

A Nice Place to Call Home

Boardman Township

8299 MARKET STREET • BOARDMAN, OHIO 44512 • (330)726-4177 • FAX: (330)726-4195

CIVIL SERVICE COMMISSION

Gordon L. Johnson, Martha L. Bushey, & Richard A. Schafer

INSTRUCTION SHEET ENTRY LEVEL POLICE OFFICER EXAMINATION

This packet contains an instruction sheet (1 page), legal notice (4 pages), Application for Examination (7 pages), job description (4 pages).

Any questions concerning this application should be directed only to the Civil Service Commission or designated authority. Contact options are as follows:

- Email boardmancivilservice@gmail.com
- Phone (330) 726-4177 x 61701 during normal business hours
- Phone/text (330) 540-8204 (after 4:00 PM).

All forms must be printed in ink or typed and filled in completely.

Answer all questions. Where not applicable, indicate by N/A. To be eligible to receive extra bonus points, a passing grade of one standard deviation below the mean must be obtained and proper forms should be attached to the application at the time of filing.

No agility/physical fitness test completion certificate is required to register for and take the Boardman Civil Service Entry Level Police Officer Examination.

WRITTEN EXAMINATION: Sunday, February 28, 2021 1-3pm. To be eligible to receive credit the proper forms must be received prior to this date. A valid driver's license or photo id will also be required (a copy will not be accepted). This date may be extended by the Commission in specific and unusual situations whereby the Commission believes an extended submission date is justified. This request must be received by the Commission in writing no later than one week prior to exam date.

AN EQUAL OPPORTUNITY EMPLOYER

**BOARDMAN TOWNSHIP
CIVIL SERVICE COMMISSION
LEGAL NOTICE OF EXAMINATION**

Notice is hereby given that an open competitive examination will be conducted by the Boardman Township Civil Service Commission for the following position:

**BOARDMAN POLICE DEPARTMENT
SALARY: \$38,123.90*
*(to include benefits)**

QUALIFICATIONS:

For appointment all candidates must be 21 years of age. Candidates must be able to analyze situations quickly and objectively and determine the proper course of action. Candidate must have the ability to cope with situations firmly, courteously, and tactfully. A passing score on the written examination will be one standard deviation above the mean.

All applicants must be able to follow written and oral instructions, and be able to read and write the English language. All applicants must be citizens of the United States (or provide proof of their intentions of receiving citizenship).

Applications will be available electronically via the Boardman Township Website www.boardmantwp.com or by email request to boardmancivilservice@gmail.com, from Friday, January 15, 2021 through Friday, February 26, 2021. Office hours are by appointment only, please call (330)726-4177 x 61701 during normal business hours or (330)540-8204 after 4pm, except holidays.

Completed applications will be accepted beginning Tuesday, February 16, 2021 from 9-12pm and 2-4pm Monday- Friday until Friday, February 26, 2021 except weekends & holidays. The Boardman Civil Service Office is located at the Boardman Township Fire Department, 7440 Market Street, Boardman, Ohio.

In the alternative, an applicant may submit an application with a photocopy of picture identification with a notarized signature to boardmancivilservice@gmail.com beginning Tuesday, February 16, 2021 at 9am through Friday, February 26, 2021 at 4pm.

*** If you chose to drop off your packet at the Boardman Fire Department, please text (330) 540-8204 your name & that you are in the parking lot. A representative from the Boardman Civil Service Commission will provide you with additional instructions.**

Veteran's Credit on Open Competitive Examination:

Any person who has completed service in the uniformed services who has been honorably discharged from the uniformed services or transferred to reserve with evidence of satisfactory service, and who is a resident of this state, may file with the Commission a certificate of service or honorable discharge and upon this filing shall receive an additional credit of twenty percent (20%) of the person's total grade given in the regular examination in which the person receives a passing grade.

**BOARDMAN TOWNSHIP
CIVIL SERVICE COMMISSION
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POLICE OFFICER
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A person who has been discharged from the uniformed services for medical reasons must submit written proof that said person was completely and honorably discharged from the uniformed services in order to receive Veteran's Credit.

A person is not eligible for Veteran's Credit following an honorable or a medical discharge, unless that person has served on active duty in the armed forces for at least one hundred eighty (180) days.

Proof of satisfactory service or honorable discharge shall be submitted when the application for examination is filed with the Commission, or before the scheduled date of the examination. This deadline may be waived by the Commission in specific and unusual situations whereby the Commission believes an extended submission date is justified.

Form DD214 is the standard form, which proves honorable service or discharge from the Armed Forces of the United States.

Maximum Credit – The maximum credit available for any one candidate is 20%, regardless of the source. Credits from more than one source cannot be combined if they exceed 20%.

