



Bexley Police Department

2016 Application Packet

For Police Officer Candidates



Blank Application Packets may be obtained:

- On-line at www.Bexley.org
OR
- Bexley Police Department, located at:

559 N. Cassingham Rd. Bexley, Ohio 43209 (Anytime)

Please read and follow the instructions in this packet carefully. Any applicant who fails to complete any part of the application process properly, including incomplete, illegible and/or missing forms will not be allowed to take the physical fitness test.

Police Officer Job Description and Selection Process Description

By the time of this application, any current eligibility list previously established by the Bexley Civil Service Commission will be abolished. Therefore, to continue to be on the Police Officer eligibility list you must test again.

To qualify for the eligibility list you must meet the minimum qualifications as stated in the "BEXLEY POLICE DEPARTMENT STATEMENT OF HIRING STANDARDS" beginning on page 9 of this packet.

A limited number of applicants, with the highest NTN scores, will take the Physical Fitness test. On the day of the test, each candidate must have the "Physician's Certificate" form (page 14 of this packet) completely filled out and signed by their physician.

***** IMPORTANT: If you do not have the completed Physician's Certificate (see page 14) with you on the morning of the test you will not be allowed to take the physical fitness test and will therefore be disqualified*****

POLICE OFFICER - GENERAL DESCRIPTION OF CLASSIFICATION AND DUTIES

Under the direct supervision of a Sergeant, a Police Officer patrols a designated area ensuring compliance with all applicable State Laws and City Ordinances, answers calls when a crime is suspected or an emergency exists; takes such actions as are necessary to prevent crime and/or to apprehend a criminal; to maintain safety; to assist citizens in a wide range of emergency and non-emergency situations, and performs other related duties, tasks and assignments as required and directed by a Sergeant, Deputy Chief or the Chief of Police.

EXAMPLES OF WORK: (Illustrative Only – Not All Inclusive)

- Drives a police vehicle, patrolling designated area.
- Reports unsafe conditions such as obstructions in streets.
- Issues citations for violations of traffic laws.
- Makes arrests, sometimes requiring the use of physical effort.
- Transports prisoners.
- Investigates traffic crashes, determining conditions, causes and other pertinent facts regarding accidents.
- Conducts investigations of crimes; preserves crime scenes; gathers and preserves evidence.
- Checks doors and windows of homes and businesses for security.
- Testifies in court.
- Assists injured persons; notifies families of injury.
- Answers inquiries; assists stranded motorists.
- Looks for and investigates conditions or situations which may indicate a crime is about to be, or has been committed.
- Maintains records and prepares reports of incidents and activities.
- Takes statements from witnesses and suspects.
- Secures warrants.
- Where juveniles are involved, interviews parents; appears in court, and works with school authorities.
- Directs and regulates traffic.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Not All Inclusive)

- Considerable knowledge of applicable Federal, State and Local Laws relating to law enforcement. (Developed and acquired after appointment.)
- Considerable knowledge of law enforcement methods, principles, practices and procedures. (Developed and acquired after appointment).
- Considerable knowledge of safety practices and procedures.
- General knowledge of municipal government structure and process.
- Skill in the use of firearms.

- Good interpersonal and human relations skills.
- Ability to understand and carry out detailed oral and written instructions.
- Ability to exercise sound reasoning and good judgment.
- Ability to recognize unusual or threatening conditions and take appropriate action.
- Ability to interpret and apply principles, concepts, methods, laws, ordinances and techniques to field conditions.
- Ability to recognize, analyze and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.
- Ability to organize and prioritize daily tasks and activities.
- Ability to use proper research and investigative methods, techniques and practices in gathering data.
- Ability to prepare clear, concise, complete and accurate reports.
- Ability to work alone on most tasks.
- Ability to cooperate with co-workers on group efforts.
- Ability to establish and maintain a good rapport with the public.
- Ability to handle routine and sensitive inquires from, and contact with, the public.
- Ability to maintain confidentiality in handling of sensitive events and issues.
- Ability to communicate with the public, peers, superiors and other City officials and employees in an effective, tactful and courteous manner.
- Ability to resolve complaints from angry citizens in an effective, tactful and courteous manner.
- Ability to demonstrate physical strength and dexterity in the use of hands and feet.
- Ability to demonstrate physical fitness.

