

JOIN US!



WE ARE HIRING LATERAL POLICE OFFICERS



2 Years Full-Time Police
Experience Required

APPLY NOW

Detective Bureau, Drug Task Force, Tactical Response Team, Bike Team, Drone Unit & More State-of-the-art Facility
State-of-the-art Equipment
Promotional Opportunities



With 7+ years of experience:

\$40.03

per hour after 1-year probation + Longevity Pay

Applications / Additional Information can be downloaded at:

WWW.SIDNEYOH.COM/JOBS



**City of Sidney
Lateral-Entry Police Officer Position
Benefits Package**

Salary Range:	New hires start at the pay step provided by the City Manager in the salary range based upon fulltime police experience. Beginning 1/1/24, the hourly salary range is \$34.00 (Step 2) to \$40.03 (Step 7).														
Pay increases for new hires:	Wage step increase after the first six (6) months of employment subject to a satisfactory performance evaluation. Annually increases thereafter.														
Longevity Pay:	Must serve Full-time with the City of Sidney Police Department: 2% of basic annual salary after 5 years of service. 2 1/2% of basic annual salary after 10 years of service. 3% of basic annual salary after 15 years of service. 4% of basic annual salary after 20 years of service. 5% of basic annual salary after 25 years of service.														
Holidays:	<table><tr><td>New Year's Day</td><td>Labor Day</td></tr><tr><td>Presidents Day</td><td>Veterans Day</td></tr><tr><td>Good Friday</td><td>Thanksgiving Day</td></tr><tr><td>Independence Day</td><td>Friday after Thanksgiving</td></tr><tr><td>Juneteenth</td><td>Christmas Eve Day</td></tr><tr><td>Memorial Day</td><td>Christmas Day</td></tr><tr><td>Martin Luther King Day</td><td></td></tr></table>	New Year's Day	Labor Day	Presidents Day	Veterans Day	Good Friday	Thanksgiving Day	Independence Day	Friday after Thanksgiving	Juneteenth	Christmas Eve Day	Memorial Day	Christmas Day	Martin Luther King Day	
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Independence Day	Friday after Thanksgiving														
Juneteenth	Christmas Eve Day														
Memorial Day	Christmas Day														
Martin Luther King Day															
Vacation:	Two to five weeks depending on years of Full-time 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 any/all of the above benefits.

City of Sidney Job Posting



Job Title: Lateral-Entry Police Officer
Department: Police
Hours of Work: TBD
Hourly Pay: Effective January 1, 2024: Annual Pay \$68,442 to \$87,478

Job Description Summary: It is the vision of the Sidney Police Department to exceed the expectations of our community, to adapt to ever changing challenges and to provide the highest level of service and protection to our citizens. The Sidney Police Department is a full service police department. The department has a patrol section, an investigative section, a community resource section and a communications section. They are supported by a records section and a maintenance staff. The department provides opportunities to its officers for additional duties, such as Traffic Crash Reconstructionist, member of the tactical response team, hostage negotiations team, bike patrol unit, evidence technician, range instructor, and defensive tactics instructor. The command staff consists of the Police Chief, Deputy Chief, Investigative Captain, 4 Lieutenants, 3 Sergeants, a Public Safety Superintendent and an Office Supervisor.

Nature and Scope: Police officers assigned to patrol report directly to a patrol sergeant. Police officers assigned to specialized positions in the investigative section report to either the detective sergeant or the investigative captain. All Sidney police officers are expected to cooperate with all other city departments and maintain a professional relationship with all local and state jurisdictions.

Minimum Job Requirements:

- Operate department vehicles safely.
- Maintain certification to operate equipment, including but not limited to alcohol testing devices, and speed detection devices.
- Operate department equipment as assigned by the department.
- Successfully pass all firearms qualifications.
- Ability to use sound judgment and make good decisions when handling calls.
- Maintain a level of physical fitness required for the job.

Qualifications

- High school diploma or GED equivalent.
- A current and valid OPOTA Basic Peace Officer Certification or Ohio State Highway Patrol certification
- Successfully pass the selection process, which includes physical fitness testing, polygraph exam, background investigation, physical examination, drug testing, and psychological profile exams.
- Ability to complete basic law enforcement training as assigned by the department.
- A valid Ohio driver's license (by time of appointment).
- Minimum age of 21 by appointment or appointed by 42nd birthday, and be a U. S. Citizen or authorized to work in the United States.

