

# Vandalia Division of Police

## 2017 Applicant Information

### Police Officer

**A challenging and rewarding career awaits you as a Police Officer with the Vandalia, Ohio Division of Police.** The City of Vandalia is accepting applications for the position of entry level Police Officer. 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.

#### **SALARY AND BENEFITS**

The successful candidate will receive salary and benefits that compare favorably with those offered in business or industry. The current base starting salary of a Vandalia Police Officer is \$58,231.26. Officers receive shift differential pay, paid vacation days, and holiday pay. After one year of service, a police officer earns 40 hours of personal time and 96 hours of annual vacation that increases at set intervals for years of service.

#### **Additional Benefits Includes:**

- 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 June 19, 2017:

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

They must also:

- ◆ Possess or obtain, upon appointment, a valid State of 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 the following qualifications will receive preference:

- ◆ Current Police Officer Certification by the Ohio Peace Officers Training Commission. (You must submit a copy of your certification or evidence of academy completion along with your application, if applicable.)
- ◆ An Associate's Degree or greater or 60 semester hours or 90 quarter hours of 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:

- ◆ 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.***

## **APPLICATION PROCESS**

Applicants must complete Vandalia's Employment Application, available on the city website at [www.vandaliaohio.org](http://www.vandaliaohio.org). They must also submit a one-page, personally-composed and handwritten letter explaining their interest in joining the Vandalia Division of Police. All applicants MUST complete the application thoroughly and accurately and submit it, along with the letter as instructed, no later than Monday, June 19, 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 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 Police Officers has eight successive steps:

- Phase 1. **Timely Submission of Application and Letter of Interest --Deadline is Monday, June 19 at Noon**  
*Proof of relevant certifications are mandatory upon application. Copy of Peace Officer certification or evidence of academy completion, if applicable, MUST be attached to the application.*  
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**  
Candidates attaining a score of at least 70% on the evaluation of their credentials and letters of interest will receive notification to appear for the first of three oral interviews. This review board will be made up of two Police Division employees and the Assistant to the City Manager. Candidates must score at least **80%** on the First Oral Interview to remain eligible to continue in the qualification process.
- Phase 3. **Second Oral Interview**  
The top 10 applicants who achieve a minimum passing score of 80% 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 at least four 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 **80%** to remain eligible 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 80% 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 and a Police Lieutenant. Participants in the third interview must achieve a minimum passing score of **80%** to remain eligible 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**

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**

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

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

A psychological examination designed 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.)

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

Approximate Time Required 12 Weeks

***The appointment of a new employee shall not be deemed complete until successful completion of a probationary period of 12 months of actual service.***

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