

A Nice Place to Call Home

Boardman Township

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

CIVIL SERVICE COMMISSION

Martha L. Bushey, Richard A. Schafer & Aaron M. Franks

INSTRUCTION SHEET ENTRY LEVEL POLICE OFFICER EXAMINATION

This packet contains an instruction sheet (1 page), legal notice (4 pages), Application for Examination (5 pages), job description (3 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. They will, however, be accepted up until the exam's start time.

- In person submission of application -bring with you your driver's license
- Online submission of application– include a copy of your driver's license

The Boardman Civil Service Entry Level Police Officer Examination does not require the completion of an agility/physical fitness exam.

WRITTEN EXAMINATION: Sunday, October 9, 2022 6-8pm. Boardman High School, 7777 Glenwood Ave, Boardman, OH 44512. Please enter through **door # 9**. Testing will begin at 6:00PM and end at approximately 8:00PM.

At check-in, 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: \$40,456-\$67,142*
*(to include benefits & possible sign-on bonus)**

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 below 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 Tuesday, August 30, 2022 through Friday, October 7, 2022. For questions, 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, September 6, 2022 from 9-4pm Monday- Friday until Friday, October 7, 2022 except weekends & holidays.

Completed applications may be dropped off at the Boardman Civil Service Office/Boardman Township Fire Department, 7440 Market Street or at the Boardman Police Department, 8299 Market Street.

If you wish to submit your application via email, please send to boardmancivilservice@gmail.com beginning Tuesday, September 6, 2022 at 9am through Friday, October 7, 2022 at 4pm.

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
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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 time 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 twenty percent (20%) 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 and must, at that time, be accompanied by proof as described above.

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**BOARDMAN TOWNSHIP
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WRITTEN EXAMINATION: Sunday, October 9, 2022 6-8pm. To be eligible to receive credit the proper paperwork must be received by the exam's start time. 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.

The written examination will be administered in the cafeteria of Boardman High School, 7777 Glenwood Ave, Boardman, OH 44512. **Please enter through door # 9.** Testing will begin at 6:00PM and end at approximately 8:00PM.

Completion of a certified OPOTA-C training academy or OPOTA-C certification as an Ohio Peace Officer is not a requirement to apply for and take the Boardman Civil Service entry level police officer exam. However, candidates will receive additional points for submitting an OPOTA-C certification before the exam's start time.

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. The employee would begin their training and probationary period with the Boardman Police Department after completing training and receiving a certificate of completion.

It is not necessary to complete an agility/physical fitness exam in order to register for and take the Boardman Civil Service entrance level test. However, prior to any formal job offer by Boardman Township, a candidate must successfully complete 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.

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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, October 7, 2022 at 4PM.

All previous applications submitted to Boardman Township for the above position are hereby void and unacceptable for exam purposes.

**Martha L. Bushey, Chairman
Richard A. Schafer, Vice Chairman
Aaron M. Franks, Secretary**

AN EQUAL OPPORTUNITY EMPLOYER

Veteran's Credit on Open Competitive Examination:

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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 (20%) 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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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 _____

In case of emergency notify:

Name	Relationship
Address	Phone

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 _____

An Equal Opportunity Employer

Job Description: Patrol Officer - Patrol Division

1407.1 JOB DESCRIPTION

The assignment of Police Officer in the Patrol Division is a sworn position with the rank of Police Officer that is responsible for the protection of life and property, preservation of peace and order, prevention and suppression of crime, arrest and prosecution of offenders, recovery and return of stolen property, and regulation of traffic. His/her performance involves the frequent exercise of independent initiative and judgment and excellent communications skills.

