

# **Boardman Township**

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

## **CIVIL SERVICE COMMISSION**

*Atty. Martha L. Bushey, Richard A. Schafer, and Aaron M. Franks*

### **Boardman Township Police Department Application for Entry Level Police Officer**

Employment Test: Open competitive examination for full time entry level Police Officer

Application & Open Testing Period: **March 11th to April 19th, 2024**

Testing conducted through the National Testing Network (NTN)

#### Test Announcement:

The Boardman Township Civil Service Commission is responsible for administering employment tests for the position of full time entry level police officers in the Boardman Township Police Department. The first step in this process is to submit an initial application to the Commission as outlined below. The second step is to take an employment test which is used to rank order candidates for selection. This test is being administered through the National Testing Network (NTN) where candidates can take the test in person or through an online proctored test during the above open testing period.

Starting salary for new full time patrol officers is \$50,000 annually, with lateral credit for full or part time police experience of up to five (5) years with starting pay at \$60,000. Additional information about wages, benefits, and opportunities within the department may be found at the Boardman Police Department at <https://www.boardmantwp.com/police/employment/> or by contacting Chief of Police Todd Werth at [twarth@boardmantwp.com](mailto:twarth@boardmantwp.com) or 330-770-1429.

#### Qualifications:

Candidates must be able to analyze situations quickly and objectively and determine the proper course of action. A candidate must have the ability to cope with situations firmly, courteously, and tactfully. All candidates must be 21 years of age at time of final appointment and employment. There is no upper age limit for otherwise eligible candidates for the position of full time police officer. All candidates must be able to follow written and oral instructions, and be able to read and write the English language. All Candidates must be citizens of the United States (or provide proof of their intentions of receiving citizenship).

Prior to final appointment and employment, each candidate must successfully pass an extensive background investigation, a medical examination, a physical agility test, a psychological examination and any other tests deemed necessary by the Boardman Township Civil Service Commission.



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### Physical Agility Test:

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. Successful completion of the OPOTC final Academy Physical Fitness Test standards administered by an approved OPOTC police academy within the last two (2) years from the final day of the civil service testing period (April 19, 2024).
2. A certificate of completion for physical testing issued by the Cuyahoga Community College, taken at the applicant's expense within last two (2) years from the final day of the civil service testing period. <https://www.tri-c.edu/workforce/public-safety/law-enforcement/law-enforcement-advanced-training/physical-agility-police-officer-testing.html>
3. Successful completion of the final OPOTC Academy Physical Fitness Test standards (by gender & age group) as administered by the Boardman Township Police Department. The test will be given during the background process to the current OPOTC physical fitness (end of academy) standards. <https://www.ohioattorneygeneral.gov/How-to-Become-a-Peace-Officer-in-Ohio>

### Veteran's Credit:

Any person who has completed service in the uniformed armed services of the United States who has been honorably discharged 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.

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 end date of the examination period. 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

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Member 4 Copy is the standard form, which proves honorable service or discharge from the Armed Forces of the United States.

### Licensure Credit:

Applicants are able to apply for and take the civil service test without having completed an Ohio Police Officer Training Commission (OPOTC) academy or having a current Ohio Peace Officer certification. 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 as a cadet and sent to an area training academy at Township expense and while receiving 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.

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:

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 the 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 sources. Credits from more than one source outlined above cannot be combined if they exceed 20%.



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### Application Steps

Meet all minimum requirements as outlined in the Boardman Civil Service Police Officer Application.

Go to the Boardman Civil Service website at <https://www.boardmantwp.com/civil-service/> to obtain a police officer application. You may also find the application at the Boardman Township Police Officer NTN job posting below or pick one up at the Boardman Township Civil Service Commission (Boardman Fire Department building), 8299 Market Street, Boardman, OH 44512.

Go to the National Testing Network and create an account at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com). If you already have an NTN account and have taken their entry-level law enforcement test, request that your results be added to and submitted for the Boardman Township Police Department test.

