

## **NOTICE OF PATROL OFFICER EXAM**

Notice is hereby given that the City of Kenton will offer a Civil Service Entry Level Examination, to establish an eligibility list for **Patrol Officer** in the Kenton Police Department, on **November 17, 2021 at 1:00 PM**, in the Municipal Building, 111 W. Franklin St., Kenton, Ohio 43326.

Applicants must be at least twenty-one (21) years of age to apply for Patrol Officer, must be a citizen of the United States and resident of the State of Ohio. No applicant shall be eligible to receive an original appointment on or after the person's thirty-sixth (36) birthday.

Application forms may be obtained at the City Clerk's Office located in the Municipal Building, 111 W. Franklin Street, Kenton, Ohio 43326. **Applications must be filed with the Clerk by November 2, 2021 at 3:00 PM.**

All ex-military personnel wishing to receive service credit must **attach a copy of their discharge papers to the application.**

NOTE: Anyone with an application currently on file must reapply in order to take the exam.

Kenton Municipal Civil Service Commission  
Brenda Hanna, Clerk

**APPLICATION FOR EMPLOYMENT  
CITY OF KENTON, OHIO  
An Equal Opportunity Employer**

**SECTION I: PERSONAL INFORMATION**

**DEPT. APPLIED FOR:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

Last

First

M.I.

Street Address

City

State

Zip

County

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Driver's License#** \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

If under 18, a work permit may be required.

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have relatives employed by the City of Kenton? Yes \_\_\_\_\_ No \_\_\_\_\_

Name(s):

Relationship:

**SECTION II: WORK REFERENCES** List the last 3 places of employment beginning with the most current.

**Employer's Name:**

**Address:**

**Phone:**

**Supervisor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

**SECTION III: EDUCATIONAL EXPERIENCE AND TRAINING**

Do you have a high school diploma? \_\_\_ YES \_\_\_ NO

College or technical degree? \_\_\_ YES \_\_\_ NO Degree or Certificate obtained? \_\_\_\_\_

Name and location of school attended: \_\_\_\_\_

Please describe the courses you took or technical training you have received from school which you feel would help perform the job for which you are applying: (include special machines or equipment you operate, hobbies or volunteer work projects which have taught you qualifying skills, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**SECTION IV: MISCELLANEOUS**

The following information will be used if it is directly related to the classification/position for which you are applying. Please circle yes or no.

1. Are you willing and able to secure an Ohio Driver's License, if a license is required? Yes No

2. If necessary, can you supply your own transportation for work use? Yes No
3. Have you ever been employed in the state or county service of Ohio? Yes No
4. Can you perform the job-related requirements of the specific job for which you are applying? Yes No

If you have answered "Yes" to questions 3 or "No" to question 4, please explain fully below, indicating by number to which question you are responding to.

Do you presently have or are you willing to obtain a valid State of Ohio Commercial License? (this information will be considered for selection purposes only if such licensure is required by law to perform the duties of the position for which you are considered) Yes \_\_\_\_\_ No \_\_\_\_\_

Have you filed an application here before? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed here before? Yes \_\_\_\_\_ No \_\_\_\_\_

Name, address and phone number of three references not related to you.

Name	Address	City	State/Zip	Phone

**AFFIDAVIT**

I solemnly swear that all of the information furnished in this Employment Application, and supplements thereto, is true, accurate and complete to the best of my knowledge. I understand that any misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

I hereby authorize the employers, schools and other references named in this application to provide information regarding me and to release personnel, academic and other records concerning myself.

Date: \_\_\_\_\_

Applicant's Signature

State of Ohio

County of \_\_\_\_\_

Subscribed and duly sworn before me according to law by the above named applicant this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Notary Public

My Commission expires \_\_\_\_\_

Seal



KENTON POLICE DEPARTMENT  
111 W. FRANKLIN STREET  
Kenton, OH. 43326  
419 673-0771

Dennis Musser  
Chief

Robert Lutes  
Lieutenant

Dan Carroll  
Sergeant

Skyler Newfer  
Sergeant

**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to a duly authorized agent of the Kenton Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances or checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; public utility companies; employment and pre-employment records, including background reports, all results of polygraph examinations, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located, and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Kenton Police Department to consider in determining my suitability for employment by that department.

It is my specific intent to provide access to personal information however personal or confidential it may appear to be, and the sources of information specifically enumerated above is not intended to deny access to any records not specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Kenton Police Department.

I have had explained to me, and I fully understand that refusal to grant this authorization will not, of itself, constitute a basis for rejection of my application.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Witness: \_\_\_\_\_

## **PRE-ENTRY QUALIFICATIONS FOR KENTON POLICE DEPARTMENT**

The following information is provided to you in anticipation of your application for the position of police officer for the City of Kenton. It is essential that you review this information carefully before completing the application. The Kenton Police Department maintains high standards in the selection of the police personnel who will represent the City of Kenton. All applicants for the Kenton Police Department should be aware of these standards and the several phases of the selection process before attempting to qualify for the position.

