



CITY OF SIDNEY

Civil Service Examination Process



Police Officer

1. **National Testing Network Examination (NTN)**
2. **Physical Fitness Test**
3. **Applicant Release Form / Background Questionnaire**

Those applicants that pass the National Testing Network Examination and the Physical Fitness Test will continue in the following Civil Service process:

4. **Background Investigation / Webcheck® FBI/BCI Fingerprints**
5. **Polygraph Examination**
6. **Department Interview**
7. **Civil Service Commission Review**

Those applicants being certified by the Civil Service Commission as eligible to be appointed to the position of Police Officer will be placed on an eligibility list of the top 25% or 10, whichever is greater, based on their video examination scores.

8. **City Manager makes CONDITIONAL Offer of Employment**

Offer is contingent upon successful passage of the following:

- Psychological Assessment
- Medical Examination
- Drug Screen



City of Sidney

2023 Civil Service Examination Notice

Police Officer Position

The City of Sidney is now seeking applicants interested in the position of Police Officer with the Sidney Police Department. The Sidney Police Department consists of 37 sworn officers, 11 dispatchers and 6 support staff employees. The vision of the Sidney Police Department is to exceed the expectations of their community, to adapt to the ever changing challenges and to provide the highest level of service and protection to their citizens. The department handles approximately 32,000 calls for service a year, focusing on core values of professionalism, integrity, courage and compassion.

The Sidney Police Department offers a wide variety of opportunities for professional development and advancement. Officers may apply for specialty positions within the patrol unit, bike patrol unit, tactical response team, K9 teams, community resource and investigations. The Sidney Police Department is located in a newer facility. Officers participate in up-to-date training programs and are provided with state of the art equipment.

Minimum Qualifications of Interested Candidates:

- Must be 21 by original appointment and appointed prior to the age of 35
- Have a High School Diploma or GED Equivalent
- Have a valid Driver's License
- Successfully pass all sections the National Testing Network Examination (score 70% or higher)
- Successfully pass a physical fitness examination
- Successfully pass a background investigation (including a polygraph examination) and pass a medical and psychological examination
- Be a U.S. Citizen or authorized to work in the United States
- Meet all Civil Service Requirements

Application Process:

THE DEADLINE TO COMPLETE ALL PORTIONS OF THE APPLICATION AND TESTING PROCESS IS WEDNESDAY, AUGUST 23, 2023.

The application process for a Sidney Police Officer position consists of the following steps:

1. The applicant must meet all minimum qualifications for the position.
2. **The applicant must complete and submit the City of Sidney Application for Employment** (www.sidneyoh.com and click on employment) along with the attached documents:
 - a. Copy of High School diploma or GED
 - b. Copy of DD-214 for Veterans credit (if applicable)
 - c. Copy of your Peace Officer Certification for the State of Ohio (if applicable)
 - d. Copy of Birth Certificate or U.S. Citizenship
 - e. Original signed and notarized Release of Information Waiver form

3. **Register for and complete the National Testing Network Examination (NTN)** (www.nationaltestingnetwork.com)

What to expect at the National Testing Network, Inc. website:

- Completion of the NTN application process
- Completion of the personal history questionnaire
- Opportunity to take online practice tests
- Schedule your own convenient test time (applicant is responsible for exam fees)
- Upon completion of the NTN examination, elect to have scores sent to the City of Sidney

4. **Pass Physical Fitness Testing**

A **Consent Form** and a **Physician Signed Medical Release Form** will be required to participate in the physical fitness testing process. The applicant must pass all 5 physical fitness test minimum requirements; failure to pass any one of the physical fitness test requirements would disqualify the candidate from further application processing.

Test	Minimum Requirement
300 Meter Run	66.0 seconds
1 Rep Bench press or 1 Minute maximum push ups	50% of candidates weight Or 20 push ups
1 Minute Maximum sit ups	24 sit ups
Vertical Jump	14 inches
1.5 Mile Run	15:15 minutes

Physical Fitness Test Scheduling

After passing the NTN, you will then be allowed to schedule and attend one (1) of the following Fitness Testing Dates. Please contact Lt. Jeremy Lorenzo at jlorenzo@sidneyoh.com to schedule your date and time to participate in the Fitness Testing process.

