

Northwood Police Department

Patrolman, Entry Level // City of Northwood, Ohio



Recruitment Packet



Our Vision: We will promote a safe and secure community through fair and professional policing.

Our Mission: We are dedicated to preventing crime, enforcing laws, protecting life, and property while upholding the constitutional rights of all.

Our Values: We value professionalism, integrity, and teamwork with respect for each other and the community we are proud to serve.

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EXAMINATION ANNOUNCEMENT

This recruitment packet serves as an announcement for online examinations that must be completed by Monday, December 18, 2023, at 4:00pm for the position of **Entry Level Police Patrolman** for the City of Northwood, Ohio.

The City of Northwood is an Equal Opportunity Employer.

ENTRY LEVEL EXAMINATION

The Northwood Civil Service Commission offers full testing services for the position of “Entry Level Police Patrolman” for the Northwood Police Department (NPD) through the **National Testing Network, Inc. (NTN)**.

The online examination opens on Monday, October 2, 2023, and must be completed by Monday, December 18, 2023, at 4:00pm. We encourage you to register early to ensure you can complete the examination prior to the deadline. The examination is offered through the National Testing Network at multiple times and locations throughout the United States.

To schedule a test, go to <https://www.nationaltestingnetwork.com>, select Law Enforcement, and sign up with the Northwood Police Department (NPD). An application must be filled out with NTN.

- Schedule a test.
- Review all information related to the Northwood Police Department’s police patrolman position, including minimum requirements, salary, and benefits.
- Find detailed information about the testing process for the NTN test and (NPD).
- Have an opportunity to take online practice tests at <https://ergopracticetests.com>.
- Schedule your own convenient test time and location.
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the NTN exam, all candidate scores are automatically forwarded to the Northwood Civil Service Commission. Candidates who attain a passing score of 70% or better on each section of the examination and have met all of the requirements of the application process will be placed on the department’s Eligibility List.

National Testing Network does not replace the Northwood Civil Service Commission’s responsibility and decision making in the testing process. All candidate results are provided to the Northwood Civil Service Commission where the final decisions are made.

APPLICATION PACKET

An application is required to be completely filled out and submitted to the National Testing Network at the time of testing and before the deadline of Monday, December 18, 2023, at 4:00 p.m. This application, and test, can be found at <https://www.nationaltestingnetwork.com>. Questions regarding this process may be submitted to Audreycaligiuri@northwoodOH.us.

A second, City of Northwood Application and other required paperwork must be completed and submitted at the time of the background investigation. The background investigator assigned to you will help you through this process. The online City Application Packet can be accessed by going to the website for the city: <https://www.northwoodOH.gov>. This packet is located under the employment opportunities tab. The completed Application Packet can be e-mailed directly to the Civil Service Commission at civilservice@northwoodOH.gov, hand delivered to the City's Clerk office, or given to your assigned background investigator. All e-mailed applications will be confirmed by an e-mail from Civil Service of its receipt. If you do not receive this confirmation e-mail, then Civil Service has not received your application packet.

DEPARTMENT OVERVIEW

The Northwood Police Department is a progressive law enforcement agency with a staff of twenty-seven (27) personnel. The agency is composed of a Chief, Captain, Detective Sergeant, 2 Detective Patrolmen, 3 Patrol Sergeants, 11 Patrolmen, 1 S.R.O/D.A.R.E. Officer, 1 part-time Code Enforcement Officer, 5 full-time plus 1 part-time Dispatchers. The city covers 8 square miles and has a population of 5,400.

AREA INFORMATION

The City of Northwood is positioned at the most northern end of Wood County and abuts Lucas County with the jurisdictions of both the City of Toledo and the City of Oregon. The City has shown moderate growth with new industrial and light manufacturing facilities within the past few years along with Northwood Local Schools recently building a new pre-kindergarten – 12th grade school. The newest development has occurred at the site of the old Woodville Mall and has been named "The Enclave".

SALARY RANGE

Pay rates are established through negotiations with the Ohio Patrolmen's Benevolent Association. There is a one (1) year period between each step:

The 2022 pay scale for entry level patrolman (Step 1) are detailed below:

Patrolman January 1 – December 31, 2023

Step 1: \$56,243.20	hourly \$27.04
Step 2: \$59,820.80	hourly \$28.76
Step 3: \$66,830.40	hourly \$32.13
Step 4: \$70,304.00	hourly \$33.80

AGE

In accordance with Section 124.41 of the Ohio Revised Code (ORC) no person shall be eligible to receive an original appointment as a police officer, unless the person has reached the age of twenty-one (21) and has not reached the age of thirty-five (35). Applicants who are, or will be, over the age of thirty-five (35) by the exam date, will be asked to provide proof of previous appointment as a Peace Officer for a jurisdiction within the State of Ohio.

