

**PUBLIC SAFETY INFORMATION BOOK  
FOR  
CORRECTIONS OFFICER, POLICE  
OFFICER AND FIREFIGHTER  
CANDIDATES**

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

**PHONE: 740-617-4877**

**AN EQUAL OPPORTUNITY EMPLOYER**

**Revised August 2016**

## **GENERAL INFORMATION FOR PUBLIC SAFETY CANDIDATES**

**Minimum Qualifications:** Graduation from accredited high school or General Education Development (G.E.D.) 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 and 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. Test questions will measure following areas:

**Firefighter** – reading, math, interpersonal skills, teamwork, commitment, honesty, integrity, and emotional stability. **Police Officer** – math, interpretation of written material, following written instructions, verbal reasoning/logic, interpersonal relations, 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 **Phase I Agility Test** will be placed on an **eligible list (Police Officer and Corrections Officer candidates) or a pre-eligible list (Firefighter candidates)**. Successful completion of **Phase II Agility Test** will determine the final eligible list. (Firefighters only).

## **PHASE I –(FIREFIGHTER ONLY)**

Phase I test for Firefighter will consist of the following six events. All events shall be completed wearing a 40lb. vest. Maximum time allotted will be seven (7) minutes; **all events shall be pass/fail**. A passing score will be based on successful completion of all 6 events within the maximum time of 7 minutes with no differentiation between male or female.

**Event #1 (Stairmaster):** Candidate must complete 3 minutes on the Stairmaster at a sixty-step-per-minute pace for three minutes. Candidates shall not grab the handrail. If a candidate grabs the handrail, they will receive a warning the first two times. If the candidate grabs the handrail a third time, it shall constitute a failure for the entire test. **There will be an eighty-five foot travel distance to the next event.**

**Event #2 (50 Pound 2 ½” Hose Carry/50 Pound Sandbag Carry):** Candidate shall place hose/sandbag on shoulder and carry it 85’ around a cone and return the hose to the starting position. **There will be an eighty-five foot travel distance to the next event.**

**Event #3 (Hose Pull):** Candidate shall go down to one knee and pull a 1 ½” or 1 ¾” hose attached to a 90 pound sled twenty feet. **There will be an eighty-five foot travel distance to the next event.**

**Event #4 (Equipment Carry):** Candidate shall pick up two-twenty pound logs off of a shelf (four feet high) and carry them 85 feet around a cone and return them to the shelf. **There will be an eighty-five foot travel distance to the next event.**

**Event #5 (Forcible Entry/Truck Tire):** Candidate shall use an eight-pound sledge hammer and move the tire (by striking the middle of the tread area) a total distance of 5 feet. **There will be an eighty-five foot travel distance to the next event.**

**Event #6 (Victim Drag/Sled Drag):** Candidate shall drag a 176 pound sled by pulling it from a standing position (pulling backwards) 35 feet around a cone back to the starting position. **Time stops. END OF TEST.**

## **PHASE II (FIREFIGHTER CANDIDATES ONLY)**

**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: to measure acrophobia, strength and balance. Pass/Fail event.

**Hose Evolution** – Each candidate will be required to advance a 1 ¾” charged hose line fifty (50) feet with a combination nozzle set at 125 gallons per minute and will be operated with a tip pressure of 100 psi. After crossing the designated stopping point, the candidate will direct a stream of water at a designated target. Running will not be permitted. The event is over when target is struck. (Time: 30 seconds - TWO TRIES). Pass/Fail event.

**Rescue Climb** – Each candidate will be required to pick up a 3” hose that will be accordion style, with an approximate weight of fifty (50) pounds. Candidate will **ascend** the designated stairs and **descend** the same stairs while carrying the hose. Each step will be touched. Skipping steps will result in failure of the event. Candidate will not be permitted to put the hose down until he/she has crossed the designated stopping point; a violation of this rule will result in failure of the event. Running will not be permitted. (Time: 2 minutes - TWO TRIES). Purpose: to test upper body strength, balance and cardiovascular endurance.

**Water Rescue** – Wearing a life preserver, jump in swimming pool...maneuver length of pool and return. (Time: 3 minutes – ONE TRY). Pass/Fail event.