After creating an account, select 'Find Jobs', then select 'Law Enforcement' jobs and sign up for the Boardman Township Police Department test to be taken no later than April 19, 2024. The Boardman Civil Service Police Officer entry test may be taken in-person or by online proctor through NTN.

When you visit the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Complete the NTN registration process and schedule your test.
- Review all information related to the Agency Name (position title), including minimum requirements, salary, and benefits.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

The candidate must complete and submit the formal Boardman Civil Service Commission application for employment and the below forms if applicable to their NTN account or to the Boardman Civil Service Commission no later than April 19, 2024:

- If applicable, copy of DD-214 Member 4 Copy for Veteran's preference points.
- If applicable, copy of current OPOTC Certificate
- If applicable, copy of two-year (2) Associates Degree.
- If applicable, copy of four-year (4) Bachelor's Degree.
- If applicable, copy of TRI-C physical fitness or OPOTC certificate (within 2yrs of April 19, 2024).

The above items (Civil Service Application, DD214, OPOTC Certificate, Educational Benefit, Physical Fitness Certificate) may be submitted using one of the following methods:

- Upload to your NTN account.



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- Mail to: Boardman Township Civil Service Commission, 7440 Market Street, Boardman, OH 44512.
- Deliver the completed and signed documents in person to the Civil Service Commission located at the Boardman Fire Department, 7440 Market Street, Boardman, Ohio 44512
- Email packet items to [boardmancivilservice@gmail.com](mailto:boardmancivilservice@gmail.com)
- Drop off the application to the Boardman Township Police Department located at 8299 Market Street, Boardman, Ohio 44512

Candidates achieving the minimum passing score on the NTN entry test will be eligible for bonus points if proper documentation is submitted by April 19, 2024. After reviewing the results of the written examination provided by the National Testing Network, and applying any applicable bonus points, the Boardman Township Civil Service Commission will then compile an eligibility list. The eligibility list will be in effect for a period of one year after the first hire or two years from the date of certification by the Commission.

The top-ranked candidates may be scheduled for an extensive background investigation conducted by the Boardman Police Department which includes candidate interviews, reference checks, criminal history check, credit check, medical assessment, drug screen testing, and psychological assessment.

What to expect at the National Testing Network, Inc. website:

- Review all information related to the Boardman Township Police Officer position, applicant process, minimum requirements, and all pertinent documents that need to be completed and submitted.
- Opportunity to take online practice tests at [www.frontlinetest.com](http://www.frontlinetest.com)
- Schedule your own convenient test time. Tests are offered multiple times a week at testing sites throughout the United States including for local area applicants.
- Individual online proctored tests are available with multiple appointment dates & times.
- Take high-quality job simulation tests in a standardized, fair testing environment.
- Upon completion of the entry-level exam, all candidate scores are automatically forwarded to the Boardman Township Civil Service Commission. Candidates who attain a passing score on the entry-level exam in each category will be placed on the Civil Service Commission's preliminary eligibility list.

For questions related to obtaining an NTN account or taking or scheduling a test contact the National testing Network at 206-428-3265 (Monday - Friday 6:00 am to 5:00 pm Pacific Time, or Saturday to Sunday 7:00 am to 3:00 pm PT). Or at their contact/help drop-down tab [https://nationaltestingnetwork.com/publicsafetyjobs/contact\\_candidate.cfm](https://nationaltestingnetwork.com/publicsafetyjobs/contact_candidate.cfm)

For questions on the application process contact the Civil Service Commission at [boardmancivilservice@gmail.com](mailto:boardmancivilservice@gmail.com) or (330)726-4177 extension 61701 or after hours call or text (330) 540-8204.

A Nice Place to Call Home

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The National Testing Network is a service provided to conduct our entry-level testing in a standardized, accessible, and professional environment. The National Testing Network does not replace the Boardman Township Civil Service Commission's responsibility and decision-making in the testing process. Upon completion of your scheduled exam, scores are automatically forwarded to the Commission. Candidates who attain a passing score on the entry-level exam will be placed on the Boardman Township's Civil Service Police Officer eligibility list at the conclusion of the open testing period (April 19<sup>th</sup>, 2024).