To apply: Submit an application to the Receptionist in the Municipal Building, 201 W. Poplar St. Sidney, OH 45365 or Fax 937 498-8160 or email to lshuster@sidneyoh.com

To review the application, job description and additional job information, please visit the City's website at www.sidneyoh.com.



City of Sidney, Ohio

2024 Examination Notice

LATERAL-ENTRY Police Officer Position

The City of Sidney is now seeking lateral-entry 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 5 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 is located in a newer facility and houses the Shelby County Emergency Operations Center. 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 team, evidence technician, community resource and investigations. Officers participate in up-to-date training programs and are provided with state of the art equipment.

LATERAL ENTRY QUALIFICATIONS

Lateral entry police applicants who have a minimum of two (2) consecutive years of experience as a full-time law enforcement officer with no break in service for more than one year, at the time of application, and possess a current Ohio Basic Peace Officer Training Academy Certificate or an Ohio State Highway Patrol Basic Training Certificate may apply for a lateral appointment without taking the civil service examination.

Such candidates laid off within one year from the date of application or placed in a part-time or reserve position after having worked in a full-time position for two consecutive years within one year from the date of application may apply for a lateral appointment, provided the candidate holds a current Ohio Basic Peace Officer Training Academy Certificate or an Ohio State Highway Patrol Basic Training Certificate.

Minimum Qualifications of Interested Candidates:

- Must be between the ages of 21 and 42
- Minimum of two (2) consecutive years employed full-time as a police officer (*see entry qualifications above for additional information on full-time police officer employment*)
- Current and Valid OPOTA Peace Officer Certification or Ohio State Highway Patrol Certification
- Have a High School Diploma or GED Equivalent
- Have a valid Driver's License
- Successfully pass physical fitness assessment
- Successfully pass a background investigation (including a polygraph examination) a medical examination, psychological examination, and drug testing
- Be a U.S. Citizen or authorized to work in the United States
- Meet all other Federal, State and Local Requirements

Wages:

2024	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Effective January 1, 2024	\$70,720	\$73,050	\$75,483	\$78,000	\$80,590	\$83,262
	\$34.00/hr.	\$35.12/hr.	\$36.29/hr.	\$37.50/hr.	\$38.75/hr.	\$40.03/hr.

(Note: New hires start at the pay step provided by the City Manager in the salary range based upon fulltime police experience.) For additional wage information, please review the collective bargaining agreement with the City of Sidney and the Ohio Patrolman's Benevolent Association (O.P.B.A) Sidney Police Patrol Officers at: <https://serb.ohio.gov/static/PDF/Contracts/2024/24-CON-02-2179.pdf>

Application Process:

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 your OPOTA Peace Officer Certification/Ohio State Highway Patrol Certification
 - c. Copy of DD-214 for Veterans credit (if applicable)
 - d. Copy of Birth Certificate or U.S. Citizenship
 - e. A cover letter and current resume outlining previous law enforcement experience and training.

- 3. Pass Physical Fitness Assessment (PFA) and complete background questionnaire**

A consent form and physician-signed medical release forms will be required to participate in the physical fitness testing process. The necessary forms can be found at www.sidneyoh.com, employment, Police Officer, information packet. The applicant must pass all physical fitness test minimum requirements; failure to pass any one of the physical fitness test requirements would disqualify the candidate.

Test	Minimum Requirement
Fitness Assessment	A precise series of running, jumping obstacles, stair climbs, push/pull 70-lb weight, sit-ups and burpees. Time Limit: 5 minutes: 30 seconds
100-lbs. Torso Bag Lift and Carry	The candidate must lift the Torso Bag from the floor and carry it a distance of 50-ft., without dropping, and with the bottom edge of the bag above the candidate's knees the entire test, and after carrying the bag the 50-ft distance, with control, gently set the bag on the floor. No time limit

Applicants must contact Lt. Jeremy Lorenzo at (937) 498-2351 or email jlorenzo@sidneyoh.com to schedule a practice physical fitness assessment date and time. Background questionnaires will be distributed to candidates for completion at the physical fitness testing. Should the candidate successfully complete the PFA during the practice session, they would not need to reschedule another PFA test. A candidate has two (2) opportunities to successfully pass the Physical Fitness Assessment.

4. Polygraph and Background Investigation

Upon successful completion of the Physical Fitness Test, the City of Sidney Human Resource Director will arrange for polygraph examinations for eligible candidates. Sidney Police Investigators will also complete a thorough background investigation. Interviews will be scheduled after the candidate's successful completion of the polygraph examination.

