

# Vandalia Division of Police

## 2018 Applicant Information

### Police Officer

A challenging and rewarding career awaits you as a Police Officer with the Vandalia, Ohio Division of Police. A detailed job description is included in this material. We are a nationally-accredited agency that emphasizes community policing and exceptional service. We serve a progressive community situated in the northeastern portion of Montgomery County, adjacent to Interstates 70 and 75 and Dayton International Airport. Our community has a diverse commercial and industrial base with a population of approximately 15,000.

#### **SALARY AND BENEFITS**

The 2018 base Vandalia Police Officer starting salary is \$59,687. Officers receive shift differential pay, paid vacation days and holiday pay. After one year, an officer earns 40 hours of personal time and 96 hours of annual vacation that increases at set intervals for years of service.

#### **Additional Benefits Include:**

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

#### **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications by **January 8, 2018**:

- ◆ Be at least 21 years old
- ◆ Be a United States Citizen

They must also:

- ◆ Possess or obtain, upon appointment, a valid Ohio vehicle operator's license
- ◆ Possess or earn, upon or after appointment, certification as an Ohio Peace Officer.
- ◆ Possess or earn, upon or after appointment, certification as an Ohio Emergency Medical Responder.
- ◆ Obtain satisfactory scores on all phases of the qualification process.
- ◆ Successfully pass other screening tests as required prior to appointment, including a background check, physical, psychological and truth verification tests.
- ◆ Reside within Montgomery County or in an adjacent county to include Butler, Warren, Greene, Clark, Miami, Darke or Preble.

The following qualifications are desirable; applicants with one or more of them will receive preference:

- ◆ Current Ohio Police Officer Certification (You must submit certification or evidence of academy completion)
- ◆ An Associate's Degree or greater or 60 semester hours' or 90 quarter hours' credit from an accredited university or college.
- ◆ At least one year of full time service with a city, village, county, state, or township police agency.

Potential Candidates Should Note:

- ◆ 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.***

## **APPLICATION PROCESS**

- Complete Vandalia's Employment Application, available on the city website at [www.vandaliaohio.org](http://www.vandaliaohio.org).
- Submit a one-page, personally-composed and handwritten letter explaining your interest in joining our agency. (Note specific instructions concerning the application and letter, below.)
- Mail or drop off the application and letter by Monday, January 8, 5 p.m. to the City of Vandalia, 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377. Outside regular business hours, materials may be dropped off at the Division of Police Communication Center, 245 James E. Bohanan Drive.

***Failure to complete the application form accurately and timely file it along with the handwritten letter of interest 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**

The process for establishing a provisional eligibility register and appointing Police Officers has eight successive steps:

- Phase 1.       **Timely Submission of Application and Letter of Interest --Deadline is Monday, January 8, 5 p.m.**  
*Proof of relevant certifications is mandatory. Copy of Peace Officer certification or evidence of academy completion, if applicable, MUST be attached to the application. Personally-handwritten Letter of Interest should be no more than one 8.5x11-inch page in length, single sided, and should outline your qualifications and activities, knowledge of our City and your plans for contributing to our organization and community. Candidates' credentials and letters will be assessed and scored and a provisional eligibility register established, containing the names of those scoring at least 70%. The register shall have a term of twelve months, unless otherwise specified by the Vandalia Civil Service Commission.*
- Phase 2.       **First Oral Interview**  
Candidates scoring at least 70% on the evaluation of their credentials and letters of interest will be invited to the first of three interviews. This review board will include two Police Division employees and the Assistant to the City Manager. Candidates must score at least **75%** on this Interview to remain eligible.
- Phase 3.       **Second Oral Interview**  
The top 10 applicants who achieve a minimum passing score of 80% from the First Interview will be invited to a Second Interview. The interview board will include at least four Police Division employees, the Assistant to the City Manager, a resident of Vandalia and others as the City Manager may appoint. Participants in the second interview must achieve a minimum passing score of **75%** to remain eligible.
- Phase 4.       **Third Oral Interview**  
Applicants who finish in the top 5 positions and achieve a minimum passing score of 80% from the Second Interview will be invited to the Third Interview. The interview board will include the City Manager or his designee, the Chief of Police and a Police Lieutenant. Participants in the third interview must achieve a minimum passing score of **75%** to remain eligible.

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

## THE FOLLOWING PHASES ARE PASS/FAIL

From the top 5 candidates, the City Manager will select one or more candidates to continue in the qualification process.

### Phase 5. **A Thorough Background Investigation**

The background investigation will include:

- A. Verification of 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
- E. Verification of previous education and employment

**Candidates successfully completing Phase 5 will receive a conditional offer of employment prior to 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 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 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

### Phase 7. **A Psychological Examination**

A psychological exam designed to assess a candidate's emotional stability and psychological fitness will be conducted.

### Phase 8. **A Medical Examination**

A medical examination will be conducted to identify 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 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 the City of Vandalia Personnel Policies and Procedures. Generally, there are no limitations on re-application.**

**DURATION OF PROCESS**

The anticipated duration of the selection process is as follows, but subject to change without notice:

- |   |                                    |
|---|------------------------------------|
| • Recruit and Advertise   | 5 Weeks                            |
| • Administer and Score First Interview  | 2 Weeks                            |
| • Administer and Score Second Interview   | 1 Week                             |
| • Administer and Score Third Interview  | 1 Week                             |
| • Conduct Background Investigation  | 3 Weeks                            |
| • Schedule and Conduct Truth Verification, Psychological and Medical Examinations | 3 Weeks                            |
|   | Approximate Time Required 15 Weeks |

***A new employee's appointment requires successful completion of a 12-month probationary period of actual service.***

**Vandalia is an Equal Opportunity Employer and ADA Compliant.  
Women and Minorities are Encouraged to Apply**