The Boardman Township Police Department will contact candidates on the list and will invite them to participate in further stages of the selection process. The final hiring authority for the position of police officer is the Boardman Township Board of Trustees.

To be considered, candidates are required to take the NTN test and file all documents as outlined above no later than midnight on April 19, 2024. Candidates who have not met this deadline will not receive consideration for employment.

**AN EQUAL OPPORTUNITY EMPLOYER**

FILING No. \_\_\_\_\_ Filing Date \_\_\_\_\_ Filing Time \_\_\_\_\_

**CIVIL SERVICE COMMISSION  
BOARDMAN TOWNSHIP, OHIO**

**APPLICATION FOR EXAMINATION**

**JOB TITLE:** Police Officer

**HOW TO FILE THIS APPLICATION:** This application must be filled out completely and received by the Boardman Township Civil Service Commission no later than the last day for applications indicated on the announcement of the examination. All previous applications submitted to Boardman Township for this position are hereby void and unacceptable for this exam purposes.

Last Name	First Name	Middle Name
Address Number & Street	City	State      Zip Code
Primary Telephone # _____	Are you a U.S. Citizen?    Yes ____ No ____	
Date of Birth _____	Age _____	Social Security # _____
Email Address _____		

**Maximum Credit** – The maximum credit available (from licensure, educational, and military service) for any one candidate is 20%, regardless of the source. Credits from more than one source cannot be combined if they exceed 20%.

**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.

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 Member 4 Copy is the standard form, which proves honorable service or discharge from the Armed Forces of the United States.

### U.S. MILITARY SERVICE

Have you served in the U.S. Armed Forces? Yes \_\_\_\_ No \_\_\_\_

Branch of Service \_\_\_\_\_ Division of Discharge \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Type of Discharge \_\_\_\_\_ Any Special Training \_\_\_\_\_

**Educational Credit-** Any applicant for original appointment for 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.

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### EDUCATIONAL BACKGROUND

High School (Name & Address) \_\_\_\_\_  
(GED)

Degree Earned \_\_\_\_\_



College (Name &amp; Address) \_\_\_\_\_

Degree Earned \_\_\_\_\_

Business or Trade School (Name &amp; Address) \_\_\_\_\_

Credit Hours Earned \_\_\_\_\_ Semester Hours Earned \_\_\_\_\_

**Licensure Credit (Ohio Peace Officer Certification)**

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.

Attended and Completed an Ohio Police Officer Training Commission Academy

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes which academy \_\_\_\_\_ Date Completed \_\_\_\_\_

Ohio Peace Officer Certification Current YES \_\_\_\_\_ NO \_\_\_\_\_

Currently in Police Academy or planning to attend? YES \_\_\_\_ NO \_\_\_\_

If yes, which one \_\_\_\_\_

Tentative Completion or Expected Start Date \_\_\_\_\_

**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 \_\_\_\_\_

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**





# JOIN OUR TEAM!

## NOW HIRING!

In-Person and Online Testing

ENTRY LEVEL SALARY

**STARTING \$50,000 +**

LATERAL TRANSFERS

**UP TO \$60,000 +**

**\$3,000 Hiring Bonus,**  
Promotional Opportunities,  
Overtime and other  
Incentives Available.

**OPEN TESTING PERIOD FROM**

**March 11, 2024**

— TO —

**April 19, 2024**

### **SPECIALIZED ASSIGNMENTS INCLUDING:**

CRIME SCENE INVESTIGATOR –  
DETECTIVE BUREAU | FEDERAL TASK  
FORCE OFFICER | FIELD TRAINING  
OFFICER | K9 | SCHOOL RESOURCE  
OFFICER | SWAT/TACTICAL NARCOTICS  
UNIT | TRAFFIC CRASH INVESTIGATOR