Physical Fitness Testing Dates and Times:

DATE: Wednesday, August 2, 2023 **TIME:** 5:00pm

DATE: Saturday, August 19, 2023 **TIME:** 10:00am

DATE: Wednesday, August 23, 2023 **TIME:** 5:00pm

Those candidates successfully completing the Fitness Test must complete the Pre-Employment Background packet (immediately after the Fitness Test) and Request for Webcheck® Fingerprint form. Both forms must be completed and returned the day of the Fitness Test.

[Steps 1-4 of the application process must be complete by the August 23, 2023 deadline.](#)

After August 23, 2023, the City of Sidney will mail eligible candidates a letter advising of their unofficial score. The City of Sidney will then complete background investigations and arrange for polygraph examinations for the top, eligible candidates. Interviews will be scheduled after completion of the polygraph.

Thank you for your consideration and applying for the position of police officer with the Sidney Police Department. If you have any questions please contact Lt. Jeremy Lorenzo at jlorenzo@sidneyoh.com.

Respectfully,

Chief Mark E. McDonough
Sidney Police Department
mmcdonough@sidneyoh.com

The City of Sidney must receive your completed application form, required information and documents no later than **Wednesday, August 23, 2023, at 3:00pm. The information can be sent to the City of Sidney by using any of the following methods:**

- **Mail to: City of Sidney, Attention Lynn Shuster, 201 W Poplar Street, Sidney, Ohio 45365**
- **Deliver the completed and signed documents in person to the City of Sidney at the same address as above**
- **Email to lshuster@sidneyoh.com**
- **Fax (937) 498-8160**

-The City of Sidney is an Equal Opportunity Employer-

**Ohio Collaborative Community-Police Advisory Board Standards for the City of Sidney
Police Department Employee Recruitment and Hiring Process**

- The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.
- Non-discrimination and equal employment opportunity is the policy. The Sidney Police Department shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.
- The Sidney Police Department will utilize due diligence in ensuring that their perspective employees have the proper temperament, knowledge, and attitude to handle this very difficult profession. The Department will ensure that appropriate mechanisms are in place in order to achieve this mission. The Department, in cooperation with the *City of Sidney Personnel Policy and Procedure Manual*, and agency policy and procedure, will ensure employment requirements are related to the skills that are necessary to be a successful police employee.
- The City of Sidney Administration and Sidney Police Department will adhere to all Ohio Collaborative standards as set forth above relating to the recruitment and hiring of police personnel.

Applicant: I have read and understand the Ohio Collaborative, City of Sidney, and Sidney Police Department standards for employee recruitment and hiring.

Applicant's Name (*please print*)

Applicant's Signature

Date

Subjects of special study or research work _____

U.S. Military Service or Reserves: List dates, rank, and type of discharge _____

List location and name of last unit assignment _____

PROFESSIONAL REFERENCES

Give below the names of five persons not related to you, whom you have known at least one year and whom have knowledge of your character, experience, and abilities. Do not list subordinate employees.

Name _____ Business _____

Address _____ Phone # _____

Email address _____ Reference Type ____ Professional ____ Personal

Name _____ Business _____

Address _____ Phone # _____

Email address _____ Reference Type ____ Professional ____ Personal

Name _____ Business _____

Address _____ Phone # _____

Email address _____ Reference Type ____ Professional ____ Personal

Name _____ Business _____

Address _____ Phone # _____

Email address _____ Reference Type ____ Professional ____ Personal

Name _____ Business _____

Address _____ Phone # _____

Email address _____ Reference Type ____ Professional ____ Personal

EMPLOYMENT EXPERIENCE

LIST ALL THE JOBS YOU HAVE HAD, STARTING WITH THE MOST RECENT.

