

PUBLIC SAFETY INFORMATION BOOK

FOR

**CORRECTIONS OFFICER,
POLICE OFFICER, AND
FIREFIGHTER CANDIDATES**

**CITY OF ZANESVILLE
CIVIL SERVICE EMPLOYMENT OFFICE
MUNICIPAL BUILDING – FIRST FLOOR
401 MARKET STREET
ZANESVILLE OH 43701**

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AN EQUAL OPPORTUNITY EMPLOYER

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GENERAL INFORMATION FOR PUBLIC SAFETY CANDIDATES

MINIMUM QUALIFICATIONS:

Graduation from accredited high school or General Education Development (GED) certificate of equivalency.

MINIMUM AGE:

- **For Firefighter** – Candidate cannot be younger than 18 years nor older than 41 years at time of original appointment (ORC 124.42).
- **For Corrections Officer** – 18 years of age and older.
- **For Police Officer** – Candidate cannot be younger than 20 ½ to apply and must be 21 years of age to receive original appointment.

VISION:

- **Firefighter** – Minimum visual acuity UNCORRECTED – 20/100 in one eye and 20/40 in other eye. Corrected visual acuity in each eye separately – 20/20 with glasses or contacts.
- **Police Officer** – Minimum visual acuity UNCORRECTED – 20/40 in each eye corrected to 20/20 with glasses or contacts.
- **Corrections Officer** – Minimum visual acuity UNCORRECTED – 20/100 binocular corrected to 20/20 with glasses or contacts.

All candidates must have normal color vision. Chronic inflammation of eyelids or permanent abnormalities in either eye cannot be present.

HEARING: Acuity of hearing must be 20/20 in each ear using low conversational voice, not a whisper, at a distance of 20 feet.

LICENSE: Valid driver's license (Ohio license required if selected).

SELECTION PROCESS

WRITTEN EXAMINATION

Candidates must attain passing score on written open competitive examination designed to predict chances of success in performing duties of selected Public Safety position. Approximately 2 ½ hours should be allowed for test participation, not including physical agility test. Scores will be mailed to examinees, with a 5-day appeal period for candidates wishing to dispute the results of test. Appeal can be hand delivered or mailed to the Civil Service Office within 5 days of receiving notification of score. Test questions will measure following areas:

- **Firefighter** – Reading, math, interpersonal skills, teamwork, commitment, honesty, integrity, and emotion stability.
- **Police Officer** – Math, interpretation of written material, following written instructions, verbal reasoning/logic, interpersonal relations, and reading comprehension.
- **Corrections Officer** – Inmate supervision, coordination of inmate activities, supervision of visiting rooms, the use of force, conducting rounds, shift changes, booking, inmate releases, situational emergencies, medical treatment, inmate transport, report writing, mail/package delivery, general security measures, and general administrative duties.

Applicants who attain a passing score of 70% on the written examination will have their names on an eligibility list. The list will be arranged according to written examination scores from highest to lowest; it will then be used to fill Public Safety vacancies upon completion of entire selection procedure by candidates.

BACKGROUND INVESTIGATION

Prior to hiring, a thorough background investigation will be conducted with respect to applicant’s work experience, arrest/conviction records, educational record, credit record, personal references, military record, and overall general character (trustworthiness and dependability). Candidates should be aware that sensitive aspects of their personal life may be explored.

FAILURE TO APPEAR

Throughout entire selection procedure, failure to appear for any scheduled event such as physical agility test, polygraph examination, etc., shall result in removal of applicant’s name from eligibility list.

CHANGE OF ADDRESS

Each person on eligibility list shall file with Commission, written notice of any change of address. Failure to do so is sufficient reason for disqualification.

NOTIFICATION BY CERTIFIED MAIL

Notification will be by certified mail if at some point in procedure, applicant is disqualified. In such cases, applicant will have five days in which to submit written appeal to the Civil Service Commission.

