



# West Milton Police Division

## *Applicant Information*

### **POLICE OFFICER**

**A challenging and rewarding career awaits you as a Police Officer with the West Milton Police Division.**

The West Milton Police Division is accepting applications for the position of Police Officer. A detailed job description is included with this material. The West Milton Police Division is an agency with a tradition of service excellence and a strong community oriented policing philosophy. The community is diverse with a population of approximately 4649 (2020 U.S. Census Estimate).

#### **SALARY AND BENEFITS:**

The successful applicant will receive salary and benefits that compare favorably with those offered in business or industry. ***The 2021 base salary of a West Milton Police Officer is \$47,236 (\$22.71/hr.) progressing incrementally to \$63,190 (\$30.38/hr.).*** Police Officer's receive paid vacations, personal allowance days and opportunities to earn overtime payment.

#### **Additional benefits include (some partial employee premium sharing):**

- Group Hospitalization and Medical Insurance
- Prescription Program
- Dental Coverage
- Vision Care
- Group Life Insurance
- Workers Compensation Protection
- Occupational Injury Leave
- Deferred Compensation Program
- Vacation accrual after 1<sup>st</sup> year of service

#### **MINIMUM QUALIFICATIONS:**

Applicants for the position must meet the following minimum qualifications at the time of appointment.

- Be at least 21 years old at time of appointment
- Be a United States Citizen
- Possess a valid State of Ohio vehicle operator's license
- Possess a high school diploma or GED equivalent
- Possess a valid OPOTA Peace Officer Certification at time of appointment
- Must be able to work an 80-hour biweekly schedule including weekends, evenings, nights and holidays on an assigned shift.
- Must be available for on call work

Applicants must also:

- Successfully pass other screening tests as required prior to appointment, including a background check, psychological exam, medical exam, and CVSA / polygraph test.

#### Applicant Rankings:

- Eligibility list will be established based upon the oral interview score and content grading of application packet submitted. Up to 100 additional points will be assessed to the application packet submitted (based on qualifications, written letter, grammar, content of the letter).

#### APPLICATION PROCESS:

Applications are available at the West Milton Municipal Building, 701 S. Miami Street, West Milton, Ohio 45383; 8 a.m. to 5 p.m. April 12, 2021 to April 30, 2021, Monday through Friday. Applications must be submitted no later than 5:00 pm Friday April 30, 2021. All applicants must complete the application thoroughly and accurately. Failure to complete the application (other than minor omissions) and timely submission will constitute grounds for rejection. The failure to disclose truthfully all material and relevant information shall also constitute grounds for rejection or dismissal if discovered subsequent to appointment. **ALL APPLICATIONS MUST HAVE A ONE PAGE (1) HANDWRITTEN LETTER ATTACHED EXPLAINING WHY YOU WANT TO BE A WEST MILTON POLICE OFFICER. APPLICANTS MUST WRITE THE LETTER IN THEIR OWN HANDWRITING.**

Applications will be kept on file for two years from date of application closing or until process is exhausted for the hiring period you applied (whichever comes first). The following process is used to appoint the best applicants. The order below is not necessarily the order of the process.

#### 1. Physical Agility Testing

Physical agility testing will take place prior to the interview process. Each candidate will be required to successfully pass all portions of physical agility testing to move on to the oral interview phase. Physical agility requirements are listed at the end of this document. This portion is a pass fail.

#### 2. Oral Interview

Applicants will be asked a uniform set of questions that seek to measure specific attributes. All answers will be uniformly rated and recorded on a standardized form by each member of the oral review board. **Applicants must score and average of 60% on this process for further employment consideration.**

#### 3. Pre-employment CVSA / polygraph examination

The CVSA /polygraph will be used to determine employment status. It is only an investigative aid that will be used together with other information to support decisions relevant to employment status.

#### 4. Thorough Background Investigation

A background investigation of each applicant will be conducted prior to appointment to probationary status. Some areas of this investigation will include:

- a. Verification of a candidate's qualifying credentials
- b. A review of the candidate's criminal and traffic violation record, if any
- c. An interview with at least three personal references of the applicant
- d. Verification of the applicant's previous employment history

**5. Interview with Municipal Manager and Chief of Police**

Applicants who are being considered for a conditional offer of employment will interview with the Municipal Manager and Chief of Police prior to being given a conditional offer.

