

**Vandalia Division of Police
Applicant Information
Public Safety Specialist**

A challenging and rewarding career awaits you as a civilian Public Safety Specialist (PSS) with the Vandalia Division of Police. Currently, the Police Division is recruiting candidates solely for the purpose of establishing a Provisional Eligibility Register. It is anticipated that the Register will remain active through October, 2018.

This non-sworn position involves duties relating to dispatch communications, records and clerical work. A detailed job description is included in this material. The Vandalia Division of Police is a nationally-accredited law enforcement agency with a tradition of service excellence. We serve a growing, progressive community situated in the northeastern portion of Montgomery County. The community has a diverse commercial and industrial base, with a residential population of approximately 15,000. Note: Candidates demonstrating recent, successful public safety dispatch experience with another public agency may be considered prior to other applicants.

SALARY AND BENEFITS

The successful candidate will receive salary and benefits that compare favorably with those offered in business or industry. The position's current pay range is \$21.43 to \$27.68 per hour.

Public Safety Specialists receive shift differential pay, sick leave, paid vacation days, holiday pay and an opportunity to earn compensatory time. After one year of service, a PSS earns ninety-six hours of annual vacation which increases at set intervals for years of service.

Additional Benefits Include:

- Health Care, Prescription Drug, Dental and Vision Coverage
- Group Life Insurance
- Workers Compensation Protection
- Occupational Injury Leave
- Tuition Reimbursement Program
- Deferred Compensation Program
- Recreation Benefits

MINIMUM QUALIFICATIONS

Applicants for the position must meet the following minimum qualifications:

- Be at least 18 years old
- Be a United States Citizen
- Possess a valid vehicle operator's license
- Reside within Montgomery County or in an adjacent county to include Butler, Warren, Greene, Clark, Miami, Darke or Preble.
- *Advanced education at a two-year college or technical school is preferred*
- Potential Candidates Should Note:

The Vandalia Division of Police upholds strict grooming standards, as follow in its General Orders:

All visible tattoos must be covered with the use of uniforms, no bandages or sweat bands, etc. Tattoos should not be a distraction. No employee shall have intentional modifications to any area of the body visible to the public while on duty. Intentional body modifications include but are not limited to; tongue splitting or bifurcation, abnormal shaping of the ears, eyes or nose; abnormal filing of the teeth, scarification, ear gauging, and/or cheek piercing.

Additionally, the City of Vandalia is a tobacco-free environment. The use of tobacco products is strictly prohibited except in designated areas.

THE CHOSEN CANDIDATE WILL

- Demonstrate exemplary listening skills, maturity and the ability to multi-task and prioritize.
- Demonstrate experience in keyboarding, computer and clerical skills. Those with software experience in packages such as Microsoft Office—Access, Excel and Word; LEADS; OHLEG; Justice Web and/or CCH will receive preference.
- Present themselves for oral interviews and obtain satisfactory scores.
- Demonstrate, through past work record, the willingness to work any and all shifts including frequent, regular weekends and holidays.
- Successfully complete other screenings prior to appointment including an extensive background investigation, truth verification exam and physical, psychological and drug screens.

Applicants must complete Vandalia’s Employment Application, available on the city website at www.vandaliaohio.org. They must ALSO submit the following:

1. A one-page, personally-composed and handwritten letter explaining their interest in joining the Vandalia Division of Police. Letter should be a one-sided sheet, no more than 8 ½” x 11” in size.
2. A one-page listing of ALL computer software experience using the following format:

| Software | Year /At What Employer Most Recently Used | Proficiency Level: Minimal, Moderate or High? |
|----------|---|--|
|----------|---|--|

- 1.
- 2.
- 3.

All applicants MUST complete the application thoroughly and accurately and submit it, along with the letter and software summary as instructed, no later than Wednesday, September 27 at Noon, to the City of Vandalia, 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377. Materials may be mailed to or dropped off at the address, or, outside of regular business hours, dropped off at the Vandalia Division of Police Communication Center, 245 James E. Bohanan Drive. Failure to complete the application form accurately and timely file it along with the one-page, handwritten letter of interest and software summary will constitute grounds for rejection. ***The failure to truthfully disclose all material and relevant information shall also constitute grounds for rejection or, if discovered subsequent to appointment, dismissal.***

TESTING PROCEDURES AND QUALIFICATION PROCESS-ELIGIBILITY LIST

The process for establishing a provisional eligibility register and appointing Public Safety Specialists has eight successive steps:

Phase 1. **Timely Submission of Application and Letter of Interest --Deadline is Wednesday, Sept. 27 at Noon**
Candidates’ credentials and letters of interest will be assessed and scored and a provisional eligibility register will be established, containing the names of all applicants scoring at least **70%**. The provisional eligibility register shall have a term of twelve months, unless otherwise specified by the Vandalia Civil Service Commission.

Phase 2. **First Oral Interview**
As many as 30 candidates will receive notification to present themselves for the first of two oral review boards.
Candidates demonstrating recent, successful public safety dispatch experience with another public agency may be considered prior to other applicants.
Participants in the first review board must achieve a minimum passing score of **75 percent**.