EVENTS WITHIN SELECTION PROCESS

Events within selection process for Public Safety candidates are conducted at different time intervals; there may be lapses of several weeks between events. The City cannot predict when the entire screening procedure will be completed.

PHYSICAL AGILITY TEST

This test will determine which applicants have the basic physical abilities which are necessary to perform the tasks and duties required of a Police Officer, Corrections Officer, or Firefighter. Following tests appraise overall physical fitness level of job applicant by evaluating areas of strength, cardiovascular endurance (stamina), agility, speed, power, flexibility, and balance.

Applicants who pass the written test and successfully complete all required stations of the Physical Agility Test will be placed on an eligible list (Police Officer, Firefighter, and Corrections Officer candidates).

PHYSICAL AGILITY (FIREFIGHTER ONLY)

The Physical Agility test for Firefighter will consist of the following 7 events. Maximum time allotted is as designated for event; all events shall be pass/fail. A passing score will be based on successful completion of all 7 events within the maximum time allowed, with three of the seven events having The Cooper Institute Protocol for Anaerobic Power Testing minimum requirements for male/female candidates.

1. **Aerial Climb** – Climb to top of aerial ladder and return to base of ladder. Ladder extends approximately 85 feet in air at angle of 60 degrees. (Time: 2 minutes – ONE TRY). Purpose is to measure acrophobia, strength and balance. Pass/Fail event.
2. **Water Rescue** – Wearing a life preserver, jump in swimming pool...maneuver length of pool and return. (Time: 3 minutes – ONE TRY). Pass/Fail event.
3. **50 Pound Sandbag Carry** – Candidate shall place sandbag on shoulder and carry it while walking 85’ around a cone and return to the starting position. Max time: 2 minutes.
4. **Dummy/Sled Drag** – Candidate shall drag a 180-pound dummy/sled by pulling it from a standing position (pulling backwards) 35 feet around a cone, then back to the starting position. Max time: 2 minutes.
5. **Push-Ups** – Candidate shall do push-ups in accordance with The Cooper Institute Protocol for Anaerobic Power Testing. Push-Ups in 1 minute.

Pushups in one minute	Age:	<29	30-39	40-49
Male		26	20	15
Female		13	9	7

6. **Sit-Ups** – Candidate shall do sit-ups in accordance with The Cooper Institute Protocol for Anaerobic Power Testing. Sit-ups in 1 minute.

Sit-ups in one minute	Age:	<29	30-39	40-49
Male		35	32	27
Female		30	22	17

7. **1.5 Mile Run** – Candidate shall do a 1.5 mile run in accordance with The Cooper Institute Protocol for Anaerobic Power Testing.

1.5 Mile Run	Age:	<29	30-39	40-49
Male		13:08	13:48	14:33
Female		15:56	16:46	18:26

Sit-ups shall be done with fingers intertwined behind candidate’s head. Candidate will start with knees bent at a 90 degree angle with back flat on the ground. Each rep is complete when the candidate pivots at the hips, touches their elbows to their knees/upper thigh area, and returns to back flat on the ground.

Push-ups shall be completed from the standard “up” position. Candidates will then lower themselves until their triceps are parallel with the floor. Candidates will then push back up to the “up” position. Resting shall be done in the “up” position. Candidate’s knees may not touch the floor once the test has begun.

PHYSICAL AGILITY (POLICE OFFICER ONLY)

Physical Agility test for Police Officer will consist of the following five events. Maximum time allotted will be as designated for event; all events shall be pass/fail. A passing score will be based on successful completion of all 5 events within the maximum time allowed with three of the five events having state minimum requirements for male/female candidates.

1. **EVENT 1 (50 POUND SANDBAG CARRY):** Candidate shall place sandbag on shoulder and carry it while walking 85' around a cone and return to the starting position. **Max time: 2 minutes.**
2. **EVENT 2 (DUMMY/SLED DRAG):** Candidate shall drag a 180 pound sled by pulling it from a standing position (pulling backwards) 35 feet around a cone, then back to the starting position. **Max time: 2 minutes.**
3. **EVENT 3 (PUSHUPS):** Candidate shall do pushups in accordance with state minimums.

