



## Vandalia Division of Police Applicant Information Public Safety Specialist

The Vandalia Division of Police is recruiting candidates for the position of Public Safety Specialist (PSS). This is a key support role specializing in public safety communications and record keeping, including 9-1-1 police, fire and EMS dispatching duties. A detailed job description is included in this material.

The VPD is a nationally-accredited agency that emphasizes exceptional community service. We serve a progressive community in the northeastern portion of Montgomery County, Ohio, adjacent to Interstates 70 and 75 and Dayton International Airport. Our community has a diverse commercial and industrial base with a population of about 15,000.

### **SALARY AND BENEFITS**

The 2018 PSS pay range is \$22.52 to \$29.09 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 must meet the following minimum qualifications:

- Be at least 18 years old
- Be a United States Citizen
- 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*.
- Candidates demonstrating recent, successful public safety dispatch experience with another public agency may be considered prior to other applicants.
- Potential Candidates Should Note:

The Vandalia Police Division 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.

### **DESIRABLE CHARACTERISTICS**

- 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 such as Microsoft Office—Access, Excel and Word; LEADS; OHLEG; Justice Web and/or CCH will receive preference.

- Demonstrate, through past work record or example, the willingness to work any and all shifts including frequent, regular weekends and holidays.

## **APPLICATION PROCESS**

- Applicants must complete and submit Vandalia’s Employment Application, available at [www.vandaliaohio.org](http://www.vandaliaohio.org)  
**Deadline: Monday, June 18, 5 p.m.**
- Along with their application, they must ALSO submit:
  - A one-page, personally-composed and handwritten letter explaining their interest in joining the Vandalia Police Division. Letter should be a one-sided sheet, no more than 8 ½” x 11” in size and should outline your qualifications and activities, knowledge of our City and your plans for contributing to our organization and community.
  - A one-page listing of ALL computer software experience using the following format:

<b>Software</b>	<b>Year /At What Employer Most Recently Used</b>	<b>Proficiency Level: Minimal, Moderate or High?</b>
1.		
2.		
3.		

All applicants MUST complete the application thoroughly and accurately and submit it, along with the letter and software summary, at 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 regular business hours, 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 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**

The process for establishing an eligibility register and appointing Public Safety Specialists has eight steps:

- Phase 1. **Timely Submission of Application and Supplemental Materials**  
**Deadline is Monday, June 18, 5 p.m.** Candidates’ credentials and letters will be assessed and scored and a provisional eligibility register will be established, containing the names of those scoring at least **70%**. The register will expire in 12 months, unless otherwise specified by the Vandalia Civil Service Commission.
- Phase 2. **First Interview**  
As many as 30 will be invited to the first of three oral interview boards. *Candidates demonstrating recent, successful public safety dispatch experience with another public agency may be considered prior to other applicants.* Candidates must score at least **75%** on this interview to remain eligible.
- Phase 3. **Second Interview**  
The top 10 applicants who achieve a minimum passing score of 75 percent from the first interview will be invited to the second interview. The interview board will be a peer review board including Police Division employees, the Assistant to the City Manager, a Vandalia resident and others as the Chief Examiner may appoint. Candidates must score at least **75%** on this interview to remain eligible.
- Phase 4. **Third Interview**  
The top 5 applicants with a minimum passing score of 75 percent from the second interview will be invited to the third interview. The board will include the City Manager or his designee, the Police Chief, a Police Lieutenant and the Support Services Manager. Candidates must score at least **75%** to remain eligible.

***Candidates will be asked a uniform set of questions to measure specific attributes.***

***Answers will be uniformly rated and recorded on a standardized form by each interview board member.  
Final candidate standings will be determined by the scores of the Third Interview***

### **THE FOLLOWING PHASES ARE PASS/FAIL**

From as many as 5 candidates, the City Manager will select one or more 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 testing phases. Should candidates fail 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   | 3 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 13 Weeks |

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

**THE CITY OF VANDALIA  
 IS AN EQUAL OPPORTUNITY EMPLOYER AND ADA COMPLIANT**

***Women and Minorities Are Encouraged to Apply***

**For additional information or specific questions about the qualification process, please contact Julie Trick in the City Manager's Office, 415-2256 or [jtrick@vandaliaohio.org](mailto:jtrick@vandaliaohio.org)**