SIDNEY POLICE DEPARTMENT POLICY:

LIST OF DISQUALIFYING /UNFAVORABLE FACTORS IN THE SELECTION AND HIRING OF POLICE OFFICERS

Note: All timeframes begin from the last date of accepted applications for Entry-Level or Lateral Entry Police Officer by the City of Sidney.

DISQUALIFYING (NO TIME LIMIT):

1. Failure to appear/complete any step in the hiring process.
2. Failure to disclose any material information or having omitted any requested material information by the completion of the investigative process.
3. Having cheated or lied during any step of the application, selection and hiring process.
4. Conviction of a felony.
5. Conviction of the sale or narcotics or other controlled substances.
6. Conviction of, admission to, existence of probable cause of any section of ORC 2907: Sex Offenses
7. Conviction of a sex offense as defined in ORC 2901.
8. Currently registered as a sex offender, child-victim offender, or arson offender.
9. Conviction, indictment or otherwise charged with a violation of OC 2903.14 (Negligent Assault).
10. Conviction of vehicular homicide, leaving the scene, a license revocation or suspension on more than two (2) occasions.

11. Any person who has paid or accepted a bribe to cover or hide a crime.
12. Receiving a dishonorable or bad conduct discharge from the military.
13. Failure to provide for family/dependents.
14. Conviction of domestic violence, spousal or child abuse, violation of TPO/CPO.
15. Substantiated information which could demonstrate bias or be used for impeachment by the defense, which is referred to as Brady-Giglio material (officer integrity, untruthfulness, issues related to credibility).

DISQUALIFYING (WITH TIME LIMIT):

1. Disclosure and/or an established pattern of alcohol, drug abuse, or illegal gambling within 24 months.
2. Any person under indictment or otherwise charged under ORC 2925: Drug Offenses; 3719: Controlled Substances; or 4729: Dangerous Drugs, that involves the illegal possession, use, sale, administration, or distribution of or trafficking in a drug of abuse-if the candidate is convicted of the offenses listed above, they are disqualified for a three (3) year period.
3. Any person under indictment or otherwise charged with a misdemeanor offense of violence (excluding domestic violence)-if convicted, disqualified for three (3) year period.
4. Any person with a conviction or guilty to an offense under ORC 2913: Theft and Fraud, or a municipal ordinance that is substantially similar-disqualification for a three (3) year period.
5. Use of marijuana within 1 year.
6. Use of any illegal drug (except marijuana) within 24 months.
7. Conviction of an OVI within 24 months of application date, or reduced similar offense within 12 months of application date (see below for additional factors).
8. A determination of not qualified on a psychological exam within the past six (6) months.
9. Any of the below set by City of Sidney insurance carrier within past 3 years:
 - a. 3 moving violations
 - b. 2 at-fault traffic crashes
 - c. Combination of 2 or more moving violations and 1 at-fault traffic crash
 - d. Refusal to submit to a blood alcohol or breathalyzer test
 - e. Reckless operation
 - f. Current license suspension or revocation
 - g. Felony violation involving the use of a motor vehicle
 - h. Hit & Run (Hit-Skip) violation
 - i. Fleeing/eluding a police officer

UNFAVORABLE:

1. Current accumulation of six (6) or more points of candidate's driver's license.
2. Poor employment history, including termination, resignation in lieu of discharge, poor attendance, poor quality of work, inability to get along with peers supervisors, co-workers, poor disciplinary record.
3. Conviction or admission of a job-related misdemeanor within the last five (5) years.
4. Conviction or admission to the use of prescription medication not prescribed to the candidate.
5. Conviction of assault/disorderly conduct.
6. Termination or resignation in lieu of termination from another public safety agency.

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 Kelly Holthaus, Human Resource Director for the City of Sidney at (937)-498-8192, kholthaus@sidneyoh.com, Deputy Chief Aaron Rode at arode@sidneyoh.com or Chief Mark McDonough at mmcdonough@sidneyoh.com.

Ohio Collaborative Hiring Standards and City of Sidney Equal Opportunity Employment

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 City of Sidney and 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 concert with the *City of Sidney* will ensure employment requirements are related to the skills that are necessary to be a successful employee.

The City of Sidney and Sidney Police Department will adhere to the Ohio Collaborative Community-Police Advisory Board standards as set forth above relating to the recruitment and hiring of police personnel.

The City of Sidney is an Equal Opportunity Employer.

