



CITY OF CINCINNATI
invites applications for the position of:

POLICE RECRUIT (OPEN)

CLOSING DATE/TIME: 01/31/16 11:59 PM

SALARY: \$15.00 - \$15.00 Hourly
\$1,200.00 - \$1,200.00 Biweekly
\$31,200.00 - \$31,200.00 Annually

Exam Details: The examination process is worth 100% of the examination grade. This examination process may consist of a video-based human relations test, a reading ability test and a report writing test. The passing score will be determined after the examination by the Civil Service Examiner together with the Secretary. Determination of the passing score will be based on the job analysis, analysis of examination results, consultation with subject matter experts or other professional methods. You must be 21 years of age to be appointed as a Police Recruit. Veteran credit will be added to passing scores where applicable. The test date is to be determined and applicants will be provided notice. You will also receive an e-mail providing directions on how to sign-up for your desired testing time. Other components of the process may include a Physical Ability Test, an extensive Background Investigation, an intensive Polygraph Examination, a Behavioral Assessment Evaluation, and a Physical Evaluation (including a drug screen). Please review the "Required Education and Experience" section for additional examination details. Police Officer salary: \$52,790.58 - \$63,140.15 annually.

Job Type: Full-time Classified

Location: Centennial II, Human Resources Department, 805 Central Avenue, Suite 200, Cincinnati, Ohio 45202

Department: Police

HR Contact: Amy.Luthanen@cincinnati-oh.gov

GENERAL STATEMENT OF DUTIES:

Under direct supervision of a Police Sergeant or higher rank, this employee is assigned to the Police Academy for training to become a Police Officer. Upon successful completion of the Police Academy curriculum, Police Recruits will be classified as Police Officers and assigned to a patrol unit for the purpose of protecting life and property, crime prevention, enforcing laws and ordinances, arresting violators, making forcible arrests if necessary, investigating accidents and complaints, securing evidence, and preserving the peace within an assigned beat (geographical unit). Performs related duties as required.

MINIMUM QUALIFICATIONS (KSAS):

EXAMPLES OF REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (KSAs):

(Illustrative only. Any one position within this classification may not include all of the KSAs listed, nor do the listed examples include all of the KSAs which must be possessed.)

TO QUALIFY AS A POLICE RECRUIT:

Skill and ability to:

Read, spell, and communicate orally and in writing.

Evaluate potentially volatile situations and to deal effectively with people.

Follow orders and directives.

TO QUALIFY AS A POLICE OFFICER:

Knowledge of:

Federal, state and municipal laws and ordinances.

Police Department Procedures Manual, rules, regulations, orders, policies, and procedures.

the proper care and use of police equipment.

Geographic areas of the city.

Reporting procedures for the Police Division.

Interrogation and interview techniques.

Procedures regarding the use of force.

REQUIRED EDUCATION AND EXPERIENCE:

Must be a high school graduate or equivalent (GED).

NOTE: College coursework in psychology, education, sociology, communications, criminal justice, public administration, business administration, liberal arts, or any related field is preferred.

Other Requirements:

Must be 21 years to be appointed as a Police Recruit.

Must successfully complete a physical ability test.

Must satisfactorily complete a background investigation which includes a polygraph examination.

Must satisfactorily complete a behavior assessment evaluation.

Applicants must be free from alcohol and drug dependency and possess emotional stability due to the sensitive and stressful nature of this position.

Applicants must be free from felony convictions.

Must successfully complete the Cincinnati Police Academy training program.

Must successfully pass state certification as a police officer.

Must have a valid Ohio driver license, or eligible to obtain one at the time of appointment.

Must be willing to work irregular hours, weekends, and holidays.

Credit for Military Service: Special credit for honorable military service is given (1) only to Ohio residents, (2) who successfully complete all portions of the testing process, and (3) who provide Human Resources a long-form copy of your DD-214 confirming an honorable discharge (Character of Service Box 24 on DD-214). Disabled veterans shall receive ten preference points and non-disabled veterans shall receive five preference points. Veteran's points will be added only to passing scores. Attach to your application or bring a copy with you to your exam. You will not be permitted to turn in a copy after the exam date.