EDUCATION

No application for entry level police Civil Service testing will be accepted unless the candidate can offer proof that, at the time of application, he or she does possess an Associate's Degree or completion of 96 quarter hours or 64 semester hours towards a Bachelor's Degree from an accredited college or university; **OR** education may be substituted with five (5) years of continuous active full-time experience as a law enforcement officer with a Federal, State, County or Municipal Agency or Department, and at time of appointment, he/she is currently certified for Peace Officer Employment as per Ohio R.C. 109.75 and 109.77.

LATERAL TRANSFERS

Lateral transfers from other agencies may be considered at the discretion of the Chief of Police. Such transfers shall be in accordance with the most recent MOU or contract between the City and the OPBA. Every applicant interested in a lateral transfer **MUST** take and pass the NTN test and be placed onto the eligibility list in order to be considered.

Generally, 2 years of full-time employment with a federal, state, county, municipal, tribal, or other similar law enforcement agency may be considered. Lateral benefits that may be extended, but are not guaranteed, include shortened initial field training, a shortened probationary period, vacation accrued at a higher rate based on past experience, compensation based on years of prior service, and quicker acquisition of personal days. Interested and qualified candidates may present questions to the Chief of Police for clarification.

QUALIFICATIONS

Candidates for appointment to police patrolman classification must qualify within appointing range on the Civil Service Eligibility List and may be involved in the following activities of the selection process: background investigation, oral interview, physical and psychological examinations, physical agility testing and drug screening. New employees must serve a one year probationary period that starts upon the successful completion of the Field Training Officer Program and must reside within the County of Wood, State of Ohio or an adjacent county by the end of said probation.

ELIGIBILITY LIST

The eligibility list will be created from applicants who successfully pass the examination and have met all the requirements of the application process. The Eligibility List can be found on the website for the City of Northwood.

The term of the eligibility list shall be fixed by the Commission at not less than one (1) nor more than two (2) years. When the eligible list is reduced to ten (10) names or less, a new list may be prepared. Any list that has been in effect for more than one (1) year may, at the discretion of the Commission, be terminated at any time in the public interest.

VETERANS CREDIT

All applicants for original appointment who are veterans of military service, as described in R.C. 124.23, may file with the Commission a certificate of satisfactory military service or honorable discharge (DD214), whereupon he or she shall receive additional credit of five (5) points of his or her total grade given in the regular examination, provided that he or she has received a passing grade without regard to this or any other credit.

Such requests for veterans' credit must be submitted to the Commission along with the application for examination and must, at that time, be accompanied by proof of satisfactory military service as described above. Requests for veterans' credit made after the final date for test application will not be honored.

TIE SCORES:

In the event that applicants receive the same score in the examination, priority in the time of filing the application with the Commission shall determine the order in which their names shall be placed on the eligible list; provided that applicants eligible for veterans preference under R.C. 124.23 shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veterans. Ties among veterans shall be decided by priority of the filing of the application.

HIRING PROCESS

Successful applicants will need to successfully pass each phase in the sequences listed below to continue in the hiring process:

1. Submission of Application to the National Testing Network,
2. Written General Aptitude Test through NTN,
3. When a vacancy occurs the Civil Service Commission will certify a list of 10 eligible candidates for the Police Chief to consider for filling the vacancy,
4. Personal History Questionnaire to be completed by the list of 10 eligible candidates,
5. Preliminary Background Investigation going over the PHQ and review of the City of Northwood Application and required paperwork,
6. Background Investigation,
7. Police Chief's interview for those candidates with low negative points,
8. Conditional Offer of Employment,
9. Police Chief's Recommendation to Mayor and City Council,
10. Psychological Interview,
11. Physical Examination.

JOB DESCRIPTION

Under general supervision, the police patrolman serves citizens by maintaining law and order within the City's jurisdictional limits. The job of a police patrolman is a public servant position based on public trust, competency, and credibility. It is a critical requirement of this position that the employee has the desire and the ability to perform and behave (on-duty as well as off-duty) in a manner that does not cause damage or endanger the loss of such trust and credibility with the public, the court systems, co-workers, or other law enforcement agencies.