[See attachment: Boardman Township Position Description - Patrol Officer \(Patrol Division\).pdf](#)

1407.2 APPOINTMENT AND QUALIFICATIONS

- A. The Police Officer in the Patrol Division is assigned by the Chief of Police from among those holding the classified civil service position of Police Officer in the Police Department. This position requires considerable knowledge of the principles, practices and technical aspects of modern law enforcement.
- B. Minimum qualifications for Police Officer are established by the Rules and Regulations of the township's Civil Service Commission and include valid Ohio Peace Officer certification and valid Ohio driver's license.
- C. In addition, a bachelor's degree in criminal justice or related field is encouraged

1407.3 DUTIES AND RESPONSIBILITIES

Typical duties, responsibilities, tasks and assignments of the Police Officer in the Patrol Division include:

- A. Patrols the township in a vehicle or on foot during an assigned shift or turn, to prevent or detect criminal behavior, maintain order, and observe public safety conditions and circumstances within the township.
- B. Responds as primary or backup unit to emergency and non-emergency calls for service, involving both criminal and non-criminal matters.
- C. Receives complaints, inquiries, and information from citizens, in person or by telephone; provides aid, assistance, information, or referrals as required.
- D. Talks to residents, merchants, and visitors to maintain good community relations.
- E. Reports hazardous conditions to the appropriate authorities; contacts owners or authorized agents to secure damaged, recovered, or illegally entered property or premises.
- F. Investigates crimes, incidents, traffic crashes, alarms, and suspicious activity or circumstances.
- G. Searches persons, buildings, vehicles, and open areas with regard for both proper tactics and constitutional safeguards.

Boardman Police Department

Boardman Police Department Policy Manual

Job Description: Patrol Officer - Patrol Division

- H. Locates, preserves, collects, and processes physical evidence; takes photographs; dusts for fingerprints; makes sketches and diagrams; maintains chain of custody.
- I. Identifies, locates and interviews victims, complainants, witnesses, and suspects; conducts custodial interrogations of arrested persons in accordance with constitutional safeguards.
- J. Enforces traffic laws by stopping motorists and issuing citations or warnings as appropriate; directs traffic around traffic crashes, disabled vehicles, or obstructions; enforces parking regulations.
- K. Assists stranded motorists and others in need of immediate assistance; gives directions to lost motorists or pedestrians.
- L. Controls crowds at crime scenes, fires, parades, demonstrations, and other events.
- M. Makes arrests using only the amount of force reasonably necessary under the circumstances; executes warrants, serves legal papers, issues summonses and citations.
- N. Searches, fingerprints, photographs, books, guards, and transports prisoners.
- O. Prepares and submits written reports and forms in accordance with departmental policy and procedures.
- P. Operates radar or laser speed-detection devices, breath-testing equipment, mobile data terminals, and other electronic equipment.
- Q. Uses discretion and judgment within the limits of the law and departmental policy to accomplish organizational goals and objectives.
- R. Requests assistance as necessary to handle situations; keeps superior officers informed of significant events or circumstances.
- S. Cooperates with other law enforcement and public safety agencies in the performance of official duties.
- T. Files criminal charges, consults with prosecutors, and testifies at grand juries, hearings, and trials as required.
- U. Maintains proficiency and certification with weapons and other equipment as required.
- V. Attends roll calls, briefings, and training as required.
- W. Reviews significant activity reports, crime analysis bulletins, wanted posters, and other information to maintain familiarity with criminal activity in the area.
- X. Reviews statute books, written directives, training materials, videotapes, and electronic materials to maintain familiarity with laws and procedures.
- Y. Inspects vehicles, equipment, and uniforms, and keeps them in clean and serviceable condition.
- Z. Assists supervisors with administrative tasks; handles supervisory tasks in absence of supervisor.
- AA. Instructs departmental orientation and training courses as required.

Boardman Police Department
Boardman Police Department Policy Manual

Job Description: Patrol Officer - Patrol Division

- AB. Provides feedback and suggestions regarding departmental policies, procedures, and equipment.
- AC. Represents the department at civic or other functions and with the media to promote the safety of the community and the public relations of the department.
- AD. Performs related work as directed by superior officers.

Keep for your records