Background Investigation: A criminal background investigation will be conducted for this position (according to Civil Service Commission Rule 15 – Sensitive Classifications/Positions and the Critical Infrastructure Protection Act of 2001 and the Patriot Act). The purpose is to detect security risks and prevent security threats posed by potential employees.

U.S. Citizenship: All positions with the City of Cincinnati require that each applicant be a citizen of the United States or have a valid permanent resident card at the time of appointment (date of hire).

Exam Scoring: The passing score will be determined after the examination by the Civil Service Examiner together with the Civil Service Secretary. Determination of passing score will be based on the

job analysis and the examination results in consultation with subject matter experts and/or other professional methods.

WORKING AND PHYSICAL CONDITIONS:

Work requires exposure to potentially hazardous law enforcement and public safety activities, and conditions such as adverse weather and armed and dangerous persons.

Positions in this class may require heavy lifting.

Working Conditions: Employees in this classification may be assigned to work on a rotating or fixed shift basis, which will include nights, evenings, weekends, and/or holidays. Employees in this classification are subject to call to duty in emergencies, and may be required to work overtime with little or no notice. Upon completion of the academy training, officers will be assigned to a Police District at the discretion of the Police Department. Employees in this classification may be subjected to vibrations, fumes, odors, dusts, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, infectious diseases, criminal suspects and jail inmates.

Applications for City positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the City shall be made available to any person requesting to view them.

AN EQUAL OPPORTUNITY EMPLOYER

Reasonable accommodation for qualified people with disabilities. To help us achieve the City's goal to recruit qualified persons with disabilities, please self-identify at the time of application and at employment interviews. Help the City help you!

All offers extended to candidates are contingent upon successful completion of a physical evaluation/drug screen and background check. An applicant with a positive drug test result may not be considered for any position with the City of Cincinnati for a period of one year. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact the Help Desk between 6:00 AM and 6:00 PM Pacific Time Monday - Friday at 1-855-524-5627.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/cincinnati/default.cfm>

Position #15-00580(O)
 POLICE RECRUIT (OPEN)
 AL

805 Central Avenue Suite 200
 Cincinnati, OH 45202
 513-352-2400

humanresourcesjobinformation@cincinnati-oh.gov

POLICE RECRUIT (OPEN) Supplemental Questionnaire

- * 1. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the Human Resources staff and hiring department(s). Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. "See resume" is not an acceptable answer to the questions. The Human Resources staff will verify that you meet the minimum qualifications as outlined in the job posting, based on the information provided in your application and in these answers. Please indicate you have read and agree with this information.
 - Yes, I understand and agree
- * 2. I understand that I must be 21 years of age or older to become a City of Cincinnati Police Recruit.
 - Yes No
- * 3. I understand that in order to qualify to take this examination I must be a high school graduate or equivalent (GED).

Yes No

* 4. Which of the following best describes your highest level of education?

- High school diploma or G.E.D.
- Some college
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Juris Doctorate
- PHD
- None of the above

* 5. I understand that in order to receive special credit (5 Veteran's Points) for honorable military service, I must (1) be an Ohio resident, (2) successfully complete all portions of the testing process, and (3) provide Human Resources a long-form copy of my DD-214 showing/confirming an honorable discharge (Character of Service Box 24 on DD-214) no later than February 29, 2016, at 5:00 p.m. Veteran's Points are added only to passing scores.

Yes No

* 6. I understand that in order to receive special credit (10 Veteran's Points) for honorable military service, I must (1) be an Ohio resident, (2) successfully complete all portions of the testing process, (3) provide Human Resources a long-form copy of my DD-214 showing/confirming an honorable discharge (Character of Service Box 24 on DD-214), and (4) provide Human Resources a Veteran's Administration disability letter indicating a disability of 10% or more, no later than February 29, 2016, at 5:00 p.m. Veteran's Points are added only to passing scores.

Yes No

* 7. I understand I am responsible for maintaining the accuracy of my contact information, including my street address, email address, and contact telephone numbers. My failure to maintain accurate contact information may result in me not receiving information regarding this job announcement and/or may result in me not receiving further consideration for this employment opportunity. To update this information, visit www.governmentjobs.com, click on the "career seekers" link, and follow the prompts. For technical difficulties, contact NEOGOV support at 855-524-5627.

Yes, I understand and agree

* Required Question