ILLUSTRATIVE DUTIES OF CLASSIFICATION

The police patrolman performs enforcement and safety related duties and functions. These include, but are not limited to: promoting and maintaining a positive public image; responding to calls for service of a non-enforcement nature; preventing, detecting, and investigating crime; enforcing violations of criminal statutes and city ordinances; and providing protective services.

The police patrolman must have the competency, self-initiative, and willingness to work a majority of assigned hours without direct supervision. The police patrolman must have the cognitive ability and desire to understand and interpret organizational rules, policies, and procedures in a manner that solves problems while at the same time promotes the image and mission of the Northwood Police Department.

The majority of law enforcement work is preventive and peacekeeping in nature, the police patrolman, when not responding to calls for service or on assigned duties, must be willing to self-initiate public relations, preventative, and enforcement work in those areas designated by management as priorities. This means, in many instances the employee must be able and willing to know what to do before having to be told what to do.

The police patrolman must be able to interact comfortably, lawfully, effectively, efficiently, and often quickly, with a wide variety of citizens and citizen's groups who have a wide variety of problems and need for enforcement, and safety related services.

Duties are frequently performed under a wide variety of known and unknown working conditions. Calls for service are often repetitive and sedentary in nature, punctuated with diversity. Sudden changes in service demands tax the extremes of the employee's physical and mental resources. For this reason, it is imperative that the employee possess and maintain a physically and mentally fit ready condition.

Personal and public safety consciousness, knowledge of and strict adherence to the observation of the civil liberties of all persons and citizens, the ability to promote and project a positive public image are critical requirements of the position of a police officer.

The Northwood Police Department provides police services every hour of the day and every day of the year. The employee must be able and willing to work any time of the day of the year as scheduled or needed.

ESSENTIAL FUNCTIONS OF THE POSITION

Patrol – Monitors city streets and buildings in a patrol vehicle or on foot. Monitor building security. Responds to calls for service. Enforces state law and city ordinances. Arrests offender. Investigates complaints and interviews suspects and witnesses. Mediates disputes. Directs traffic. Reports hazardous conditions. Operates police equipment and vehicles. Issues traffic citations, parking tickets, and warning citations. Takes traffic crash reports. Administers first-aid. Assists citizens.

Arrest and Investigation – Completes suspect booking and arrest paperwork. Fingerprint and photograph suspects. Conducts searches of suspects. Transports prisoners to jail. File charges. Interviews witnesses. Interrogates suspects. Gather evidence. Process evidence. Prepare evidence for court.

Court – Attends court proceedings. Testifies. Maintain chain of evidence. Serves court papers.

Clerical – Operates the computer systems and programs. Prepares reports and correspondence using computer programs and typewriters. Proofreads correspondence and reports to ensure accuracy.

Miscellaneous and Special Assignments – Attends meetings and serves on committees as requested. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, and other in-service training. Performs additional duties and assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of department policy and procedures; local and state ordinances and laws; arrest procedures; criminal apprehension techniques; self-defense techniques; civil rights laws; rules of evidence; techniques for collecting and preserving evidence; investigative techniques; crime prevention techniques; court procedures; civil disobedience control techniques; and first aid/CPR. Ability to work with little supervision; to interpret and apply local and state laws and ordinances; demonstrate physical agility; define problems, collect data, establish facts and reach conclusions; effectively deal with problems involving several variables; communicate effectively in oral and written form; maintain files; prepare reports; properly use computer systems, programs, and other office equipment; effectively use firearms, handcuffs, baton, and other equipment required to perform police related duties; safely operate police vehicles in normal and emergency situations; work in adverse weather conditions; remain calm in emergency situations; and develop and maintain effective working relationships with the public, officials, co-workers, and supervisors.

This job description in no manner states or implies that these are the only duties and responsibilities which may be performed by the position incumbent.

DISQUALIFICATIONS

The Commission may refuse to examine or, after an examination, refuse to certify as eligible, or after certification revoke that certification, of any person: who is found to lack any of the established preliminary requirements for the examination; who is physically so disabled as to be rendered unfit for the performance of the duties of the position which he or she seeks; who is addicted to the habitual use of intoxicating liquors or drugs to excess; who has been convicted of a felony, theft offense, and domestic violence including lesser included offenses, job-related non-traffic non-juvenile misdemeanors less than seven (7) years old, repeated O.V.I.'s (formally known as D.U.I.'s), O.V.I. within the last three (3) years; who has been issued a permanent civil protection order; who is uninsurable; who has been guilty of infamous or notoriously disgraceful conduct; who has been dismissed from either branch of the civil service

for delinquency or misconduct; or who has made false statements of any material fact, or practiced, or attempted to practice, any deception or fraud in his or her application or his or her examination, in establishing his or her eligibility, or securing his or her appointment. In relation to such inquiries, the Civil Service Commission may require such certificates of persons having knowledge of the applicant as the good of the civil service may require, subject to the requirements of the Fair Credit Reporting Act, if and to the extent those provisions are applicable. The Commission may also take into consideration that convictions (e.g., for misdemeanor) are more than seven (7) years old.