Employer	Address	Telephone #
Job Title	Work Performed	Supervisor
Dates Of Service	Reason for Leaving	Hourly Rate/ Salary Start-Final
Employer	Address	Telephone #
Job Title	Work Performed	Supervisor
Dates of Service	Reason for Leaving	Hourly Rate/ Salary Start-Final
Employer	Address	Telephone #
Job Title	Work Performed	Supervisor
Dates of Service	Reason for Leaving	Hourly Rate/ Salary Start-Final
Employer	Address	Telephone #
Job Title	Work Performed	Supervisor
Dates of Service	Reason for Leaving	Hourly Rate/ Salary Start-Finish

If you need additional space, please continue on a separate sheet of paper.

SPECIAL LICENSES, SKILLS & QUALIFICATIONS

Summarize special job-related skills, qualifications, licenses, certifications, or training that you acquired from employment or other experience. (Add a separate sheet if necessary)

See attached Certifications

IN CASE OF EMERGENCY NOTIFY:

Name _____ Phone No. _____
Address _____

Name _____ Phone No. _____
Address _____

The information provided in this Employment Application is true and complete. The City may terminate my employment for any false or misleading statements or omissions in this application, whenever they may be discovered.

If I receive an offer of employment, I authorize a medical examination, including a drug screen, by an examiner selected by the City. I understand that any offer of employment may be contingent upon such medical examination and a background check.

I acknowledge that, if hired, my employment is for no definite period and may be terminated at any time with or without cause, by either me or the City. I understand that this cannot be changed except in a writing signed by the City Manager that states it is intended to make that change. Anything said or implied to the contrary is not binding on the City.

Date: _____ Signature: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize any reference, school, former employer, or other person to disclose to the City, upon request, any information they may have about me and I release them from all liability for disclosing such information.

Date: _____ Signature: _____

**AUTHORIZATION AND DISCLOSURE OF CONSUMER REPORT
AND INVESTIGATIVE CONSUMER REPORT
UNDER THE FAIR CREDIT REPORTING ACT**

The City may obtain or cause to be prepared consumer reports for employment purposes. It may be an investigative consumer report which is obtained through personal interviews and might include information as to your character, general reputation, personal characteristics and mode of living.

You may make a written request, within a reasonable period of time, for a disclosure of the nature and scope of any investigative consumer report we have requested. You may also request a written summary of your rights under the Fair Credit Reporting Act.

If you consent to our obtaining a consumer report or investigative consumer report, sign and date below. We will not process your application until this is signed.

* * *

I authorize the City to obtain or cause to be prepared consumer reports, and investigative consumer reports, about me for employment purposes. I understand that in obtaining such consumer reports and investigative consumer reports, a consumer reporting agency may be used, and I authorize such use. This authorization and disclosure will remain effective for the duration of my employment, if I am hired.

I have received a copy of this authorization and disclosure.

Date

Signature

Printed name

Ohio Civil Rights Commission – Statistical Survey

INSTRUCTIONS: *The City of Sidney is required to report on the statistical information requested below. If you choose to volunteer this information, it will be filed separately from your employment application. Whether or not you elect to provide this information is entirely voluntary and will not affect any employment decision. However, in order for us to gather the needed information, we do ask that you provide responses to all 6 questions. If you prefer not to answer any or all of the following questions, please select the box titled “No Response”. Thank you for your assistance in this statistical survey.*

1) **ETHNIC RACIAL STATUS:** (Please check only one)

White Hispanic Asian American
 Black American Indian Other No Response

2) **SEX:**

Male Female No Response

3) **AGE GROUP:**

16 18 to 25 41 to 65
 17 26 to 40 66 and older
 No Response

4) **HOW DID YOU HEAR ABOUT THIS JOB?** (Please check only one)

Sidney Daily News Friend Internet
 Area Newspaper Current Employee Radio/Television
 Ohio Employment Service Professional Journal No Response

5) **RESIDENCE:** (Please check only one)

Sidney Shelby County Ohio Out of State
 No Response

6) **DO YOU HAVE A KNOWN DISABILITY?**

Yes No No Response



SIDNEY POLICE DEPARTMENT
324 WEST COURT ST.
SIDNEY, OHIO 45365
937-498-2351
MARK E. MCDONOUGH, CLEE - CHIEF OF POLICE

RELEASE OF INFORMATION WAIVER

Applicant Name (Last, First, Middle) _____ Sex _____ D.O.B. _____

Place of Birth (City, County, State/Country) _____ SSN _____

I, _____, do hereby authorize review of and full disclosure of all records, or any part thereof, concerning me, and by and to duly authorized agent of the City of Sidney, Shelby County, Ohio, whether the said records are of public, private, or confidential nature.

