

## **CITY OF CINCINNATI POLICE RECRUIT EXAMINATION INFORMATION -2016**

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### **POLICE RECRUIT EXAMINATION INFORMATION**

You have been approved to take the Police Recruit examination on Saturday, March 19, 2016, at the Duke Energy Convention Center (Exhibit Hall B & C), 525 Elm Street, Cincinnati, OH 45202. You **MUST** schedule yourself for either the 9:00 a.m. or the 1:30 p.m. exam time. Please follow the scheduling instructions that are attached. You are encouraged to arrive an hour before your scheduled exam time.

The Police Recruit exam will consist of a video-based human relations component, a reading ability component, and a report-writing component.

#### **WHAT TO BRING TO YOUR EXAM:**

- **PATIENCE:** There will be a check-in table outside the exam room that will be staffed by Human Resources employees. However, seating such a large number of applicants will take a while. Your patience will be expected and appreciated as we process everyone into the exam.
- **PICTURE IDENTIFICATION:** You **MUST** present your picture ID (driver's license, state ID, military ID or passport) at check-in. You will **NOT** be permitted to take the exam, if you do not have a picture ID.
- **CONFIRMATION E-MAIL AND EXAM ID NUMBER:** You will receive this information on Friday, February 19, 2016. Should you forget to bring the e-mail with you on the day of the exam, you will be given your exam ID number and admitted to the exam, if you are on the application roster and you have your picture ID.
- **DD-214 (if not already submitted):** Veterans who are Ohio residents and who received an Honorable discharge from the US military may bring copies of their DD-214 (the long form with box #24 showing the character of discharge) to the examination site. Veteran's points will be added to passing scores. **DD-214s will NOT be accepted after the exam date.**
- **LISTENING (HEARING AID) OR SIGHT (EYE GLASSES OR CONTACT LENSES) ENHANCEMENT DEVICES:** Please bring anything that will allow you to hear the audio for the examination or better see the video screens.
- **Three sharpened No. 2 pencils.**

#### **WHAT NOT TO BRING TO YOUR EXAM:**

- **ELECTRONIC EQUIPMENT:** For exam security reasons, cell phones, Bluetooths, and all other electronic equipment are **PROHIBITED** at the exam site. You will **NOT** be permitted into the exam site with such equipment. Neither the City of Cincinnati nor Duke Energy Convention Center will keep, store, or be responsible for any electronic equipment during the examination.
- **PURSES/BACKPACKS/OTHER BAGS:** For exam security reasons, such bags are **PROHIBITED** at the exam site. You will **NOT** be permitted into the exam site with such bags. Neither the City of Cincinnati nor Duke Energy Convention Center will keep, store or be responsible for any bags during the examination.
- **CALCULATORS:** Calculators are not necessary for this exam.

**OTHER NOTES:**

- **BE ON TIME:** If you are late to the exam, you will **NOT** be admitted.
- **PARKING:** The total time you may be at the exam site (including check-in, the exam, and check-out) could be four hours. If you drive to the exam site, you are encouraged to park your vehicle in a nearby parking garage or at a nearby surface parking lot. You will **NOT** be re-admitted to the exam site should you leave after you have checked-in.
- **DIFFERENT EXAM TIME NEEDED:** If you find it necessary to appear at the exam time for which you are not scheduled, you will be admitted to the exam if you are on the master applicant roster and you have a valid picture ID

**POLICE RECRUIT PRACTICE TEST INFORMATION**

We understand many candidates can experience test anxiety and nervousness prior to testing. In preparation for the test, we would like to notify you of a practice test that our testing vendor, Ergometrics, offers. This practice test will allow you to see examples of video scenarios (like the real test) with multiple-choice questions so you can understand the format of the upcoming exam.

The practice test is located at [www.FrontLineTest.com](http://www.FrontLineTest.com) and has a fee of \$22.99 (paid by the applicant with a credit card). The practice test lasts between 30-45 minutes and will give you human relations-video simulation test examples for the upcoming exam. When visiting the site please make sure to review the details of cost, system requirements, technical support and other frequently asked questions.

**NOTE: The practice test information above is provided as a courtesy. Candidates are not required to take the practice test. If a candidate should decide to take the practice test, he/she is doing so strictly on a volunteer basis. Neither the City of Cincinnati nor the City's Human Resources Department receives funds, or other consideration, from the vendor for providing this information.**

**ADDITIONAL APPLICATION INFORMATION**

**MINIMUM AGE REQUIREMENT:** Applicants must be 21 years of age by the date of appointment to a Recruit Class. The first recruit class from this list will start in 2017, and it is possible that a second recruit class from this list will start later in 2017 or 2018. Only applicants who are currently 18 years of age or older shall be permitted to proceed in the hiring process.

**RESIDENCY REQUIREMENT:** There is no residency requirement to apply for this exam. However, appointees to the Police Academy must be a resident of Butler, Clermont, Hamilton, or Warren Counties in Ohio by the date of appointment and maintain residency in these counties for the length of their employment.

**We very much appreciate your interest in becoming a Cincinnati Police Officer and we wish you the best of luck on the Police Recruit Exam!**