**CITY OF NORTHWOOD - CIVIL SERVICE COMMISSION
ENTRY LEVEL POLICE PATROLMAN ONLINE EXAMINATION
NATIONAL TESTING NETWORK**

TESTING OPEN: October 2, 2023 to 4:00pm on December 18, 2023

DOCUMENTS THAT MUST BE SUBMITTED WITH APPLICATION

Please initial next to each item on the checklist indicating a copy is included with your application:

_____ APPLICANT DATA RECORD

_____ AUTHORIZATION TO RELEASE INFORMATION

_____ COPY OF DRIVERS LICENSE

_____ COPY OF EDUCATIONAL DEGREES, OR OFFICIAL TRANSCRIPTS (Transcripts marked "student copy" are not acceptable. For email submitted applications, transcripts need to be mailed to, "The City of Northwood, "Attention: Civil Service" 6000 Wales Rd. Northwood, OH 43619.)

_____ COPY OF OPOTA CERTIFICATE or OFFICIAL LETTER FROM STATE OF OHIO STATING PASSED OPOTA TEST AND AWAITING CERTIFICATE.

_____ COPY OF DD214 (if veteran)

_____ Date: _____

Applicant Signature

PLEASE REVIEW THE SECTION DISQUALIFICATION OF APPLICANTS. IF ANY PART OF THIS SECTION APPLIES TO YOU, YOU WILL BE DISQUALIFIED FROM THE ELIGIBILITY LIST. REQUEST FOR ADDITIONAL TIME OR ACCOMMODATION FOR A HANDICAPPED OR DISABLED APPLICANT (must be submitted in writing with supporting documentation)

ALL E-MAIL APPLICATIONS WILL BE CONFIRMED BY AN E-MAIL FROM CIVIL SERVICE OF ITS RECEIPT. IF YOU DO NOT RECEIVE THIS CONFIRMATION E-MAIL, THEN CIVIL SERVICE HAS NOT RECEIVED YOUR APPLICATION PACKET.

Contact: civilservice@northwoodoh.gov



CITY OF NORTHWOOD
APPLICATION FOR EMPLOYMENT

PLEASE PRINT CLEARLY

Position Applied For: _____ Date of Application: _____

First Name _____ Middle Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____

Home Telephone # _____ Cell # _____ Other Telephone # _____ Social Security Number _____

- Best time to contact you is: _____

- Are you capable of performing the essential functions of the job, with or without reasonable accommodations for which you have applied? [] Yes [] No If accommodations are needed, please list: _____

- Have you ever been employed here before? [] Yes [] No If yes, give date(s): _____

- Are you employed now? [] Yes [] No If yes, may we contact your current employer(s)? [] Yes [] No

- On what date would you be available to start work? _____

- Can you travel if a job requires it? [] Yes [] No

- Do any of your friends or relatives, other than your spouse, work here? [] Yes [] No

If yes, state their name(s), relationship and department that they work in: _____

NOTE: Your driving record may be requested from the Bureau of Motor Vehicles.

- Do you have a valid State of Ohio Driver's License? [] Yes [] No License #: _____

- How many points do you have on your driving record at the time you submitted this application? _____

- Do you have a valid State of Ohio Commercial Driver's License? [] Yes [] No License #: _____ Class _____

- Is your CDL restricted to vehicles without air brakes (#L)? [] Yes [] No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job related medical condition or disability. You may exclude from this application any responses that indicate race, color, religion, sex, national origin, disability, age or ancestry.

EDUCATION

TYPE OF SCHOOL	NAME	CITY/STATE	DATES ATTENDED	DEGREE	MAJOR/MINOR
High School		City: State:	To: From:		
Vocational/ Trade		City: State:	To: From:		
College		City: State:	To: From:		
College		City: State:	To: From:		
Other Training		City: State:	To: From:		

MILITARY SERVICE

- Describe any job-related training received in the United States Military: _____

- Are you a Veteran? Yes No , if yes, were you honorably discharged? Yes No (if yes, you must provide a copy of DD-214 to show proof of service. If you successfully pass the exam, and have shown proof of service prior to taking the exam, you will be given 5 additional points.)
- Do you need any special accommodations for taking the exam? Yes No
- If yes, please explain: _____

PERSONAL/PROFESSIONAL REFERENCES

- Give name, address and telephone numbers of three (3) references. Do not use the name of past employers or relatives. These references may be called upon to furnish detailed information concerning your habits, character, job reference and ability.