CAUSE FOR REMOVAL:

An officer may be removed for cause with or without fault. Cause includes, but is not limited to:

- Economic conditions that cause reductions in work force.
- The member's inability to regularly attend work.
- Failure to perform competently on any of the essential functions of the position or consistently fail to perform competently on regular tasks.
- Failure to support the mission, vision, and core values of the BPD.
- Failure to uphold the oath of office.
- Failure to behave in a manner that supports the Police Officer's Code of Ethics.
- Failure to continually comply with preconditions for original employment.
- Failure to display due regard for the civil liberties of any persons.
- Accruing atypical amounts of dysfunctional work time.
- Requiring atypical amounts of supervisory counseling or remedial training.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Minimum of 21 years of age at time of appointment.
- You must have a High School diploma from an accredited high school or satisfactory completion of the General Education Development Test (GED).
- **To be appointed to the position of entry-level police officer, a candidate must have completed at least one (1) year of post-high school education. This year of education may be undertaken at either a two- or four-year college or university. However, this requirement will be waived if the candidate has completed an OPOTA accredited police academy and is currently eligible to be certified as an Ohio peace officer.**
- Possession of a valid Ohio Driver's License at time of appointment.
- Must be a United States citizen.
- Must be in good physical condition, as determined by a medical examination and physical fitness examination.
- Visual acuity – both eyes must have corrected vision of 20/30.
- Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, written examination, fitness test, record check, background investigation, oral interview, and Conditional Offer of Employment.) Upon recommendation of the Oral Board, a successful applicant will be given a Conditional Offer of Employment. The conditions of the offer will be successful completion of a psychological, medical, and polygraph exam.
- The location of an officer's residence must be such that if an officer is contacted and called back to duty in an emergency, the officer can report to the station, ready for duty, within sixty minutes of being contacted. New officers will meet this requirement within six months of appointment.

POLICE OFFICER SELECTION PROCESS **SUMMARY DESCRIPTION**

The purpose of this summary description is to provide Police Officer candidates with information regarding the Police Officer Selection Process.

I. Formal Application

The following items must be completed and received by the Bexley Police Department, 559 N. Cassingham Rd., Bexley, Ohio before **XXXXXXXXXX, 2015**

****Application forms not received from the applicant before this deadline WILL NOT be accepted and he or she will not be allowed to continue the process****

- Bexley Police Department Application for Employment (REQUIRED) (See pages 15 & 16 of this packet)
- Acknowledgment of Understanding of Hiring Standards (REQUIRED) (See page 13 of this packet)
- Copy of Military Form DD 214 (*if claiming the bonus credit*)
- Copy of Diploma (*if claiming the education credit*)
- Copy of Police Officer Certification (*If applicable Ohio*)

III. Physical Fitness

*****If you do not have the completed Physician's Certificate at the time of the test, you will not be allowed to take the test, which will disqualify you*****

Please wear or bring with you, appropriate dress to take the physical fitness test. The sit up and push up portions of the test may be given inside designated facility. The run will take place at location determined by Bexley Police Department.

V. Background Check

A thorough and complete investigation of each candidate's background will be conducted at this phase. The function of the background investigation is to determine each candidate's suitability for employment as a Bexley Police Officer. The background investigation will include, but not be limited to, the following:

1. Verification of each candidate's credentials, past and present employment, residences and driver's license.
2. Review of each candidate's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.
3. Interviews with past and present employers, school officials, neighbors and personal references.

Please read closely the Statement of Hiring Standards attached to this packet. It includes Bexley Civil Service Commission Rule 10-07 / Removal Standards for Police Officer Applicants. Applicants for the position of police officer will be recommended for removal from the Civil Service Eligibility List for any of the reasons listed in the Statement of Hiring Standards or Bexley Civil Service Rule #10-07.