Additional Considerations:

Lateral-Entry Ranking: There will be no ranking of lateral applicants on a Lateral Entry List. A Lateral Entry List shall remain open for an indefinite period of time not to exceed one (1) year.

Residency Requirement: Successful applicants who receive a conditional offer of employment must reside in Shelby County or an adjacent county within one (1) year of completing their probationary period.

Probationary Period: The probationary period for new officers shall be from the date of hire until 189 days worked after they have successfully completed their field training program. A day worked shall be 8 hours worked in a 24 hour period. Hours worked on light duty will not count toward completing their probationary period.

Seniority: Seniority for promotion and other purposes within the City shall be based on date of hire with the City of Sidney as a Police Officer.

Eligibility for Promotion: Eligibility for promotion to Sergeant is after five years of service with the Sidney Police Department as a Police Officer.

Vacation/Sick Leave/Compensatory Time: Employees accrue vacation leave, sick leave and compensatory time per the collective bargaining agreement which is online at: <https://serb.ohio.gov/static/PDF/Contracts/2024/24-CON-02-2179.pdf>.

Prior Service Time and Vacation Accruals: All full-time Police Division employees with prior full-time public service in the State of Ohio may, upon certification of such service, count their prior full-time service time in computing their total length of service for vacation accrual purposes.

Additional Benefits: Employees may participate in group medical, dental and vision coverage, first of the month following employment.

Retirement: Retirement benefits are through the Ohio Police and Fire Pension Fund: www.op-f.org.

The City of Sidney is accepting applications for Lateral-Entry Police Officer on an on-going basis. Applications remain on file, not to exceed one (1) year, from the date received by the City of Sidney.

The information can be sent to the City of Sidney by using any of the following methods:

- **Mail to: City of Sidney Lateral-Entry Police Officer Process, 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 listed above**
- **Email to lshuster@sidneyoh.com**
- **Fax (937) 498-8160**

POLICE OFFICER – LATERAL HIRE
Police Department, City of Sidney, Ohio
DATE: November 20, 2023

The City of Sidney is accepting applications for candidates to be placed on a Lateral Hire Eligibility List for Full-Time Police Officers. The job description and information is available online at: www.sidneyoh.com/488/Employment. Hourly Pay Rate for Lateral Hire: \$32.91/hour - \$40.03/hour, base of 40 hours per week. Shift work, work on holidays, and rotating days off are standard and required for this position.

Lateral entry police applicants who have a minimum of two (2) consecutive years of experience as a full-time law enforcement officer with no break in service for more than one year, at the time of application, and possess a current Ohio Basic Peace Officer Training Academy Certificate or an Ohio State Highway Patrol Basic Training Certificate may apply for a lateral appointment without taking the civil service examination. Such candidates laid off within one year from the date of application or placed in a part-time or reserve position after having worked in a full-time position for two consecutive years within one year from the date of application may apply for a lateral appointment, provided the candidate holds a current Ohio Basic Peace Officer Training Academy Certificate or an Ohio State Highway Patrol Basic Training Certificate.

Candidates must not have separated from a current or prior law enforcement position because of a disciplinary issue, or to avoid a disciplinary action.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Must be a high school graduate or hold a GED certificate.
- Must possess an OPOTC Basic Peace Officer Training Academy Certificate or Ohio State Highway Patrol Basic Training Certificate as a condition of appointment with the Police Department.
- Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms (i.e. Police Shotgun, Patrol Rifle, and assigned duty handgun).
- Minimum of 21 years of age and have not yet reached their forty-second (42) birthday at time of appointment.
- Possession of a valid Ohio Driver's License at the time of appointment and be eligible for coverage under the City's vehicle insurance provider
- Must be eligible to legally work in the United States.
- Background must be free of prior felony convictions or other immediate disqualifiers.
- Regular and punctual attendance is regarded as an essential requirement of this classification.
- Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies/procedures.

All Sidney Police Department probationary periods shall apply. New hires serve a probationary period from the date they begin employment with the Sidney Police Department until completion of 189 work days of their Field Training Program. All candidates must complete an application that is available in the Department of Human Resources located at 201 W. Poplar St., Sidney, Ohio 45365. Office hours are Monday thru Friday 8:00 a.m. to 4:30 p.m. City application materials may be returned by email to dmorrison@sidneyoh.com, by US Mail, or hand-delivery to the address above.

You can reach the Department of Human Resources by phone at (937) 498-8193. In addition to the City of Sidney application, lateral entry police applicants must submit the following documentation:

A copy of their current Ohio Police Officer Training Academy Certificate or a current Ohio State Highway Patrol Basic Training Certificate; and a cover letter and current résumé outlining their previous law enforcement experience and training.

