

A Nice Place to Call Home

Boardman Township

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

CIVIL SERVICE COMMISSION

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

Open Application Period Announcement for Entry-Level Police Officer

Application Period: December 20th to 4:00 pm on January 20th.

Application Announcement:

The Boardman Township Civil Service Commission is responsible for establishing a rank ordered list 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.

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. Information about wages, benefits, and opportunities within the department may be found on the Boardman Township website, (<https://www.boardmantwp.com/police/employment/>) or by contacting Chief of Police Todd Werth at twerth@boardmantwp.com or 330-770-1429.

This specific application period is only open to individuals certified as Ohio Police Officer Training Commission (OPOT-C) officers, recent graduates or those currently enrolled in an Ohio Police Officer Training Academy (OPOTA) by the end of the application period (January 20th). There is no fee required to submit an application through this process. It is anticipated that Boardman will have a future traditional entry level police officer examination in 2025 that will also be open to individuals not in an academy or having an Ohio police officer commission.

There is no entry level Civil Service test for this application period. The Civil Service Commission will review applications and assign qualitative points as outlined in Attachment A. Point totals for each applicant will be used to rank order candidates for purposes of establishing the Civil Service list for continuation through the hiring process. The date and time of a completed and approved application will be used to break any ties in total points between candidates.

Qualifications:

Candidates must be able to analyze situations quickly and objectively to 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 for Boardman Township. All candidates must be able to follow written and oral instructions, and be able to speak, read, and write the English language. All Candidates must be citizens of the United States (or provide proof of their intentions of receiving citizenship). There are no part time positions available.

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.

Application Requirements & Process

Physical Agility Test:

No agility/physical fitness test completion certificate is required to submit an application for this Boardman Civil Service qualitative entry level application period. 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 application period (Date: January 20th, 4:00 pm).
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. The OPOTC test is graded based upon age and gender. More information can be found on the standards at:
<https://www.ohioattorneygeneral.gov/How-to-Become-a-Peace-Officer-in-Ohio>

Note that completing one of the above physical fitness testing options is not required to initially submit an application. For option 3, the test will be given towards the end of the complete hiring process.

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 additional credits as outlined in Attachment A.

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 application 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 D0214 Member 4 Copy is the standard form, which proves honorable service or discharge from the Armed Forces of the United States.

Ohio Police Officer Licensure Credit:

Applicants must have a current and valid OPOTC certification or be currently enrolled in, or have recently completed, an accredited OPOTC basic police academy by the end date of the application period (Date: January 20th, 4:00 pm) to be eligible to apply during this application period.

A copy of the OPOTC certification or letter or notice (i.e. an email from the police academy commander confirming enrollment and expected completion date) may be provided with the initial application or by the close of the application period to the Boardman Civil Service Commission or Boardman Police Department prior to the last day of the application period.

Educational Credit:

Any applicant for original appointment as a police officer, who at the time of certification of the list by the Civil Service Board possesses an associate degree from an accredited college or university, may file with the Commission acceptable certification of such degree.

Any applicant for original appointment as a police officer, who at the time of certification of the list by the Civil Service Board possesses a bachelor's degree from an accredited college or university, may file with the Commission acceptable certification of such degree.

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 closing of the application period.

Law Enforcement Employment Credit:

Applicants may indicate current or past law enforcement/police service credit on their application. Qualitative points will be awarded as indicated in Attachment A for prior law enforcement credit (up to 5 years). Part-time service will be differentiated between full-time service with a total limit of up to five (5) years. **This (lateral) service is also transferable for purposes of pay and benefits (i.e. vacation time and longevity pay) when hired by Boardman Township (credited up to 5 years of OPOTC police experience).** Full time service will be credited on a one to one basis, with part-time service being prorated as determined by Boardman Township. Credited experience will be verified by the Boardman Police Department and approved by the Chief of Police.

Employment service credit can be confirmed by providing documentation (i.e. oath of office, retirement summaries, etc.) or will be confirmed later in the application process during the background investigation.

Law Enforcement Training Credit:

Applicants may receive qualitative points for completed law enforcement related training. As outlined in Attachment A, any completed law enforcement training consisting of forty (40) hours (i.e. CIT Training, OPOTA advanced training, etc.) will receive credit. This point credit is limited to complete forty-hour (40) training classes, not cumulative individual training sessions. Completion certificates must be submitted with the application or prior to the close of the application window (Date: January 20th, 4:00 pm). A determination if a forty hour block is acceptable for this qualitative credit is at the discretion of the Boardman Chief of Police.

Application Steps

Meet all minimum requirements as outlined above and 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 or pick one up at the Boardman Township Civil Service Commission (Boardman Fire Department building), 7440 Market Street, Boardman, OH 44512, or Boardman Township Police Department, 8299 Market Street, Boardman.

The candidate must complete and submit the formal Boardman Civil Service Commission application for employment and the below forms to the Boardman Civil Service Commission no later than January 20th at 4:00 pm.

- 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 Date: January 20th).
- If applicable, training certificates of completed 40 hour law enforcement related training.

The above items (Civil Service application, DD214 Member 4 Copy, OPOTC certificate, educational benefit, physical fitness test certificates, etc.) may be submitted using one of the following methods:

- Mail to: Boardman Township Civil Service Commission, 7440 Market Street, Boardman, OH 44512. (Date post marked will be used as submission date).
- 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, Mon-Fri between 8:00 am and 4:00pm.
- Email packet items to boardmancivilservice@gmail.com
- Drop off the completed application to the Boardman Township Police Department located at 8299 Market Street, Boardman, Ohio 44512.

The Civil service Commission will review applications, assign points as outlined in Attachment A, and rank order applicants. The top-ranked candidates (per applicable Civil Service rules) will be contacted by the Boardman Township Police Department for continuation in the application process which includes candidate interviews, reference checks, criminal history check, credit check, medical assessment, drug screen testing, and psychological assessment. The final hiring authority for the position of police officer is the Boardman Township Board of Trustees.

For questions on the application process contact the Civil Service Commission at boardmancivilservice@gmail.com or (330)726-4177 extension 61701 or after hours call or text (330) 540-8204, or Chief Werth at twerth@boardmantwp.com or 330-770-1429.

AN EQUAL OPPORTUNITY EMPLOYER

Boardman Civil Service Commission

December 2024 Application Period - Entry Level Police Officer

Attachment A - Qualitative Points

Name of Applicant: _____

<u>Category</u>	<u>Points</u>	<u>Qualitative Points Awarded</u>
Veteran	2 points	_____
Education	2 points bachelor's degree 1 point associate degree (no more than 2 pts total)	_____ _____
OPOTC Certification	4 points current certification .5 points current academy .25 current academy and has passed final fitness test standards (no more than .75)	_____ _____ _____
Service/Employment Credit	.1 point for every month full- time police employment (part time employment prorated). Credit will be capped at 3 points.	_____
Law Enforcement Training	.2 point for every forty (40) hour law enforcement training class (i.e. OPOTA class). Credit will be capped at 1 point.	_____

Total qualitative points: _____

Reviewed:

Civil Service Commission Representative _____ Date: _____

Confirmed, Boardman Police Department _____ Date: _____

Approved, Boardman Civil Service Board

Aaron Franks

Martha L. Bushey

Richard A. Schafer