This release when presented by a duly authorized representative of the City of Sidney constitutes my consent and authority to examine, obtain copies/abstracts of records and to receive statement/information regarding my background.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions (including records of deposits, withdrawals and balances of checking and savings accounts, loans, and also the records of commercial or retail credit agencies including credit reports and/or ratings); public utility companies; employment and pre-employment records (including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records); real and personal property tax statements and records wherever filed; records of complaint, arrest, trial or convictions for alleged or actual violations of law (including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by or against me, wheresoever located to include the records and recollections of attorneys of law, or other counsel, whether representing me or another person in any case in which I presently have or have had interest; military/civilian government records from Military Personnel Records Centers/National Personnel Records to include: employment, educational, medical, psychological, financial, credit, military services and the UNDELETED copy of separation and medical documents.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data to the City of Sidney in determining my suitability for employment with the Sidney Police Department. It is my specific intent to provide access to my personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history investigation which is developed directly or indirectly, in whole or part, upon this release authorization will be considered in determining my suitability for employment by the Sidney Police Department. I understand that all materials pertaining to this background investigation become the property of the Sidney Police Department and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented, his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

A photocopy of this release form will be considered valid as an original hereof, even though the said photocopy does not contain and original writing of my signature.

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC

Signature of Applicant _____ Street Address _____

City _____ State _____ Zip code _____

Subscribed to and sworn before me this _____ day of _____, 20_____

Notary: _____

SEAL:

My commission expires on: _____



Pre-Employment Background

Life History Summary

Applicant Name: _____ Date: _____

In the space provided, please print a brief summary of your life from birth until today. Mention your date and place of birth, members of your family, where you lived, your education, and your goals.



**SIDNEY POLICE DEPARTMENT
234 W. COURT ST.
Sidney, Ohio 45365**

PHYSICAL FITNESS CONSENT FORM

Name _____
(Please Print Clearly)

PHYSICAL FITNESS TEST

300 Meter Run	66 Seconds	Pass / Fail
Bench Press Or Push Ups	50% Body Weight 20 (1-Minute)	Pass / Fail Pass / Fail
Sit Ups	24 (1-Minute)	Pass / Fail
Vertical Jump	14 Inches	Pass / Fail
1.5 Mile Run	15:15	Pass / Fail

***Police Officer Candidates must pass all 5 physical fitness tests. Failure to pass any one of the tests will disqualify the candidate.

I understand that I am responsible for monitoring my own condition throughout the test and, should unusual symptoms occur, I will cease my participation and inform the administrator about the symptoms.

In signing this consent form, I affirm I have read it entirely and understand the description of the test and their components. I also affirm my questions regarding the fitness testing program have been answered to my satisfaction.

I further affirm I did consult a licensed physician and obtained a written permission from that physician to participate in the above testing.

Also, in consideration for being allowed to participate in the fitness testing program, I agree to assume the risk of such testing and further agree to hold harmless the City Of Sidney, the Sidney Police Department, its employees, and others conducting such testing, from any and all suits, losses, or related causes of action for damages including but not limited to, such claims that my result from my injury or death, accidental or otherwise, during or arising in any way from the testing program.



**SIDNEY POLICE DEPARTMENT
234 W. COURT ST.
Sidney, Ohio 45365**

PHYSICAL FITNESS TESTING PROTOCOLS

300 meter run: You must complete the run without any help. On the go signal, the clock will start. You will run the distance as quickly as possible.