Lateral-entry police candidates must successfully complete the following additional requirements in order to be considered for appointment:

Physical ability test given by the Sidney Police Department:

- A copy of the physical agility testing requirement will be provided to candidates at the time of application along with a medical release form

Additional Hiring Requirements:

- A polygraph, background investigation, including FBI/BCI *Webcheck*® and/or any additional assessment(s) as required for the background investigation process
- A structured oral interview
- Post Conditional Offer of Employment which includes a medical examination, drug screen, and a psychological evaluation
- Any other method necessary to ascertain the qualifications and abilities of the applicant.

There will be no ranking of the lateral applicants on the list. All candidate eligible for selection and hiring as lateral-entry police officers will be placed on this list. The lateral-entry list shall remain open for an indefinite period of time but not to exceed one year. **Seniority for promotions and other purposes within the City shall be based on date of hire with the City of Sidney as a Police Officer. Eligibility for promotion above the rank of Police Officer is after five years of full-time service with Sidney Police Department as a Police Officer.**

Employees accrue vacation leave and sick leave per the collective bargaining agreement which is online at: [2024-2026 Patrol Signed Contract.pdf \(ohio.gov\)](#). All full-time Police Department employees with prior full-time public service in the State of Ohio may, upon certification of such service, count their prior full-time service time in computing their total length of service for vacation accrual purposes. Employees can participate in group medical, dental and vision coverage, first of the month following employment. Information is available by contacting the Sidney Human Resources Department; Retirement benefits are through the Ohio Police and Fire Pension Fund: <https://www.opf.org>.

Please note new hires will agree to reimburse the City (in full or in part) costs for all equipment, training, and related expenses if employee leaves his or her employment with the City for any reason other than lay off or other discharge without fault during the two-year period following initial date of employment.

ADDITIONAL INFORMATION

VISION STATEMENT

It is the vision of the Sidney Police Department to exceed the expectations of our community, to adapt to ever changing challenges and to provide the highest level of service and protection to our citizens.

JOB REQUIREMENTS

The position of Police Officer is an entry-level police operational position. The role of the Police Officer is one of a highly responsible technical and operational law enforcement nature. The Police Officer is a classified appointee who serves in accordance with the provisions set forth by the City Manager and City Council, and functions in accordance with General Policy, with considerable latitude in the exercise of independent judgement as it relates to the operational capabilities of the Police Department. This position is under the direct supervision of the Police Sergeant. The Police Officer shall also exhibit the traits listed below:

The primary responsibility of all Police Officers is to protect the lives and property of the people of and visitors to the City of Sidney; to enforce the laws of the State and the ordinances of the City of Sidney; to serve the people in whatever way is necessary, within the scope of his/her duties.

Upon appointment, Police Officers are probationary employees and will be under constant evaluation during the course of their probationary period and will be subject to termination should they fail to meet established standards for continued employment.

The basic duties and responsibilities of newly-appointed police officers are to become oriented with the Department's Mission, Vision, Core Values, rules, orders, policies, procedures, and goals and objectives.

Newly-appointed police officers will be Ohio state-certified peace officers, having attended and completed the Ohio Basic Peace Officer Training Academy (OPOTA) and have successfully passed all subsequent state certification testing requirements mandated by the Ohio Peace Officer Training Commission (OPOTA). Upon successful completion of these requirements, and after appointment to the Sidney Police Department by the City Manager, and under the direction of the Chief of Police, newly-appointed police officers will be assigned to street patrol duties with a Field Training Officer (FTO) and adhere to the provisions of the Department's Field Training and Evaluation Program (FTEP). The purpose of the FTEP is to successfully train newly-appointed police officers in order for him/her to gain practical experience and techniques, skills, knowledge, and abilities necessary to perform the duties and responsibilities of a Sidney Police Officer.

ESSENTIAL FUNCTIONS

A Police Officer must possess or be capable of developing the following technical abilities:

- Duties include, but not limited to: Under the general guidance of a Police Sergeant, perform general law enforcement duties consisting of patrolling assigned areas in a patrol vehicle, on foot, or other authorized mode of transportation; answer calls for service from the general public, organizations, and assist other law enforcement agencies; enforce State and municipal laws and ordinances.