**6. Psychological Examination**

A psychological examination is designed to assess the appropriate, adequate, acceptable or desirable psychological, emotional, and personality profile, characteristics, traits, qualities, attributes and tendencies to perform as a West Milton Police Officer. It will also evaluate an applicant to determine whether that person has the ability to endure stress associated with the nature of the job. This will be conducted after a conditional offer of employment but prior to actual appointment to probationary status

**7. A Medical Examination**

A medical examination of each applicant will be conducted after a conditional offer of employment but prior to actual appointment to probationary status. This examination is to identify any medical problems that might inhibit work performance, shorten a career or contribute to work-related disabilities. Areas of evaluation will include audio examination, eye examination, and blood and blood pressure evaluation and medical history and clinical examination. **A drug screen will be included in this examination.**

**Applicants can be eliminated based on not meeting minimum / passing standards at any portion of the hiring process.**

**APPLICANT DISQUALIFICATION AND RE-APPLICATION:**

The following occurrences or combination occurrences in your background are examples of things that may result in rejection of an applicant's consideration for a communication operator position:

- Felony conviction
- Conviction for drug related violations or Use of Illegal Drugs
- Domestic Violence Conviction
- Abuse of Alcohol and/or drugs
- Anti-Social Behavior
- Poor Work Record
- Poor Driving Record
- Numerous Debts
- Lying on the application or about your background
- Incomplete or Inaccurate information on Application (this will be in consideration of other areas of the applicant process, it is not a sole disqualifier)

Applicants not eligible for appointment to probationary status or not appointed to probationary status as a result of any portion of the applicant process shall be informed, in writing, of the reason within 30 calendar days.

Applicants not selected for appointment to probationary status will be eligible for re-application and re-evaluation for future openings.

**DURATION OF THE APPLICANT PROCESS:**

The anticipated duration of the reopened selection process is as follows:  
(Please note: This schedule is subject to change without notice.)

- Schedule and Administer Physical Agility Testing 1 - 2 weeks
- Schedule and Administer oral interview 2 - 4 weeks
- Schedule and Administer CVSA / Pre-polygraph 2 - 4 weeks
- Conduct Background Investigations 2 - 4 weeks
- Schedule and Administer Medical Exams 2 - 4 weeks

**Approximate time required is 9 – 20 weeks**

**The appointment of a new employee shall not be deemed complete until successful completion of a 1-year probationary period is completed from the date of appointment (swear-in).**

If you feel that you have not been treated fairly or in a courteous manner, you should report the incident to Jill Grise, Finance / Personnel Director. (Preferably in writing.)

Comments or complaints about the employment procedure will be answered in writing, as soon as possible. Comments or complaints will not affect this or future applications for employment.

The U.S. Equal Employment Opportunity Commission and the Ohio Civil Rights Commission also investigate discriminatory practices alleged by an applicant or employee. We urge you to file a complaint with those offices if you believe that is appropriate.

The conditions of employment of the West Milton Police Division require a work schedule including first, second and third shifts, on a 365 day per year basis.

Contact phone numbers:

West Milton Police Division  
(937) 698-2677

**West Milton Police Division is an Equal Opportunity Employer and  
ADA Compliant.**

**Women and Minorities are Encouraged to Apply!!**

## Physical Agility Assessment

### **MALES**

<b>AGE</b>	<b>20-29</b>	<b>30-39</b>	<b>40-49</b>	<b>50-59</b>
Sit-Ups (1 Minute)	32	28	22	17
Push-Ups (1 Minute)	19	15	10	7
1.5 Mile Run	14:34	15:13	15:58	17:38

### **FEMALES**

<b>AGE</b>	<b>20-29</b>	<b>30-39</b>	<b>40-49</b>	<b>50-59</b>
Sit-Ups (1 Minute)	23	18	13	7
Push-Ups (1 minute)	9	7	5	4
1.5 Mile Run	17:49	18:37	19:32	21:31

Applicants need to come dressed appropriate for physical activity during this testing process to include water for hydrating yourself. Gym type clothing is suggested. Dress appropriate for the weather conditions due to parts of this testing taking place outdoors.