenue, Urbana, Ohio. Registration will begin at 7:00am. The written test will require 2 ½ hours to complete. The Cooper physical fitness test will begin at the same location at 11:00am and

will finish at the Urbana High School track at the Urbana High School Boyce Street Complex, 987 Boyce Street, Urbana, Ohio, or, the Simon Kenton Bike Trail, beginning at the State Route 55 location.

The Darany & Associates test covers four modules: Accuracy of Observation, Written Communication Skills, Reading with Understanding, and, Biographical Inventory.

The Cooper physical fitness test will require applicants to meet the following Ohio Peace Officers Basic Training Program Physical Fitness Standards (50th Percentile):

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

*\*\*Modified form per OPOTC*

**Selection Process**

After the Eligibility & Certified lists are made by the Commission, the Division will use the following evaluations and examinations during the selection process:

- Interviews
- Psychological Examination—The result will be used along with other information to make selection or disqualifying decisions. The psychological examination is a pencil & paper test. If more information is needed to make a decision, another psychological may be given using a personal evaluation by a psychologist or psychiatrist.
- Polygraph Examination
- Background Investigation—Conducted internally by UPD members.
- Interview with the Police Chief and the Director of Administration.
- Medical Examination and Drug Screen—by state law, new police officers and firefighters must receive an extensive medical examination before they can be admitted into the police & fire pension system. The state law mandates specific tests that must be given; for example, a cardiac stress test. We will use this as our medical examination.

# CITY OF URBANA, OHIO

## Application for the Patrol Officer Entry Level Civil Service Examination

This application must be filled out with pen or be typewritten. Please print clearly.

1a. Last Name	1b. First Name	1c. Middle Initial
2. Street Address		
3a. City	3b. State	3c. Zip Code
4a. Home Phone	4b. Cell Phone	
5a. Social Security Number	5b. Email Address	
6. Citizenship		
If hired, can you provide written evidence of your right to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Limitations		
List any reason why you would be unable to perform the essential functions, or fundamental job duties, of the position.		
8. Previous City Employee		
Do you now, or have you ever, worked for the City of Urbana? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, from _____ to _____      Department _____		

**9. Driver's License**

Do you have a valid driver's license?  Yes  No

**PROVIDE A COPY OF YOUR DRIVER'S LICENSE WITH THIS APPLICATION**

**10. High School**

Do you have a high school diploma?  Yes  No

If no, do you have a GED?  Yes  No

**PROVIDE A HIGH SCHOOL TRANSCRIPT OR PROOF OF GED WITH THIS APPLICATION**

**11. Other Education**

Type of School	Dates		Name of School	City/State	Course of Study	Type of Degree or Certificate
	From	To				

**12. Military Service**

Have you ever served on active duty in the armed forces?  Yes  No

**PROVIDE A COPY OF ALL DD-214s WITH THIS APPLICATION**

**13. Peace Officer Basic Training**

Do you have a letter or certificate of completion for Ohio Basic Peace Officer Training through an Ohio Peace Officer Training Commission Academy?     Yes     No

**PROVIDE A COPY OF THE LETTER/CERTIFICATE WITH THIS APPLICATION**

**14. Work Experience**

Fully describe your work experience beginning with your most recent job. Include military experience. **Do not submit resumes with this application.** If you need additional space, make copies of this page.

<b>Dates</b> From                      To		<b>Employer</b>	<b>Position Title</b>
<b>Address</b>			
<b>Phone Number</b>	<b>Supervisor</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/>	<b>Hours per Week</b>	<b>Salary</b>	
<b>Duties</b>			
<b>Reason for Leaving</b>			
<b>Dates</b> From                      To		<b>Employer</b>	<b>Position Title</b>
<b>Address</b>			
<b>Phone Number</b>	<b>Supervisor</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/>	<b>Hours per Week</b>	<b>Salary</b>	
<b>Duties</b>			
<b>Reason for Leaving</b>			

<b>Dates</b>		<b>Employer</b>	<b>Position Title</b>
<b>From</b>	<b>To</b>		
<b>Address</b>			
<b>Phone Number</b>		<b>Supervisor</b>	<b>May we contact this employer?</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Full Time</b> <input type="checkbox"/>	<b>Part Time</b> <input type="checkbox"/>	<b>Hours per Week</b>	<b>Salary</b>
<b>Duties</b>			
<b>Reason for Leaving</b>			

<b>15. References</b> Provide three references. <b>Do not include relatives.</b>		
<b>Name and Occupation</b>	<b>Address</b>	<b>Phone Number</b>

**BEFORE SIGNING, PLEASE CHECK THROUGH ENTIRE APPLICATION FOR ERRORS OR OMISSIONS**

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed will cause loss of my right to examination, certification, appointment or retention of position and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Furthermore, I hereby authorize the City of Urbana to contact prior employers, educational institutions, and references listed above to obtain any and all information related to my past work performance, experience or education.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