- Conduct traffic education and enforcement actions; respond and investigate vehicle crashes, direct traffic, including regulation of traffic flow at times and locations of emergencies or congestion.
- Conduct criminal investigations; gather, assemble, analyze, and evaluate facts and evidence; draw conclusions from information and make proper recommendations; interpret and apply laws and regulations; analyze situations quickly and accurately and take effective courses of action.
- Keep the Police Sergeant and those in the chain-of-command apprised as to matters of significance.
- Coordinate training activities and participate in training programs as a student, or instruct, when necessary.

PROHIBITIONS

A Police Officer will not ridicule or criticize the City, its departments, policies or other employees in the presence of subordinates by speech, writing or other expression where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline or is made with reckless disregard for truth or falsity.

OTHER REQUIREMENTS

- Be loyal – to our Mission and Vision
- Be subordinate – to lawful organizational directives and supervisory instructions
- Be available – for work and while at work
- Be competent – mentally, physically, medically and psychologically prepared for work
- Be productive – and use productive work time in an efficient, effective and safe manner
- Be adaptive – to the demands of your job and adjust to change
- Be responsible – for decisions made and consequences of those decisions
- Be respectful – and easy to get along with and work with others in a harmonious relationship

The City considers applicants for positions without regard to a person's actual or perceived, race, immigration status, source of income, color, religion, gender/sex, pregnancy, national origin, marital status, sexual orientation, creed, ancestry, disability, political ideology, veteran status, military status, gender expression, gender identity, family status, physical characteristics, HIV-status, genetic information, or any other legally protected status.

Deadline for making application: The City of Sidney is accepting applications for Lateral-Entry Police Officer on an on-going basis. Applications remain on file, not to exceed one (1) year, from the date it's received by the City of Sidney.



SIDNEY POLICE DEPARTMENT
234 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: _____

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)

- | | | | |
|--------------------------------|--|---|--------------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Asian American | |
| <input type="checkbox"/> Black | <input type="checkbox"/> American Indian | <input type="checkbox"/> Other | <input type="checkbox"/> No Response |
-

2) **SEX:**

- | | | |
|-------------------------------|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> No Response |
|-------------------------------|---------------------------------|--------------------------------------|
-

3) **AGE GROUP:**

- | | | | |
|-----------------------------|-----------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> 16 | <input type="checkbox"/> 18 to 25 | <input type="checkbox"/> 41 to 65 | |
| <input type="checkbox"/> 17 | <input type="checkbox"/> 26 to 40 | <input type="checkbox"/> 66 and older | <input type="checkbox"/> No Response |
-

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Sidney Daily News | <input type="checkbox"/> Friend | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Area Newspaper | <input type="checkbox"/> Current Employee | <input type="checkbox"/> Radio/Television |
| <input type="checkbox"/> Ohio Employment Service | <input type="checkbox"/> Professional Journal | <input type="checkbox"/> No Response |
-

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

- | | | | |
|---------------------------------|--|-------------------------------|---------------------------------------|
| <input type="checkbox"/> Sidney | <input type="checkbox"/> Shelby County | <input type="checkbox"/> Ohio | <input type="checkbox"/> Out of State |
| | | | <input type="checkbox"/> No Response |
-

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

- | | | |
|------------------------------|-----------------------------|--------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> No Response |
|------------------------------|-----------------------------|--------------------------------------|



SIDNEY POLICE DEPARTMENT
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MARK E. MCDONOUGH, CLEE – CHIEF OF POLICE

AARON R. RODE – DEPUTY POLICE CHIEF

State of Ohio Standard for Sidney Police Department Employee Recruitment and Hiring

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 Whitehouse 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 concert with the *City of Sidney Human Resources Department*, and agency policy and procedure, will ensure employment requirements are related to the skills that are necessary to be a successful employee.

The City of Sidney Administration and Sidney Police Department will adhere to the standards as set forth by the Ohio Collaborative Community-Police Advisory Board relating to the recruitment and hiring of police personnel.

Applicant: I have read and understand the State of Ohio, City of Sidney, and Sidney Police Department’s standard for employee recruitment and hiring listed above.

Applicant’s Name (*please print*)

Applicant’s Signature

Date

The City of Sidney is an Equal Employment Opportunity employer

Sidney Police Department Mission Statement

In order to preserve life, protect property and prevent and detect crime, we will provide service with fairness and understanding, provide response with compassion, and provide performance with integrity.

We will proactively work in cooperation with our community to address identified areas of needed improvement, and continually provide the level of service and safety owed to our community and do so with the courage and the professionalism they deserve.