**24 HOUR FITNESS FACILITY  
AND WEIGHT ROOM ALSO ON-SITE**



### **APPLICANT REQUIREMENTS**

21 Years of Age by Date of Appointment

Possess a Valid Ohio Driver's License

High School Diploma or GED



**SCAN TO APPLY**

**[WWW.BOARDMANTWP.COM/POLICE](http://WWW.BOARDMANTWP.COM/POLICE)**



**BOARDMAN**  
POLICE DEPARTMENT



8299 MARKET STREET, BOARDMAN, OHIO 44512  
(330) 726-4144 FAX (330) 729-2040





# BOARDMAN POLICE DEPARTMENT

8299 Market St. Boardman, Ohio 44512

330-726-4144 • Fax: 330-726-4170

Todd Werth, CHIEF OF POLICE

## BOARDMAN TOWNSHIP TEST FOR ENTRY-LEVEL POLICE OFFICER

The Boardman Township Civil Service Commission will be administering an Entry Level Police Officer entry exam from March 11th to April 19th, 2024. The testing for the exam will be administered through the National Testing Network (NTN) [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) which offers a flexible testing schedule which allows candidates to take the exam in person or through an online proctor anytime during the six week testing period. Additional information can be found at the Boardman Civil Service Board website <https://www.boardmantwp.com/civil-service/>. Civil service test points will be added for military service, educational background, and current OPOTC certification. Panel interviews, background investigation, voice stress examination, drug screening, medical physical, and a physical fitness test will follow as the next steps in the employment process. Applicants are able to apply for and take the NTN Boardman Civil Service test without a completed OPOTC police academy certification.

**Compensation:** The wage scale for non-rank patrol officers is \$50,003 to \$68,432 with wage/step and cost of living increases based on the collective bargaining agreement. Pay increases with shift differential, contractual incentives, and available overtime. Officers also receive health care benefits including an annual Health Reimbursement Arrangement (HRA) account, annual uniform Allowance, accrued sick time, training & attendance bonuses.

Entry	\$24.04	\$50,003
After 1 year	\$25.00	\$52,003
After 2 years	\$26.00	\$54,083
After 3 years	\$27.04	\$56,246
After 4 years	\$28.12	\$58,496
After 5 years	\$29.25	\$60,836
After 6 years	\$30.42	\$63,270
After 7 years	\$31.63	\$65,800
After 8 years	\$32.90	\$68,432

Up to 5 years of lateral hire credit for full or part time service.  
\$3,000 hiring bonus paid at completion of initial onboard training.

## BOARDMAN TOWNSHIP POLICE DEPARTMENT

The mission of the Boardman Police Department is to enhance the quality of life in Boardman Township by working in partnership with the community to preserve life, enforce the law, provide quality services, reduce the fear of crime, and promote joint problem-solving for safe, secure neighborhoods. The department consists of staffing positions for 63 sworn police officers, which includes rank positions for 8 sergeants, 4 lieutenants, and 2 captains, along with 21 nonsworn professional staff.

Boardman is a diverse community with a mix of residential, business, and industrial properties throughout the Township. The Boardman Police Department is extremely active in both responding to a wide range of calls for service, while priding ourselves on our proactive patrol within our neighborhoods and around our businesses. Our officers have very busy jobs and quickly gain a great deal of law enforcement experience.

In addition to patrol, officers have several numerous opportunities to fill specialty areas within the department including Detective, Crime Scene Investigations, Narcotics Enforcement, SWAT, Traffic Enforcement, K9, School Resource Officers, and assignment to Federal Task Forces. An important focus of the department is to provide training opportunities for officers from both internal training sessions and individual attendance in outside law enforcement courses.

**ADDITIONAL INFORMATION:** Visit the Boardman Township Civil Service web page listed above for information and an application packet, or contact the Civil Service Commission at [boardmancivilservice@gmail.com](mailto:boardmancivilservice@gmail.com), or 330-726-4177 ext. 61701. You may also contact Boardman Chief of Police Todd Werth at [twerth@boardmantwp.com](mailto:twerth@boardmantwp.com) or call him at 330-770-1429 with any questions.