

CITY OF DOVER
Civil Service Commission
Municipal Building
110 East Third Street
Dover, Ohio 44622

NOTICE
ENTRANCE EXAMINATION FOR
POLICE OFFICER, CITY OF DOVER

Dover Civil Service Commission will give an open competitive examination for the position of Police Officer, Police Department, City of Dover, according to the Ohio Revised Code Sections 124.22, 124.23, and 124.41.

TITLE OF EXAMINATION: Police Officer

DATE & TIME: Saturday, August 27, 2022 10:00 a.m. **A picture ID is required at the time of sign in for the exam.**

PLEASE NOTE: Physical agility testing to follow written testing.

LOCATION: Roy G. Crawford Dover City Council Chambers, 121 E. 2nd St., Dover, Ohio

QUESTIONS: Please call (330) 343-6726 or (330) 364-5533 or
email: civil.service@doverohio.com

APPLICATIONS FOR EXAMINATION:

All applicants shall file with the Civil Service Commission, an application for examination no later than Wednesday, August 24, 2022 at 4:00 P.M. Applications are available in the Mayor's/Safety Director's Office at Dover City Hall. A \$20.00 fee for testing shall be paid at the time the employment application is filed with the Civil Service Commission. Those applicants who cannot afford to pay the \$20.00 testing fee may sign a poverty affidavit and submit it along with the employment application to the Civil Service Commission.

QUALIFICATIONS FOR EXAMINATION AND/OR APPOINTMENT:

1. No applicant shall be eligible for appointment unless he or she has reached the age of twenty-one (21) prior to the date of appointment. No person is eligible to receive an original appointment when he or she is thirty-five (35) years of age prior to the date of appointment.
2. Applicants must have either graduated from high school, vocational school, or completed a GED successfully.
3. No applicant shall be eligible for appointment unless they have passed a physical examination given within 120 days by a licensed physician which examiner certifies that the applicant is free of cardiovascular and pulmonary disease and states that the applicant meets the physical requirements necessary to perform the duties of a Police Officer as established by the O.R.C. 742.38 and Ohio Administrative Code 742-1-02 Ohio Police and Fire Pension Fund Pre-Employment Physical Requirements.

4. An applicant, at the time of appointment, must be a valid licensed driver with no more than two (2) two-point moving violations or their equivalent within the three (3) preceding years. Conviction of one or more six-point moving violations, any felony traffic violation, or their equivalent, in the previous five (5) years shall all be grounds for disqualification from eligibility.

5. Applicant shall possess a Certificate/Letter awarded to them by the Executive Director of the Ohio Peace Officers Training Council, attesting to his or her satisfactory completion of an approved State of Ohio Basic Peace Officer Training Program (O.R.C. Section 109.772) prior to appointment. Any other training that was mandated by legislation of the State of Ohio that is not included in the certificate shall be completed within the time prescribed by the rules promulgated by the Attorney General (O.R.C. Section 109.741). **A COPY OF THE**

CERTIFICATE/LETTER MUST BE SUBMITTED PRIOR TO APPOINTMENT!

6. An applicant who fails to complete any portion of the selection process shall not be re-tested and shall be disqualified from the current process. Such applicants may re-apply in future advertised civil service exams.

7. No applicant shall be eligible for appointment unless they pass a psychological examination, a background investigation conducted by the Dover Police Department, a polygraph (lie detector) examination, a drug screen test, and be personally interviewed by the Safety Director and/or the Chief of Police.

8. LENGTH OF ELIGIBILITY:

The eligible list for appointment as Police Officer in the City of Dover Police Department shall be valid for one (1) year from the date of the examination. The validity of the eligibility list may be extended for up to one (1) additional year at the discretion of the Dover Civil Service Commission. An eligibility list will be certified containing the names of all candidates having successfully passed both the written examination and the physical fitness test.

9. EXAMINATION SEQUENCE:

All applicants must obtain at least a passing score of 70% on the written portion of the examination to be eligible for the physical fitness portion of the examination. The physical fitness portion of the examination will be conducted immediately following, to be announced to the persons passing the written portion of the examination, and graded on a pass/fail basis.

10. MILITARY SERVICE CREDIT:

Applicant must obtain a passing grade of 70% on the written portion of the examination to receive the service credit, and they must pass the physical fitness portion of the examination.

Applicants must submit proof of an honorable discharge with their Civil Service application in order to receive 5% credit of the test grade.

11. HIGHER EDUCATION CREDIT:

Applicant must obtain at least a passing grade of 70% in the written portion of the examination to receive the education credit. A two (2) year degree from an institution of higher education (e.g., a College or University) will entitle the applicant to receive credit of 2.5% of the test grade. A four (4) year degree from an institution of higher education will entitle the applicant to receive credit of 5% of the test grade. (Only one education credit will apply.) **Applicants must submit proof of their degree with their Civil Service application in order to receive this credit.**

If eligible, an applicant can only receive the Military Service Credit **OR** the Higher Education credit.

12. An applicant, upon employment, must comply with the residency requirements of the City of Dover.

13. An applicant, upon employment, must be able to perform the duties of the position, obey the Rules and Regulations, General Orders, and Policies and Procedures of the police department and laws of the State of Ohio.
14. An applicant will be disqualified from appointment if previously convicted of any crimes of violence, violations of illegal drug activity, and any violations of crimes of theft or corruption as found in the Ohio Revised Code.
15. An applicant who provides false, inaccurate or incomplete information on the employment application will be subject to immediate disqualification from appointment or termination if appointed.

PLEASE NOTE: The physical agility testing will be held the same day. It will follow the written testing, and will be graded on a Pass/Fail basis.

BY ORDER OF THE DOVER
CIVIL SERVICE COMMISSION
AN EQUAL OPPORTUNITY EMPLOYER

The City of Dover lies 80 miles south of Cleveland, OH, 100 miles west of Pittsburgh, PA, and 83 miles north of Marietta, OH. Dover is accessible from I-77 (exit 83) and covers an area of 5.71 square miles and has 70 miles of roadway. The 2017 population was 12,766 and the Police Department has 21 full time police officers, 3 full time dispatchers and 1 Police Chief, 2 Reserve Police officers, 9 Special Police officers (commissioned retired officers)

Benefits:

1. 2022 pay rate for Police Officer is \$30.54 per hour. 10% less for new hire during first 6 months, 5% less during second 6 months.
2. Minimum shift manning.
3. Scheduled "long weekends" (4 consecutive days off) determined by seniority on each shift.
4. Minimum 2 hours overtime pay for emergency call-in and court appearances. 3 hours overtime pay for court appearances if working midnight shift.
5. 7 paid holidays at 1.5 times regular rate. 3 paid holidays at 2 times regular rate.
6. 2 personal days in a 12-month period
7. 2 weeks paid vacation after 1 year; 3 weeks at 6 years; 4 weeks at 13 years; 5 weeks at 18 years, 6 weeks at 23 years
8. Uniform clothing allowance \$1100 for new hire, \$900 thereafter per year
9. Sick leave earned at 4.6 hrs per 80 hours worked
10. Longevity pay
11. Hospitalization insurance \$145 single, \$290 family
12. Life insurance policy \$17,000
13. Shift differential \$.30 for afternoons, \$.40 for midnights
14. On the job injury leave: 30 consecutive calendar days
15. Bargaining unit: Fraternal Order of Police Lodge #4/Ohio Labor Council