VI. Oral Interviews

Oral interviews of the candidates scoring in the top 5 places (after any additional points have been added) on the NTN exam, passing the physical fitness test and passing the background check, will be administered by the Oral Review Board at a designated time and place.

1. Each candidate will be interviewed for approximately 30 to 40 minutes by a panel consisting of police officers from the Bexley Police Department as determined by the Chief of Police.
2. All elements of the oral interview will be standardized to include uniform questions.
3. Each candidate will be evaluated based upon the following rating dimensions:
 - Appearance, image, demeanor and attitude
 - Communication
 - Mental alertness
 - Judgment, reasoning and analysis
 - General personality impressions
 - Social interaction, and human relations
 - Overall suitability
4. Should a candidate from the list be considered but not selected more than three times for the same or similar position, the Civil Service Commission shall have the authority to disqualify said candidate from future consideration and to remove that candidate's name from the existing Eligibility List. The Civil Service Commission's decision shall be final.
5. If during or after the interviews, the Civil Service Commission learns that a candidate has misrepresented his/her qualifications, skills, abilities, prior employment history, etc. or in general has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the Civil Service Commission

shall have the authority to disqualify the candidate from future consideration and to remove the candidate's name from the existing Eligibility List, in which case, the Civil Service Commission shall notify said candidate in writing stating the reason for his/her disqualification and removal from the Eligibility List. The decision of the Civil Service Commission to disqualify said candidate from future consideration and to remove said candidate's name from the Eligibility List shall be final. At the conclusion of each interview, candidates will have a final opportunity to ask questions.

VII. Conditional Offer of Employment

Once a candidate is selected for the position, based upon the above procedures, a written Conditional Offer of Employment will be made to the candidate. The conditional offer is contingent upon the candidate successfully passing three additional examinations:

- Polygraph
- Psychological
- Medical

The Bexley Police Department uses the services of local professionals in each of these examination fields. Appointments for these examinations will be made by the Bexley Police Department background investigator(s) in coordination with the candidate.

PHYSICAL FITNESS PREPARATION

The Civil Service Commission, in recognizing the importance of physical fitness status as it pertains to eventual job performance, has established the physical fitness test. The following provides information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the Physical Fitness Test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

WHAT IS PHYSICAL FITNESS?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important. Areas in the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

WHY IS FITNESS IMPORTANT AS A JOB RELATED ELEMENT?

It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain, which can minimize the "known" health risks for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification. Job analyses that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of

job performance ratings, sick time and number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area for minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

HOW WILL PHYSICAL FITNESS BE MEASURED?

The Physical Fitness Test consists of 3 basic tests. Each test is a scientifically valid test. The tests will be given in the following sequence with a rest period between each test.

1. 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in the number of bent leg sit-ups performed in 1 minute.

2. 1 MINUTE PUSH-UP TEST This is a measure of the fitness (strength and endurance) level of the muscle groups involved in the chest, upper arms and shoulder girdle. It is an important area for performing police tasks requiring upper body strength. The score is in the number of push-ups performed in 1 minute.

3. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

WHAT ARE THE STANDARDS?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test during a single session.
- The required performance to pass each test is based upon gender and age (decade). While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age and gender group. All recruits are being required to meet the same percentile rank in terms of their respective age/gender group. The performance requirement is that level of physical performance that approximates the 30th percentile for each age and gender group.

PHYSICAL FITNESS CHART

TEST	MALE				FEMALE			
	Ages				Ages			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>
1 Minute push up (Minimum)	26	20	15	10	20	15	10	9
1 Minute sit Up (Minimum)	35	32	27	21	35	32	27	21
1.5 Mile Run (Maximum)	13.22	14.08	14.56	15.57	15.57	16.35	17.24	18.23

HOW DO YOU PREPARE FOR THE PHYSICAL FITNESS TEST?