## **PHASE I (POLICE OFFICER CANDIDATES ONLY)**

Phase I 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.

**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**

**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**

**Event #3 (Push-Ups):** Candidate shall do push-ups in accordance with state minimums.

<b>Push-Ups in one minute</b>	<b>Age:</b>	<b>&lt;29</b>	<b>30-39</b>	<b>40-49</b>
Male		19	15	10
Female		9	7	5

**Event #4 (Sit-Ups):** Candidate shall do sit-ups in accordance with state minimums.

<b>Sit-Ups in one minute</b>	<b>Age:</b>	<b>&lt;29</b>	<b>30-39</b>	<b>40-49</b>
Male		32	28	22
Female		24	18	13

**Event #5 (1.5 Mile Run):** Candidate shall do a 1.5 mile run in accordance with state minimums.

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

**Time Stops: End of Test**

**PHASE I – (CORRECTIONS OFFICERS ONLY)**

**Sprint** – 100 Yard Sprint – 50 yards out, turn and return to starting point. **(20 seconds or less)**  
**(Two attempts) Pass/Fail**

**Lift** – Lift 104 pounds to waist.  
**(One attempt) Pass/Fail**

**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 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 regard to thefts 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 extra marital 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 relation 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 three (3) or more OVI convictions **will** result in removal.
2. Having been convicted of an OVI or reckless driving violation within the past five years may result in removal.
3. Having more than two 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 three (3) moving violations in the past three 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 examination, 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, five (5) individuals ranking highest on eligibility list are certified for oral interview with Public Safety Director, Police or Fire Chiefs and other persons appointed by Public Safety Director. One applicant is then selected from the five (5) 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 Correction 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 one (1) year. Prior to end of probationary period (one 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 one year from date of hire or six months after graduation from the Police Academy, whichever is longer. Prior to end of probationary period (one 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 **Firefighter** shall be for a probationary period of one 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 five (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, protects and save lives and property through rescue and firefighting work. Performs fire prevention duties. Maintains fire equipment and facility. Firefighter shifts are normally 24 hours 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 satisfactory 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 DD 214 must be submitted prior to examination.** Copy of honorable discharge will be retained by Civil Service Employment Office (ORC. 124.23). 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 State of Ohio Emergency Medical Technician (EMT) – Paramedic Certification, an additional 10% will be added to their passing score.

If a Firefighter candidate possesses an 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.

### **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 full time police officer and has done so for at least two (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.

### **Re-Application and Re-Testing**

Individuals who previously applied for a Public Safety position **may** re-apply 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 re-apply for **four (4)** years after date of disqualification or termination.

### **Examination Fee**

A nonrefundable fee of **\$25.00** will be charged each applicant for the examination. **Fee is payable at time of application.**

## **PHYSICAL AGILITY REQUIREMENTS FOR FIREFIGHTER**

**All events shall be completed wearing a 40lb. vest**

**Event #1 (Stairmaster):** Candidate must complete 3 minutes on the Stairmaster at a sixty-step-per-minute pace for three minutes.

**Event #2 (50 Pound 2 ½” Hose Carry/50 Pound Sandbag Carry):** Candidate shall place hose/sandbag on shoulder and carry it 85’ around a cone and return the hose to the starting position.

**Event #3 (Hose Pull):** Candidate shall go down to one knee and pull a 1 ½” or 1 ¾” hose attached to a 90 pound sled twenty feet.

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**There will be an eighty-five foot travel distance between each event.**

## **PHYSICAL AGILITY REQUIREMENTS FOR POLICE OFFICER**

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**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.

**Event #3 (Push-Ups):** Candidate shall do push-ups in accordance with state minimums.

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

**Event #4 (Sit-Ups):** Candidate shall do sit-ups in accordance with state minimums.

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**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

**PHYSICAL AGILITY REQUIREMENTS FOR CORRECTIONS OFFICER (ONLY)**

**Sprint** – 100 Yard Sprint – 50 yards out, turn and return to starting point. **(20 seconds or less)**  
**(Two attempts) Pass/Fail**

**Lift** – Lift 104 pounds to waist.  
**(One attempt) Pass/Fail**

**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**