Licensure Credit- Police Any applicant for original appointment as a police officer, who at the time of certification of the list from the examination possesses a valid certificate from the Ohio Police Officer Training Commission (OPOTC), may file with the Commission such certificate. The Commission shall grant additional credit of ten percent (10%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.

Educational Credit- Police Any applicant for original appointment as a police officer, who at the time of certification of the list from the examination possesses an Associate Degree from an accredited college or university, may file with the Commission acceptable certification of such degree. The Commission shall grant additional credit of five percent (5%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.

Any applicant for original appointment as a police officer, who at the time of certification of the list from the examination possesses a Bachelor's Degree from an accredited college or university, may file with the Commission acceptable certification of such degree. The Commission shall grant additional credit of ten (10%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.

Educational credit is non-cumulative in nature and cannot be compounded based on multiple degrees of any type. A candidate is only entitled to a single credit for highest degree recognized and submitted to the Commission prior to the examination date and must, at that time, be accompanied by proof as described above.

Maximum Credit – The maximum credit available for any one candidate is 20%, regardless of the source. Credits from more than one source cannot be combined if they exceed 20%.

**BOARDMAN TOWNSHIP
CIVIL SERVICE COMMISSION
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WRITTEN EXAMINATION: Sunday, February 28, 2021 1-3pm. To be eligible to receive credit the proper forms must be received prior to this date. A valid driver's license or photo id (a copy will not be accepted) will also be required. This date may be extended by the Commission in specific and unusual situations whereby the Commission believes an extended submission date is justified. This request must be received by the Commission in writing no later than one week prior to exam date.

The written examination will be administered in the banquet hall of the Avion on the Water Banquet Center, located at 2177 Western Reserve Rd, Canfield, OH 44406. Testing will begin at 1:00PM and end at approximately 3:00PM.

Completion of a certified OPOTA-C training academy or OPOTA-C certification as an Ohio Peace Officer is not required to apply for and take the Boardman Civil Service entry level test. However, bonus points for having OPOTA-C certification prior to the test date will be awarded to applicants.

Applicants are able to apply for and take the civil service test without an OPOTA-C taking/completing a basic training academy. At the discretion of the Boardman Trustees, a candidate completing all applicable civil service requirements during this testing process, may be selected for conditional employment and sent to an area training academy at township expense and while receiving reduced pay/benefits during that period. Upon completion of training and obtaining a certificate of completion, the employee would start their Boardman Police Department training and probationary period.

No agility/physical fitness test completion certificate is required to register for and take the Boardman Civil Service entry level test. However, prior to any formal job offer by Boardman Township, a candidate must have successfully completed one of the below listed agility/physical fitness tests in the outlined time frame and provide a copy of the certificate as indicated.

1. A certificate of completion of the issued by the Cuyahoga Community College, at the applicant's expense taken within last two (2) years from civil service test date. <https://www.tri-c.edu/workforce/public-safety/law-enforcement/law-enforcement-advanced-training/physical-agility-police-officer-testing.html>
2. Successful completion of the OPOTA-C final Academy Physical Fitness Test taken within last two (2) years from civil service test date. <https://www.ohioattorneygeneral.gov/How-to-Become-a-Peace-Officer-in-Ohio>
3. Successful completion of the final OPOTA-C Academy Physical Fitness Test administered by BPD.

**BOARDMAN TOWNSHIP
CIVIL SERVICE COMMISSION
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METHOD OF RATING: In an entry-level competitive examination, if two (2) or more applicants receive the same final score, the applicant who filed an application at an earlier date than the other applicants shall be placed higher on the eligible list. However, applicants eligible for veteran's preference under Rule 5, Section 7 of these Rules, shall receive priority in rank on the eligible list over non-veterans on the list with the same final score.

ELIGIBILITY LIST: A list of names shall be prepared of those candidates who attained a final score of one standard deviation below the mean arranged in a descending order of the final score attained. The eligibility list shall be in effect for one year after the first hire or two years from the date of certification by the Commission.

PRIOR TO HIRE: Requirements for those candidates on a certified eligible list who are given a conditional offer of hire will include the successful passage of a physical agility test, a polygraph, medical examination, a psychological examination and any other tests deemed necessary by the Boardman Township Board of Trustees

LAST DAY FOR FILING AN APPLICATION IS FRIDAY, FEBRUARY 26, 2021 at 4PM.

All applications must be submitted in person along with, copies of certificates, a valid driver's license or photo id (a copy will not be accepted). In the alternative, an applicant may submit an application online with a photocopy of picture identification with a notarized signature. All previous applications submitted to Boardman Township for the above position are hereby void and unacceptable for exam purposes.

Gordon L. Johnson, Chairman
Martha L. Bushey, Vice Chairman
Richard A. Schafer, Secretary

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Veteran's Credit on Open Competitive Examination:

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A person who has been discharged from the uniformed services for medical reasons must submit written proof that said person was completely and honorably discharged from the uniformed services in order to receive Veteran's Credit.