Bench Press: Lie on the bench with shoulders and buttocks on the bench and your feet flat on the floor. Grip the bar with an overhand closed grip, shoulder width apart. You will lower the bar to your chest, after a short pause the administrator will tell you to press, to complete the test you must fully extend your arms. You cannot raise your hips during the lift. You will have three attempts at the bench press. (Candidates have the option of having the weight lowered to the starting position.)

Sit Ups: Lie on your back with your knees bent at a 90 degree angle and your heels on the ground. Your feet may be together or apart, and will be held by a fitness administrator. Your fingers must stay interlocked behind your head for the entire test. On the go signal lift your upper body by bending at the waist. Touch your elbows to your knees and return to the starting position, your upper shoulders must touch the ground. You cannot arch your back or lift your buttocks from the ground. If you need to rest you must rest in the up position.

Vertical Jump: You will stand on the Just Jump Mat. The administrator will tell you when you are able jump. You must jump vertical without taking any steps, or tucking your legs. Your feet must land back on the mat. You will have three attempts at the test.

1.5 mile run: You must complete the run without any help. On the go signal, the clock will start. You will run the distance as quickly as possible.

(Signature of Participant)

(Date)

(Test Administrator)

(Date)

Return this signed consent form and the medical release form (signed by physician) on the date of your physical fitness test. Remember to wear athletic clothing and bring a photo I.D.

If you do not have the required consent/release forms or a photo I.D., you will not be permitted to participate in the physical fitness testing.



SIDNEY POLICE DEPARTMENT
234 W. COURT ST.
Sidney, Ohio 45365

Civil Service Examination - Physical Fitness Test
And Polygraph Medical Release Form

(Form to be completed by physician)

_____ has applied for a job as a Police Officer for the City of Sidney and is being asked to take a Polygraph and a Physical Fitness Examination. The purpose of the examination is to evaluate cardio respiratory fitness, muscular strength, endurance, and agility. Minimum test requirements are:

300 Meter Run	66 Seconds
Bench Press	50% Body Weight
Or	
Push Ups	20 (1-Minute)
Sit Ups	24 (1-Minute)
Vertical Jump	14 Inches
1.5 Mile Run	15:15

By completing the form below, you are not assuming any responsibility for our administration of the fitness testing and/or exercise programs, or polygraph. If you know of any medical or other reason why participation in the fitness or exercise program, or submit to a polygraph examination, by the applicant would be unwise, please indicate so on this form.

REPORT OF PHYSICIAN

(please check one)

_____ I know of no reason why the applicant may not participate

_____ I recommend that the applicant not participate

Physician's Signature: _____

Address: _____

City: _____ State: _____ Zip Code: _____



**City of Sidney
Police Officer position
Benefit Package**

Salary Range	New hires start at the step 1 in the salary range and normally reach maximum in the salary range within five years.
Pay increases for new hires	Wage step increase after the first six (6) months of employment subject to a satisfactory performance evaluation. Annually thereafter.
Holidays:	New Years Day Labor Day Presidents Day Veterans Day Good Friday Thanksgiving Day Independence Day Day After Thanksgiving Juneteenth Christmas Eve Day Memorial Day Christmas Day Martin Luther King Day
Vacation	Two to five weeks depending on years of Service
Sick leave	18 days per year
Personal Business Days	Earn one (1) day per quarter after 6-months probation (4 days per year).
Life Insurance	50,000 term life and 50,000 AD&D coverage is provided by the City of Sidney for full time employees only.
Fitness Membership	Available fitness membership to approved local fitness centers. This is a taxable benefit
Medical Insurance	Employees may choose to be part of the H.S.A. plan. Employee pays 13% of monthly premium and may choose Single, EE/Spouse, EE/children, or Family Coverage.
Vision Insurance	City covers 100% of premiums
Dental Insurance	City covers 50% of premiums
Pension	Employee pays 12.25% and Employer pays 19.5%
Tax Deferred Savings	I.C.M.A. or OPED employee's option.
Supplemental Insurance	Available through Allstate @ employee's expense.

This is not a job offer. The City of Sidney may alter, change, and omit the above benefits.