Pushups in one minute	Age:	<29	30-39	40-49
Male		19	15	10
Female		9	7	5

4. **EVENT 4 (SIT-UPS):** Candidate shall do sit-ups in accordance with state minimums.

Sit-ups in one minute	Age:	<29	30-39	40-49
Male		32	28	22
Female		24	18	13

5. **EVENT 5 (1.5 MILE RUN):** Candidate shall do a 1.5 mile run in accordance with state minimums.

1.5 Mile Run	Age:	<29	30-39	40-49
Male		14:33	15:14	16:09
Female		17:53	19:01	20:49

Time Stops: End of Test.

PHYSICAL AGILITY (CORRECTIONS OFFICER ONLY)

1. **SPRINT** – 100 yard sprint – 50 yards out, turn and return to starting point. **(30 seconds or less; Two attempts) Pass/Fail.**
2. **LIFT** – Lift 104 pounds to waist. **(One attempt) Pass/Fail.**
3. **DUMMY DRAG** – Beginning at base of a flight of stairs, ascend to the top, retrieve a dummy, and drag to bottom of stairs. **(1:00 minute; one attempt) Pass/Fail.**

POLYGRAPH EXAMINATION

A polygraph examination will be considered part of the background investigation and applicants are required to undergo exam. A certified examiner will administer the following examples of questions that may be asked to each candidate:

1. Do you have a health problem of any kind that would affect your work as a Firefighter, Police Officer, or Corrections Officer?
 2. Did you deliberately falsify your employment application?
 3. Regarding your financial situation, have you withheld any important information?
 4. Have you deliberately withheld any important information in regards to theft from employers?
 5. Have you withheld any information regarding use of illegal drugs?
 6. Have you withheld any information regarding use of alcohol?
 7. Regarding gambling, have you withheld any important information?
 8. Have you withheld any information regarding your employment background?
 9. Regarding any criminal arrests or convictions by a court, have you withheld any information?
 10. Is there something that we have not talked about which could disqualify you from employment such as undetected crimes, etc.?
 11. Have you ever used more force than necessary to correct minor children?
 12. Have you ever physically abused your spouse/boyfriends, girlfriends?
 13. Have you ever knowingly allowed anyone to abuse children?
 14. Have you ever had an extramarital affair?
- * Responses to these or similar questions on the polygraph exam will have an effect upon applicant's eligibility status. Note that results from any tests set forth herein may be deemed public records under R.C. 149.43.

REASONS WHICH MAY DISQUALIFY CANDIDATES VYING FOR PUBLIC SAFETY POSITIONS FROM BEING HIRED

NARCOTIC OR DRUG ABUSE

No applicant for Police Officer, Corrections Officer, or Firefighter will be accepted for application or appointment if it can be shown that he/she is addicted to the habitual use of intoxicating liquors or drugs to excess.

IMMORAL OR DISORDERLY CONDUCT

No applicant for Police Officer, Corrections Officer, or Firefighter will be accepted for application or appointment if it can be shown that he/she has been convicted of a felony, has been guilty of infamous or notoriously disgraceful conduct, has been dismissed from either branch of the civil service for delinquency or misconduct, or has made false statements of any material fact, or practice, or attempted to practice, any deception or fraud in his/her application or in his/her examination, in establishing eligibility, or securing his/her employment.

Such actions and behavior may include, but are not limited to, conduct or court convictions in:

- a. Promoting, procuring, compelling, soliciting, or engaging in prostitution.
- b. Corruption of minors.
- c. Sexual imposition (molesting), Importuning, Public Indecency, Voyeurism (Peeping Tom), Incest (sexual relations with relatives), Bestiality.
- d. Pandering obscenity or dissemination of matter harmful to juveniles.
- e. Conviction of a crime involving disorderly conduct, such as fighting, public intoxication, etc.
- f. Conviction of three or more misdemeanors excluding 2 point traffic offenses.
- g. Sexual conduct appreciably affecting work environment or performance.