We are committed to elevated standards of trust, responsibility, and discipline while promoting justice in a fair and impartial manner.



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

**PHYSICAL FITNESS ASSESSMENT CONSENT AND MEDICAL
RELEASE FORMS
(for Physical Fitness Assessment and Polygraph Examination)**

Candidate: Return this signed consent form and the medical release form below (signed by physician) on the date of your physical fitness assessment. 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 assessment.

Candidate's Name: _____
(Please Print Clearly)

Gender: ___M ___F ___ prefer not to answer

Age: _____ ___prefer not to answer

PHYSICAL FITNESS ASSESSMENT

NOTE: The candidate must successfully complete all three (3) sections of the Physical Fitness Assessment. Failure to pass any one of the assessments will disqualify the candidate.

The Sidney Police Department will utilize a modified version of the *LEPAT*® process for the Entry-Level and Lateral-Entry Physical Fitness Assessment (PFA). The Test Administrator (TA) and Safety Official (SO) will conduct and observe each participant test. Each participant has five minutes and thirty seconds (5:30) to complete Sections 1 & 2 of this assessment. Section 3 has no time limit. The PFA will include the following sections:

Section 1:

- a. The candidate will stand behind a starting cone area. The TA will advise the candidate they may start when ready. As soon as the candidate passes the starting cone, the timer is started by the TA.
- b. The candidate runs to the Chain-Link Fence station and climbs over the fence to the other side. Any technique may be used to scale the fence, as long as it is done with balance and control.
- c. From the fence, the candidate runs outside Cones #2 and #3, and then transverses the stairs, touching at a minimum, one stair on the way up, the top



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platform, and one stair on the way down. Each candidate is encouraged to use the railings for safety (both up and down).

d. The candidate then runs around the outside of Cones #4 and #5, and then jumps over the 18" high obstacle.

e. After rounding Cone #6, the candidate traverses over a 34"-high Low Barrier and then rounds Cone #7 and completes the first lap by rounding Cone #8. The candidate repeats this sequence three (3) additional times for a total of four (4) laps.

Section 2

a: Upon completing the 4th and final lap, the candidate immediately moves to the Physical Control Machine (PCM) station.

b. Upon reaching the PCM station, the candidate grabs the rope with both hands and begins the "pull activity." The rope is pulled so that the 70-lbs. weight is lifted off its rest. Once the weight is lifted, the candidate will move through six (6) 180-degree arcs; the weight must remain up during the entire six (6) arcs, remaining in the "green" zone of the testing sequence.

c. Following the Pull Activity, the candidate will complete six (6) burpee-like moves, ("Downs & Ups"), alternating from front to back (3 to the front, and 3 to the back). The chest and hips must make contact with the floor for the front burpee, and the shoulders, hips and heels must make contact with the floor on the reverse burpee. In between each position, the candidate stands upright and taps the PCM handle with both hands. It is not necessary to tap the PCM handle at the start of the activity or at the end of the activity. The candidate will tap the PCM handle a total of five (5) times.

d. After completing the 6 down-and-up activities, the "Push Activity" begins. The participant will grab the vertical parts of the PCM handle with both hands and push the handle into the machine, lifting the 70-lbs. weight. As with the "Pull Activity", (6) 180-degree arcs must be completed without dropping the weight and the weight staying in the "green zone".

e. Once the last arc of the "Push Activity" has been completed this section is complete. The participant must satisfactorily complete Sections 1 and 2 to pass this testing phase.

Section 3 (NOTE: There is no time limit for this section)

a. 100-lbs Lift & Carry. This section begins after a short 30-second rest. This rest period commences after the TA has taken the candidate's heart rate (immediately after the timer has stopped at the end of Section 2 testing). This



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section measures the candidate's muscular ability to lift and drag a person a distance of 50-feet.

b. The candidate will grab the 100-lbs Torso Bag by the loose material at the top edges of the bag. The grip technique here is similar to grabbing clothing or material under the arms of a person.

c. The Torso Bag must be lifted and maintained at the height where the bottom of the bag is above the candidate's knees at all times. The elbow must remain bent, thus preventing the arching of the back.

d. Once lifted, the candidate will walk around Cone #11 and back, placing the Torso Bag gently and with control on the floor, between Cones #9 & #10. The total distance is 50-feet (25-feet each way).