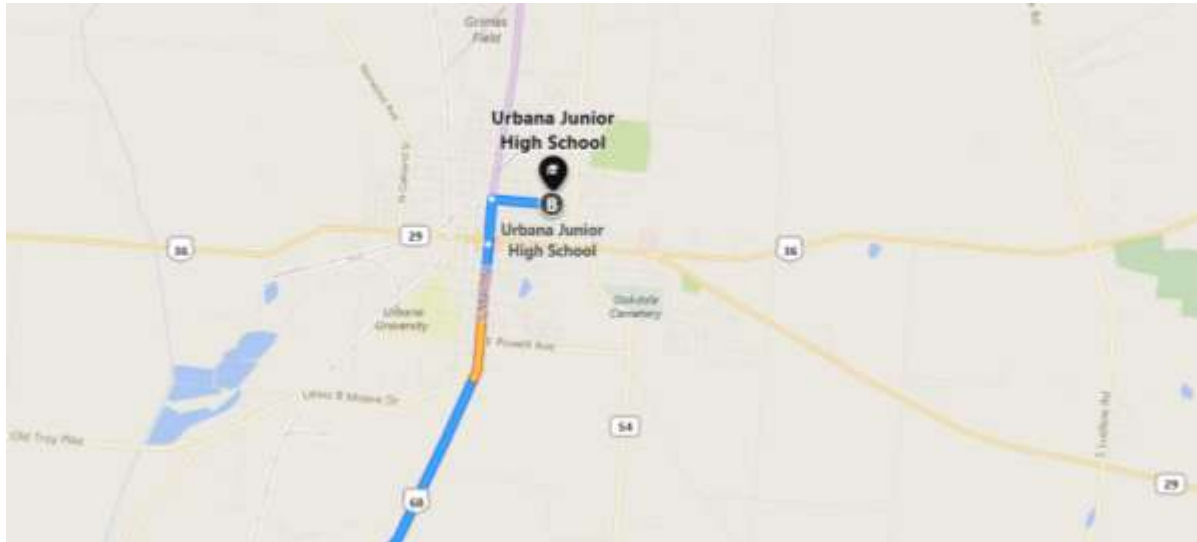
**THE CITY OF URBANA IS AN EQUAL OPPORTUNITY EMPLOYER  
AND COMPLIES WITH THE AMERICAN DISABILITIES ACT.**

## **APPLICATION CHECKLIST**

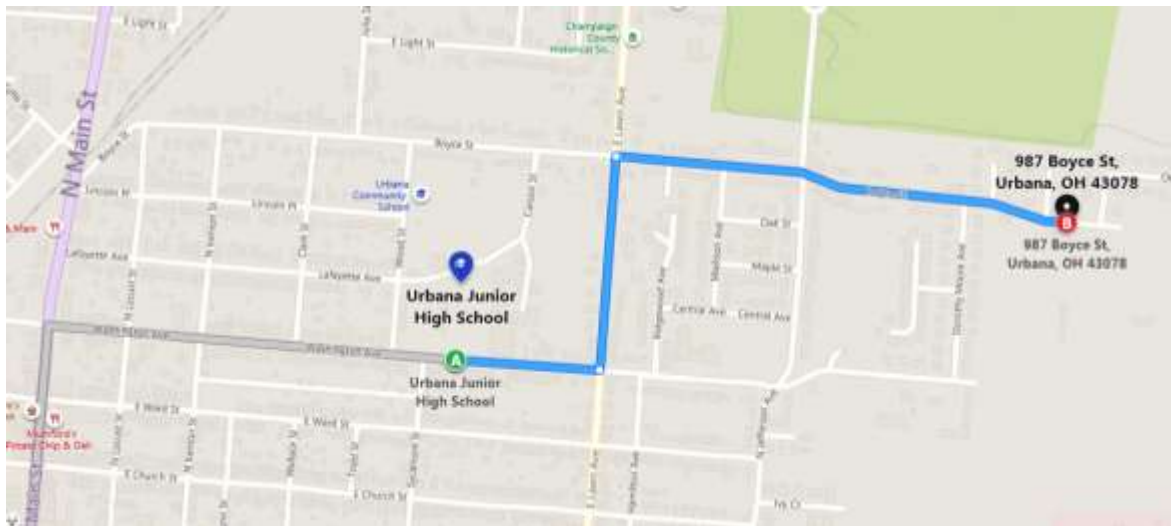
- APPLICATION SIGNED AND DATED PAGE 6
- COPY OF DRIVER'S LICENSE ENCLOSED
- COPY OF HIGH SCHOOL TRANSCRIPT OR GED ENCLOSED  
(Do not send copies of high school diplomas, or college transcripts.)
- COPIES OF FORMS DD-214 FOR ALL PERIODS OF ACTIVE MILITARY DUTY  
ENCLOSED
- COPY OF OHIO BASIC PEACE OFFICER TRAINING ENCLOSED



Directions/Map of Testing Site



Urbana High School, 500 Washington Avenue, Urbana, Ohio 43078  
From Route 68/N Main Street, turn east onto Washington Avenue



Urbana High School Boyce Street Complex, 987 Boyce Street, Urbana, Ohio 43078  
Take Washington Street east, left on East Lawn, right onto Boyce, complex is on the right

**CITY OF URBANA, OHIO**  
**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION SHEET**

Please submit this sheet with your employment application.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**JOB DESIRED:** \_\_\_\_\_

**DIRECTION:** The City of Urbana requests that you supply the information below in order to assist our efforts in regard to equal employment opportunity. This information will in no way affect the processing of your application. This information sheet will be processed separately and will be used for statistical purposes only. It is gathered under the authority of Ohio Civil Rights Commission Rule 4112-5-04.

<b><u>RACE:</u> (Select any that apply)</b>	
White	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>
American Indian or Alaska Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Other Race	<input type="checkbox"/>

<b><u>SEX:</u></b>	
MALE	<input type="checkbox"/>
FEMALE	<input type="checkbox"/>

<b><u>ETHNICITY:</u></b>	
HISPANIC OR LATINO	<input type="checkbox"/>
NOT HISPANIC OR LATINO	<input type="checkbox"/>

<b><u>HOW DID YOU BECOME AWARE OF THIS POSITION?</u></b>	Note: Please mark all that apply.
A) Newspaper _____ If yes, which newspaper? _____	
B) Radio _____ If yes, which station? _____	
C) Job Posting _____ If yes, where? _____	
D) Personal Contact _____ If yes, give name. _____	
E) Other _____ Please Explain. _____	
_____	