A person is not eligible for Veteran's Credit following an honorable or a medical discharge, unless that person has served on active duty in the armed forces for at least one hundred eighty (180) days.

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Form DD214 is the standard form, which proves honorable service or discharge from the Armed Forces of the United States.

EDUCATIONAL BACKGROUND

High School (Name & Address) _____
(GED)

Degree Earned _____

College (Name & Address) _____

Degree Earned _____

Business or Trade School (Name & Address) _____

Credit Hours Earned _____ Semester Hours Earned _____

Licensure Credit- Police Any applicant for original appointment as a police officer, who at the time of certification of the list from the examination possesses a valid certificate from the Ohio Police Officer Training Commission (OPOTC), may file with the Commission such certificate. The Commission shall grant additional credit of twenty percent (10%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.

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Maximum Credit – The maximum credit available for any one candidate is 20%, regardless of the source. Credits from more than one source cannot be combined if they exceed 20%.

EMPLOYMENT

List last position first and account for all periods of unemployment, (i.e. Military Service, etc.)

Name of Company _____ Address _____

Phone () _____ Dates Employed – From _____ to _____

Position _____ Salary _____

Immediate Supervisor _____

Reason for Leaving _____

Name of Company _____ Address _____

Phone () _____ Dates Employed – From _____ to _____

Position _____ Salary _____

Immediate Supervisor _____

Reason for Leaving _____

Name of Company _____ Address _____

Phone () _____ Dates Employed – From _____ to _____

Position _____ Salary _____

Immediate Supervisor _____

Reason for Leaving _____

REFERENCES

List three (3) persons or business references, not related to you.

Name _____ Address _____

State _____ Zip Code _____ Phone () _____

Occupation _____ Years Known _____

Name _____ Address _____

State _____ Zip Code _____ Phone () _____

Occupation _____ Years Known _____

Name _____ Address _____

State _____ Zip Code _____ Phone () _____

Occupation _____ Years Known _____

Name _____ Address _____

State _____ Zip Code _____ Phone () _____

Occupation _____ Years Known _____

In case of emergency notify:

Name Relationship

Address Phone

THIS APPLICATION MUST BE SIGNED IN THE PRESENCE OF A COMMISSION MEMBER OR PERSON WORKING ON BEHALF OF THE CIVIL SERVICE COMMISSION AT THE TIME OF FILING.

CERTIFICATE OF APPLICATION: Hereby certify that all information given in this application is true and agree and understand any misstatement of material facts contained in this application may cause forfeiture of all my rights to employment with Boardman Township, Ohio.

It shall be the responsibility of all applicants with passing scores on an eligibility list to promptly notify the Commission of any change in the applicant's name or address. Failure to do so may result in an improper certification and subsequent removal from the eligibility list. Boardman Township Civil Service Rules and Regulations Article VI, Section 4.

SIGNATURE _____ DATE _____

SIGNATURE OF WITNESS _____ DATE _____
(Commission member only)

TIME _____

An Equal Opportunity Employer

IF SUBMITTED VIA MAIL UNDER SEAL OF STATE OF OHIO NOTARY PUBLIC

OATH/AFFIRMATION OF APPLICANT: I hereby swear or affirm that all information given in this application is true and agree and understand any misstatement of material facts contained in this application may cause forfeiture of all my rights to employment with Boardman Township, Ohio.

It shall be the responsibility of all applicants with passing scores on an eligibility list to promptly notify the Commission of any change in the applicant's name or address. Failure to do so may result in an improper certification and subsequent removal from the eligibility list. Boardman Township Civil Service Rules and Regulations Article VI, Section 4.

SIGNATURE _____ DATE _____

OHIO NOTARY JURATE CERTIFICATION

State of _____

County of _____

Sworn to or affirmed and subscribed before me by _____
(signature of person making jurat)

this _____ date of _____ (date).

(Affix Seal here)

Signature of Notarial Officer administering jurat

Printed Name of Notary

My Commission expires _____
date

An Equal Opportunity Employer

BOARDMAN TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title:	Patrol Officer	Name of Incumbent:	
Office/Division:	Police	Employment Status:	Full-Time
Reports To:	Patrol Lieutenant	FLSA Status:	Exempt

QUALIFICATIONS (An Example of Acceptable Qualifications):