EXCESSIVE TRAFFIC VIOLATIONS

1. Having 3 or more OVI convictions will result in removal.
2. Having been convicted of an OVI or reckless driving violation within the past 5 years may result in removal.
3. Having more than 2 traffic convictions within past year, having been under suspension through violation point system or any other manner may result in your removal.
4. Having had 3 moving violations in the past 3 years may result in removal.

Any serious traffic conviction may be cause for disqualification. Serious traffic violations are defined as:

- a. Vehicular Homicide
- b. Unauthorized Use of Motor Vehicle
- c. OVI
- d. Willfully Fleeing
- e. Drag Racing
- f. Leaving Scene of Accident

THEFT

Committing an action which is defined as theft whether convicted of the violation or not.

FALSIFICATION

Any deliberate falsehood or attempt to conceal information pertaining to qualifications for employment or any deliberate falsehood pertaining to areas which would be grounds for automatic disqualification.

POOR MILITARY RECORDS

Having been other than honorably discharged from military service.

ABUSE OF POLITICAL INFLUENCE

Use or threatened use of political influence in securing employment.

POOR EMPLOYMENT RECORD

A past employment record showing excessive absenteeism, poor quality work, excessive tardiness, malingering, and/or inability to follow orders. Thefts from employers can be cause for disqualification.

FAILURE TO SUPPORT FAMILY – AS REQUIRED BY LAW

Has failed to provide support for any member of immediate family for which one is legally responsible, or has failed to carry out a mandate of any court of domestic relations with reference to child support or support of spouse or ex-spouse.

COMPENSATION FRAUD

Using deception or dishonesty to obtain benefits such as, but not limited to, Welfare, ADC, Medicare, Unemployment Compensation, or Worker’s Compensation.

OTHER

Any violation which prevents candidate from being insured by the City of Zanesville insurance carriers.

PSYCHOLOGICAL EXAMINATION

The Psychological Resources Battery includes three separate tests. All have been validated in public agencies and are within EEOC guidelines. Tests are paper and pencil, fill in dot variety.

Performance on these tests will have an effect upon candidate’s eligibility status.

PHYSICAL EXAMINATION

Prior to appointment as Police Officer, Corrections Officer, or Firefighter, candidate must pass thorough physical examinations, which will be conducted by city physician who will then certify that candidate meets, or does not meet physical requirements necessary to perform specified duties (ORC 124.41). The examination will include screening for illegal or controlled drugs. Candidate must be in good physical condition and any deviation from sound physical condition will be grounds for rejection.

INTERVIEW

For each vacancy, 10 individuals ranking highest on eligibility list are certified for oral interview with Public Safety Director, Police or Fire Chiefs, and other persons’ appointment by Public Safety Director. One applicant is then selected from the 10 candidates for the vacant position.

DISQUALIFICATION OF ELIGIBLES

If at any time after first development of eligible list, Commission has reason to believe that a person whose name appears on list is disqualified for appointment because of false statements made on application, failure to participate in polygraph exam, or for other comparable reasons, such person shall be notified and given opportunity to be heard. If such person fails to appear for hearing, or upon being heard, fails to satisfy Commission, candidate’s name will be removed from eligibility list.

RESIDENCY REQUIREMENTS

Residency requirements are set in the Police Officer, Correction Officer, and Firefighter contracts. Police Officers and Corrections Officers are required to reside within the boundaries of Muskingum County or contiguous counties thereof from initial employment and during continuance of employment. Firefighters are required to reside within the boundaries of Muskingum County or contiguous counties within one year of their employment and during the continuance thereof.

PROBATIONARY PERIOD

Original appointments for Corrections Officer shall be for a probationary period of 1 year. Prior to end of probationary period (1 year), applicants accepted for employment must be admitted to Police Department designated training facility, and must successfully graduate from such training facility and receive certification from State of Ohio.