### **POSITION: Entry Level Patrol Officer**

This employee performs general duty police work in protecting life and property and in enforcing laws and ordinances. This employee is responsible for maintaining law and order as well as preventing crime. An employee in this case will be required to exercise sound and independent judgement in emergency situations where danger to life and property may be present. This employee is expected to handle all assignments in a tactful and courteous manner while being conscientious and efficient in the performance of duties. NOTE: The police profession is a high stress related field.

The probationary police employee is required to perform his/her duties in acceptable performance during the first twelve (12) months employment before receiving permanent status.

### **TRAINING:**

Unless currently certified by the Ohio Peace Officers Training Council (O.P.O.T.C.), the successful applicant for probationary police officer will be required to attend a basic officer training program as established by the O.P.O.T.C. The officer must be enrolled in this program within the first year of employment. However, preference will be given to previously certified applicants.

Prior to any duties beyond dispatching or office duties, the new employee must successfully complete an approved State of Ohio basic law enforcement training course.

Additional specialized training may be accomplished by showing desire, initiative and job performance. This training is provided at the expense of the City of Kenton.

### **EQUIPMENT AND UNIFORMS:**

Each bargaining unit employee shall receive \$575.00 (per current contract) in a uniform replacement account for the purpose of replacing worn, aging uniforms and equipment items.

### **MINIMUM AGE REQUIREMENT:**

You must be age twenty-one (21) for probationary appointment, by date of appointment.

### **EDUCATION MINIMUM:**

Graduation from an accredited high school or G.E.D. of equivalency to State of Ohio G.E.D. standards.

**OHIO DRIVER'S LICENSE:**

Applicants must be eligible to obtain an Ohio License. NOTE: An extensive traffic conviction record or convictions for Driving While Under the Influence of Alcohol or Drugs, Leaving the Scene, or any other serious traffic misdemeanor may eliminate your eligibility.

**RESIDENCY:**

You must be a U.S. Citizen and if selected, must become a resident of Hardin County, Ohio.

**EXAMINATIONS:**

You must attain a seventy (70%) percent minimum on the written test to pass. If you pass the written test, credit will be added to your score for military service if honorably discharged, and also if you hold current Ohio Peace Officer Training Council (OPOTC) certification. (There are 3 sources for a total score).

**MEDICAL EXAMINATION:**

Selected applicants will be examined by a physician designated by the Civil Service Commission. Applicants whose physical condition generally or particularly is found by the physician to be unsatisfactory or fail to meet the following standards, will be disqualified.

1. Vision: Selected applicants must be free from color blindness and have no permanent abnormality of either eye. Must have at least 20/50 vision in either eye with correction. Vision deficiency must be corrected to 20/20 in each eye.
2. Hearing: Selected applicants must have normal hearing in each ear.
3. Weight: Weight must be in proportion to height as determined by the examining physician.

**DEPARTMENT ORAL INTERVIEW AND BACKGROUND INVESTIGATION:**

Candidates may be eliminated on evidence of: bad character, dissolute habits, immoral conduct (of such nature as would deem the applicant unsuitable for the employment sought), or of his dismissal for cause from any branch of public service, or of any conviction of a felony.

**REQUIRED DOCUMENTS:**

All applicants must submit copies of the following original documents with their application.

- |                                  |                            |                           |
|----------------------------------|----------------------------|---------------------------|
| 1. Birth Certificate             | 5. OPOTC Certificate       | 9. Selective Service Card |
| 2. High School Diploma or G.E.D. | 6. Draft Registration      |                           |
| 3. Social Security Card          | 7. DD 214 (if applicable)  |                           |
| 4. Ohio Driver's License         | 8. Background Release Form |                           |

**SALARY AND BENEFITS:**

\$19.85 per hour to \$23.22 per hour, plus educational incentive such as college degree in police related fields, as per current contract.

Those with Associate Degree \$20.44 per hour to \$23.98 per hour.

**Paid Vacation:** After one (1) year of service: 2 weeks vacation, ten (10) holidays and two personal days.

**Paid Sick Leave:** 4.6 hours for each eighty (80) hours worked. (approximately 13 days per year).

**Paid Life Insurance:** \$50,000.00, as per current contract. Occupational Death Benefit is triple indemnity. Accidental Death and Dismemberment is \$50,000.00.

**Medical Insurance:** A paid hospitalization insurance policy (on the first of the month) after thirty (30) days of employment. The employer will contribute 85% of the current health insurance premium for family or single for 2021.

**Retirement:** Employees/Employer contributions to the Ohio Police and Fireman Pension Fund.

All applicants who pass the written examination minimum requirement of seventy (70%) percent will be eligible for one (1) year from the test date. During that year all eligible candidates must notify the Civil Service Commission Clerk of any change of address and/or telephone number. Candidates failing to so notify may be eliminated.