Phase 3. **Second Oral Interview**
The top 10 applicants who achieve a minimum passing score of 75 percent from the first interview will receive notification to present themselves for the second oral interview. The interview board will be a peer review board consisting of Police Division employees, the Assistant to the City Manager, a civilian resident of the City and others as the Chief Examiner may appoint. Participants in the second interview must achieve a minimum passing score of **75 percent** to continue in the qualification process.

Phase 4. **Third Oral Interview**

Applicants who finish in the top 5 positions and who achieve a minimum passing score of 75 percent from the second oral interview will receive notification to present themselves for the third oral interview. The interview board will be comprised of the City Manager or his designee, the Chief of Police, a Police Lieutenant and the Support Services Manager. Participants in the third interview must achieve a minimum passing score of **75 percent** to continue in the qualification process.

On each oral interview, all candidates will be asked a uniform set of questions that seek to measure specific attributes. All answers will be uniformly rated and recorded on a standardized form by each member of the oral interview boards. Final candidate standings will be determined by the scores of the Third Oral Interview.

THE FOLLOWING PHASES ARE PASS/FAIL

When vacancies exist, the City Manager will select one or more candidates from the top 5 to continue in the qualification process.

Phase 5. **A Thorough Background Investigation**

A background investigation of each candidate will be conducted. At a minimum, the investigation will include:

- A. Verification of a candidate's qualifying credentials
- B. A review of the candidate's criminal record, if any
- C. A review of the candidate's financial history
- D. An interview with at least three personal references of the candidate
- E. Verification of a candidate's previous education and employment history

Candidates successfully completing Phase 5 of the qualification process will receive a conditional offer of employment prior to participation in the last phases of testing. Should candidates fail to pass any of the remaining phases, additional candidates will be selected to advance.

Phase 6. **A Truth Verification Examination**

The truth verification results will not be the single determinant of employment status. This examination is only an investigative aid, which will be used together with other information to support decisions relevant to employment status.

The following is a list of areas from which the truth verification questions will be drawn:

- Personal Identity
- Record of Arrest
- Commission of Crimes
- Alcohol and Drug Usage
- Employment History
- Financial History
- Incidents Involving Weapons
- Responses Given in the City's Employment Application
- Responses Given in the Applicant Personal History Questionnaire
- Responses Provided on the Applicant Personal History Questionnaire
- Information gathered during the Background Investigation

Phase 7. **A Psychological Examination**

A psychological exam to assess the emotional stability and psychological fitness of each candidate will be conducted.

Phase 8. **A Medical Examination**

A medical examination of each candidate will be conducted. This examination is to identify any medical problems that might

inhibit work performance, shorten a career or contribute to work-related disabilities. **A drug screen will be included in this examination.**

APPLICANT DISQUALIFICATION AND RE-APPLICATION

The following occurrences ---revealed at any time throughout the qualification process--could result in rejection of an applicant's candidacy:

- Lacks any of the minimum requirements established for the position.
- Makes a false or misleading statement or omission of any information or fact.
- Practiced or attempted to practice any deliberate deception or fraud in their application or in their examination, in establishing their eligibility, or securing their appointment.
- Uses, threatens or attempts to use political influence in securing employment.
- Is unable to perform the essential functions of the job with or without reasonable accommodation.
- Is addicted to the habitual use of intoxicating liquors or drugs or uses them to excess.
- Has a pattern of poor work habits and performance with previous employers.
- Has failed to submit their application correctly or within the prescribed time limit.
- Has a poor driving record
- Has numerous debts.
- Has been convicted of a felony, a serious misdemeanor, or infamous or notoriously disgraceful conduct.
- Has been dismissed from public service or other employment for delinquency or misconduct.
- Has unsatisfactory report of character investigation or personal habits.
- Does not possess or cannot obtain necessary license, certification, bonding, or other requirements.

It is IMPERATIVE that candidates provide honest information in EVERY phase of the qualification process.

Candidates not eligible for appointment to probationary status or not appointed to probationary status as a result of any portion of the qualification process shall be informed, in writing, of the reason within 30 calendar days.

Re-application, re-testing and re-evaluation of candidates not appointed to probationary status shall be governed by procedures provided in the City of Vandalia's Personnel Policies and Procedures. Generally, due to the infrequency of recruiting efforts, there are no limitations on re-application.

DURATION OF PROCESS

The anticipated duration of the selection process is as follows:

(Please note: This schedule is subject to change without notice.)

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| • Recruit and Advertise | 4 Weeks |
| • Administer and Score First Oral Interview | 1 Week |
| • Administer and Score Second Oral Interview | 1 Week |
| • Administer and Score Third Oral Interview | 1 Week |

A candidate selected to continue in the qualification process would then participate at a later date as follows:

- | | |
|--|---------|
| • Background Investigation | 3 Weeks |
| • Truth Verification, Psychological and Medical Examinations | 3 Weeks |

The appointment of a new employee is not complete until successful completion of a 12-month probationary period of actual service has elapsed.

The City of Vandalia is an Equal Opportunity Employer and ADA Compliant
Women and Minorities are Encouraged to Apply