Original appointment for Police Officer shall be for a probationary period of 1 year from date of hire or six months after graduation from the Police Academy, whichever is longer. Prior to end of probationary period (1 year), applicants accepted for employment must be admitted to Police Department designated training facility, and must graduate from such training facility and receive certification from State of Ohio.

Original appointment for Firefighter shall be for a probationary period of 1 year. Within first year of employment, selected candidates must complete Firefighter Training Program as established by Fire Division.

No appointment is final until appointee has satisfactorily served probationary period (R.C. Chapter 124).

DISTINGUISHING JOB CHARACTERISTICS

Corrections Officers: Under general supervision, controls prisoner behavior to maintain security within the Zanesville City Jail.

Police Officers: Under direction, serves citizens by maintaining law and order within city's jurisdiction. Maintains public peace, protects lives and property, prevents crime, arrests and helps prosecute violators of law. Must be in good physical condition and able to run 5 miles a day at time of hire; possess emotional stability; able to work on shift assignments; able to work outdoors during periods of inclement weather.

The successful candidate must meet entry level academy requirements at time of hire.

Firefighters: Under immediate supervision, responds to emergency alarms, protect and save lives and property through rescue and firefighting work. Performs fire prevention duties. Maintains fire equipment and facility. Firefighter shifts are normally 24 hour each with 48 hours off between shifts. Individuals may be assigned as a driver or to other hazardous work combined with a variety of routine assignments during other on-duty time. Within first year, must complete Firefighter Training Program following first year of employment.

Firefighter must participate in and satisfactorily complete additional training programs required by Fire Division. Programs include, but are not limited to river rescue, hazardous materials response, underground tank installation, fire control systems, and emergency victim care.

CITIZENSHIP

An applicant for a Civil Service Examination must be a United States Citizen or have a valid permanent resident card (ORC 124.22).

CREDIT FOR MILITARY SERVICE AND OTHER REQUIRED CERTIFICATIONS

Applicants who have an honorable discharge from active duty in armed forces of United States are eligible to receive additional credit of 20% on their examination in which passing score is obtained. Copy of honorable discharge or DD214 must be submitted prior to examination. Copy of honorable discharge will be retained by Civil Service Employment Officer (ORC 124.23). No credit is given if proof is submitted after examination date.

Applicants who are in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully complete the member's initial entry-level training shall receive a credit of 15% of the person's total grade given in the examination in which the person receives a passing grade. No credit is given if proof is submitted after examination date.

ADDITIONAL CREDIT FOR CERTIFICATIONS (FIREFIGHTER)

If a Firefighter candidate possesses a State of Ohio Firefighter Level II certification, an additional 10% will be added to their passing score.

If a Firefighter candidate possesses a valid and current State of Ohio Emergency Medical Technician (EMT) – Paramedic Certification, an additional 10% will be added to their passing score.

If a Firefighter candidate possesses a valid and current State of Ohio Emergency Medical Technician certification Basic or Advanced Level, an additional 5% will be added to their passing score.

The maximum percentage attainable will be 20% either via Military Credit or a combination of Certifications. No credit will be given unless applicant has valid State of Ohio certifications. No credit will be given for applicant with certifications of the National Registry.

ADDITIONAL CREDIT FOR CERTIFICATIONS (POLICE OFFICER)

If a Police Officer candidate possesses an OPOTA certification, an additional 10% will be added to their passing score.

If a Police Officer candidate currently works as a fulltime police officer and has done so for at least 2 years prior to application, an additional 10% will be added to their passing score.

The maximum percentage attainable will be 20% either via Military Credit or a combination of certifications.

REAPPLICATION AND RETESTING

Individuals who previously applied for a Public Safety position may reapply for the Civil Service Examination at the next scheduled time; however, individuals previously removed from an eligible list for just cause or terminated from City employment cannot reapply for 4 years after date of disqualification or termination.