	<u>Name</u>	<u>Address/Phone Numbers</u>	<u>Occupation</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

STATEMENT OF UNDERSTANDING AND SIGNATURE

I understand a physical examination may be required.

I understand a credit check may be required, the results of which may have an impact on my eligibility to be employed by the City of Northwood.

I understand a positive drug screen will discharge me from further consideration for employment with the City of Northwood or cause me to be terminated as a city employee.

The City of Northwood established a drug-free workplace policy in accordance with the Drug-Free Workplace Act of 1988. I understand that all employees of the City of Northwood are required to sign the Employer's Drug Free Workplace Policy as a condition of employment.

The City of Northwood has residency requirements. Other than Employees holding positions created by the City Charter or those positions that fall under the fire department residency policy, employees must reside in the State of Ohio within the County of Wood or an adjacent county by the end of their probationary period. I understand that I must adhere by this residency policy.

I understand that I must sign a full release of information statement has a condition of my employment with the city for the purpose of verifying the information I have provided on this application.

I hereby certify that the answers given and statements made on this application are true are correct. I am aware that a representative of the City of Northwood may conduct an investigation of my background to assist in determining my suitability for this employment. I further understand that any applicant who intentionally makes a false statement or who practices fraud in filling out this application will be refused employment. If already appointed, subsequent evidence of misrepresentation will be considered adequate cause for termination of employment.

I hereby authorize all my previous employers and references to furnish any information concerning my personal character, health, reputation, habits and work records. I hereby release all such persons and the City of Northwood from liability or damages incurred as a result of furnishing or obtaining this information.

(Applicant's Signature)

(Date)

THIS SECTION IS FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Position / Test Applying For _____

Date Filed _____

Time Filed _____

Grade : _____	Passed <input type="checkbox"/>	Failed <input type="checkbox"/>	Placement: _____
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Applicant Data Record

Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date of Birth _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk-In

 Employment Agency Other _____

Name _____ Phone _____
LAST FIRST MIDDLE Area Code

Address _____
NUMBER STREET CITY STATE ZIP CODE

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check one: Male Female

Check one of the following:

Race/Ethnic Group: White Black Hispanic

 American Indian/Alaskan Native Asian/Pacific Islander

Check if any of the following are applicable:

Vietnam Era Veteran Disabled Veteran Handicapped Individual



AUTHORIZATION TO RELEASE INFORMATION

TO: Any Doctor, Physician, Psychiatrist, Dentist, Hospital, Nursing Home, Medical Association or other Health Care Provider; the U.S. Armed Forces, Maritime Services, Veterans Association; any Academic Dean, Registrar, Principal, Guidance Counselor, or person authorized to release information at any: School, College, University, Business School, Trade School, High School, or Elementary School; any Local, State or Federal Law Enforcement Agency; any past or present Employer, Credit Bureau, Retail Merchant Association, U.S. Selective Services, or any Government Agency; any renter of Realty Property.

I, _____, have applied for employment with the City of Northwood. I am aware that my entire background is to be investigated thoroughly. I hereby authorize and request release of any and all information you have concerning me, including, but not limited to my employment, military, credit, psychological, criminal (including expunged records pursuant to Ohio Revised Code 2953.33), medical, educational (including transcripts of any academic record) and any other records relating to achievement, attendance, personal history, discipline, and credit records. I hereby authorize you to release this information upon request to the bearer of this document. This release is executed with full knowledge and understanding that the information is for the official use of the City of Northwood. Consent is hereby granted for the City of Northwood to furnish this information as described above to third parties in the course of fulfilling its official responsibilities relative to my employment with the City of Northwood. I hereby release the City of Northwood, its officers, agents, employees and independent contractors as the custodian of such records, and employer, educational institution, physician, psychologist, psychiatrist, hospital, or other repository of medical records, credit bureau, consumer reporting agency, or military or governmental entity, including its officers, employees, or related personnel, both individually and collectively, from any and all responsibility or liability for damages of whatever kind, which may at any time result to me, my heirs, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

(printed full name) (signature) (date)

(street address) (city) (state) (zip code)

(telephone number) (date of birth)

(witness's signature) (date)