Completion of secondary education (high school or GED); must be able to qualify for and remain insurable under the Township's vehicle insurance policy; must successfully complete all medical, physical, agility, and/or psychological examinations administered by the Township. Bachelor's degree in criminal justice or related field preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess a State of Ohio driver's license; must successfully obtain State of Ohio Peace Officer Certification; must maintain certification in firearms proficiency; other certifications or licensure requirements as determined by the Chief of Police.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Patrol vehicles (cars, large SUVs, and truck sized vehicles); police radio, firearm, handcuffs, self defense weapons (i.e., baton, oc spray, tazer, and other less than lethal tools); portable radio, computer, telephone, cell phone, camera, video camera, radar unit, unlock tool kit, BAC intoxication detector, fingerprint kit; copier, printer, fax machine, scanner, or other office equipment; hand tools (i.e., pry bars, sledge hammers, battering rams, bolt cutters); fire extinguishers.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; must pursue criminal suspects on foot and in vehicles; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; is periodically exposed to blood and other bodily fluids; walks or stands for long periods of time; climbs ladders, enters water, assists other emergency response personnel.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

Date Adopted: _____

Developed by:

{4/19/2013 PDBRMTW 00116355.DOCX}

Date Revised: _____

Clemans Nelson & Associates, Inc.

BOARDMAN TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: Patrol Officer

Name of Incumbent:

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Patrols assigned area in order to protect citizens and their property; enforces state and local laws; responds to requests for and provides needed assistance, and if necessary, administers first aid; investigates suspicious conditions or individuals; searches individuals, vehicles, and other locations; checks various types of premises; issues warnings, makes arrests, or issues citations; evacuates persons from dangerous situations; arrests and apprehends suspects or offenders.
2. Conducts investigations of crime scenes or criminal activity (secures scene, gathers and analyzes evidence, locates and interviews witnesses, develops informants, searches premises, books, arrested suspects, interrogates suspects, makes judgments regarding probable cause for warrantless search, transports property or evidence, photographs crime scenes, diagrams crime scenes, conducts surveillance, documents evidence chain of custody, etc.); determines charge(s) to be filed against suspects; presents results of criminal investigations to Prosecutor or Grand Jury.
3. Enforces traffic and parking laws and ordinances (uses radar to determine speed of vehicles; controls, regulates, and directs traffic; checks vehicles for proper registration; identifies vehicles with safety issues; issues citations; administers sobriety tests; etc.); investigates traffic accidents (interviews principals and witnesses, examines physical conditions, cares for injured, takes photographs and measurements, writes up report, determines enforcement action); assists stranded motorists; removes hazards from the highway.
4. Participates in crime prevention activities; establishes effective working relationships with citizens and community organizations; provides information to the public concerning law enforcement procedures and activities; resolves conflicts and mediates disputes between citizens; conducts routine inspections of residences, businesses, and other facilities to determine security concerns; provides information to citizens concerning crime prevention procedures and practices; refers citizens to appropriate social service agencies for non-law enforcement services.
5. Cooperates with other law enforcement and public safety agencies in performance of official duties.
6. Files criminal charges, consults with prosecutors, testifies at grand juries, hearings and trials.
7. Reviews activity reports, crime analysis bulletins, wanted posters, and other information to maintain familiarity with criminal activity in area; reviews books, directives, training materials, and other materials to maintain familiarity with law enforcement protocols.

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

{4/19/2013 PDBRMTW 00116355.DOCX}

BOARDMAN TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Patrol Officer	Name of Incumbent:
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8. Provides feedback and suggestions regarding departmental policies, procedures and equipment; may provide departmental instruction and training as required.
9. Inspects Special Operations Division fleet of vehicles and equipment, as well as police facilities and reports conditions requiring corrective action or improvement.
10. Assists supervisors with administrative tasks.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.
2. Reviews and approves/disapproves of investigative and other reports submitted by subordinate personnel; reviews case preparation prior to presentation at grand jury or major trial.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: organizational goals and objectives;* organizational policies and procedures;* criminology; investigation techniques; arrest procedures; modern law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; forensic science; geographic layout of jurisdiction;* law enforcement equipment and weapons; surveillance techniques; security practices and procedures; safety practices and procedures; communication techniques; L.E.A.D.S. computer operations; public safety radio dispatching procedures; inventory control; records preparation and management.

Skill in: operating/utilizing law enforcement equipment; operating/utilizing investigative tools and instruments; operating a motor vehicle; use of firearms as instructed by state (OPOTA) or division; computer operation.

Ability to: carry out simple instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply principles to solve practical, everyday problems; exercise independent judgment; understand, interpret, and apply laws, rules, or regulations to specific situations; explain application of laws, rules, regulations, policies, standards, procedures to others; complete routine forms and prepare accurate documentation/reports; communicate effectively; understand a variety of written and verbal communications; maintain records according to established procedures; develop and maintain effective working relationships and deal effectively with others; work under stressful conditions and maintain

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

{4/19/2013 PDBRMTW 00116355.DOCX}

BOARDMAN TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: Patrol Officer

Name of Incumbent:

composure; demonstrate physical endurance; demonstrate manual dexterity; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

Auxiliary or reserve officers.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

{4/19/2013 PDBRMTW 00116355.DOCX}