Additional Information

The candidate must remain engaged with all sections of the PFA testing process until they have satisfactorily completed or failed the assessment. The candidate must show a sense of urgency and be actively engaged while completing the PFA. The candidate must not purposely make attempts to thwart the PFA process. Short periods of rest are allowed, but the employee must remain and satisfactorily complete each section in accordance with the PFA process for each listed above. The candidate cannot walk away from any of the testing apparatus or it will be assumed that they have stopped their testing sequence. If the candidate cannot complete any section of the PFA (i.e., due to exhaustion, injury, etc.), it will be noted by the TA they did not successfully pass the PFA.

CANDIDATE ACKNOWLEDGEMENT

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

Also, in consideration for being allowed to participate in the physical fitness assessment program, I agree to assume the risk of such assessment and further agree to hold harmless the City Of Sidney, the Sidney Police Department, its employees, and others conducting such physical fitness assessment, 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,



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accidental or otherwise, during or arising in any way from the physical fitness assessment program.

(Signature of Participant)

(Date)

(Test Administrator)

(Date)

Physical Fitness Assessment

Date of Assessment: _____

Time of Assessment: _____

Test Administrator: _____

Safety Officer: _____

The Candidate ___ did ___ did not pass the Physical Fitness Assessment.

Signature of Test Administrator: _____

NOTES: _____



**SIDNEY POLICE DEPARTMENT
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Medical Examination

For Physical Fitness Assessment/Polygraph Examination

Candidate Medical Release Form

(This form to be completed by a physician)

_____ has applied for a position as a Police Officer for the City of Sidney and is being asked to take a Physical Fitness Assessment (PFA). The purpose of the PFA is to evaluate cardio respiratory fitness, muscular strength, endurance, and agility. Minimum test requirements are listed above.

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

REPORT OF PHYSICIAN

(Please check all that apply)

_____ I know of no medical reason why the applicant may not participate in the following: Physical Fitness Assessment Polygraph Examination

_____ I recommend that the applicant not participate in the following:
 Physical Fitness Assessment Polygraph Examination

Physician's Name: _____

Physician's Signature: _____

Address: _____

Phone: _____ Email: _____

City: _____ State: _____ Zip Code: _____



Life History Summary

Applicant Name: _____ Date: _____

In the space provided, please provide 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.



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MARK E. MCDONOUGH, CLEE – CHIEF OF POLICE

AARON R. RODE – DEPUTY POLICE CHIEF

WAIVER FOR LATERAL HIRES

I _____ am making application to become a Police Officer of an for
Applicant's Name

the City of Sidney Police Department. I am currently employed as a

_____ of and for the _____.
(Insert Current Job Title) (Insert Current Government Organization)

I fully understand that the City of Sidney Police Department will perform a complete and thorough Background Investigation to ensure that I have the necessary knowledge, skills, abilities and integrity to perform as a Police Officer of and for the City of Sidney Police Department. _____ (initial)

I recognize and understand that this Background Investigation will include but not be limited to personal history, usage of illegal drugs, criminal misconduct, domestic violence, immoral behavior and any other behaviors deemed by _____ to be
(Insert Your Government Organization)

essential for service as a Police Officer. I also fully understand that information learned by the City of Sidney Police Department may result in my not being hired. _____ (initial)

Recognizing all of the above, I hereby give the City of Sidney Police Department full and complete permission to disclose the findings and results of this comprehensive background investigation to my current employer, _____.

Name of current Employer

I understand that this disclosure may result in adverse consequences for me in my current job, including but not limited to termination from employment, negative reference for future employment, and possible criminal prosecution. _____ (initial)

Sidney Police Department Mission Statement

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We will proactively work in cooperation with our community to address identified areas of needed improvement, and continually provide the level of service and safety owed to our community and do so with the courage and the professionalism they deserve.

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MARK E. MCDONOUGH, CLEE – CHIEF OF POLICE

AARON R. RODE – DEPUTY POLICE CHIEF

I agree to hold the City of Sidney and Sidney Police Department) harmless from any and all claims made by me as a result of this release of information. _____ (initial)

I have initialed each of the above paragraphs and have signed this Waiver at the bottom of this page. I fully understand this waiver, and have been/will be offered the opportunity to withdraw my application for employment with the City of Sidney Police Department. _____ (initial)

Name of Applicant (print)

Current Employer

Address of Current Employer

Current Department Head (Chief, Sheriff, etc.)

Phone Number of Department Head

Signed this _____ of _____, 202____ at _____, Ohio.

Signature of Applicant

Witness Name (print)

2011/07/26 © 1995-2011 Lexipol, LLC

Witness Signature

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