1. Preparing for the Sit-up Test.

The progressive routine is to do as many bent leg sit ups (hands behind the head) as possible in 1 minute. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute).

2. Preparing for the Push-up Test.

If you have access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. You should be able to do 8-10 repetitions of that weight. Do 3 sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.

If you do not have weight equipment, then the push up exercise can be utilized. Determine how many push ups you can do in one minute. At least 3 times a week do 3 sets of the amount you can do in one minute.

3. Preparing for the 1.5 Mile Run.

Below is a gradual schedule that would enable you to perform at a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis then proceed to the next level. If you can do the distance in less time, then that should be encouraged.

WEEK	ACTIVITY	DISTANCE	TIME (in minutes)	FREQUENCY
1	Walk	1 Mile	20 - 17	5 / Week
2	Walk	1.5 Miles	29 - 25	5 / Week
3	Walk	2 Miles	35 - 32	5 / Week
4	Walk	2 Miles	30 - 28	5 / Week
5	Walk/Jog	2 Miles	27	5 / Week
6	Walk/Jog	2 Miles	26	5 / Week
7	Walk/Jog	2 Miles	25	5 / Week
8	Walk/Jog	2 Miles	24	4 / Week
9	Jog	2 Miles	23	4 / Week
10	Jog	2 Miles	22	4 / Week
11	Jog	2 Miles	21	4 / Week
12	Jog	2 Miles	20	4 / Week

BEXLEY POLICE DEPARTMENT

STATEMENT OF HIRING STANDARDS

INTRODUCTION

The purpose of this hiring standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of Police Department applicants, and secondly, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical process. You must read the following qualifications and standards. You then must also read and sign the *Acknowledgement of Understanding of Hiring Standards* included in this packet.

If after reading this entire packet, including this Statement of Hiring Standards, you realize that you do not meet the Minimum Qualifications or your past or present conduct or behavior would fall within the Bexley Civil Service Commission Removal Standards for Police Officer Applicants, there is no reason for you to continue in the process of applying for the position of Police Officer in the City of Bexley.

MINIMUM QUALIFICATIONS

The Civil Service Commission of the City of Bexley has established the following minimum qualifications for the position of Police Officer:

1. You must be at least twenty-one (21) years of age to receive an appointment as a Bexley Police Officer.
2. You must have a High School diploma from an accredited high school or satisfactory completion of the General Education Development Test (GED).
3. **To be appointed to the position of entry-level police officer, a candidate must have completed at least one (1) year of post-high school education. This year of education may be undertaken at either a two- or four-year college or university. However, this requirement will be waived if the candidate has completed an OPOTA accredited police academy and is currently eligible to be certified as an Ohio peace officer.**
4. You must possess a valid Ohio driver's license before any Conditional Offer of Employment will be made.
5. Every applicant for examination or employment must be a resident of the State of Ohio or signify in writing his intentions to become, upon appointment, a resident of Ohio, unless such requirements are specifically waived in the examination announcement.
6. Conviction of a felony is absolute grounds for rejection. Any applicant convicted of a felony will be removed from the eligible list and will receive no further consideration.
7. Your personal background must conform to all the restrictions set forth in Bexley Civil Service Commission Rule # 10-07.

BEXLEY CIVIL SERVICE COMMISSION RULE # 10-07:

Removal Standards for Police Officer Applicants

Applicants for the position of police officer will be recommended for removal from the Civil Service Eligibility List for any of the following reasons:

(A) Honesty/Falsification.

- (1) Any intentional falsehood or attempt to conceal disqualifying information during the selection process.
- (2) Any attempt to distort the polygraph examination results.
- (3) Use or attempted use of political influence to change the employment standards in securing police employment.

(B) Family History.

- (1) Verified or admitted physical, sexual or emotional abuse of a family or household member, as defined in O.R.C. 2919.25(E).
- (2) Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility, as determined by the appropriate support enforcement agency or a court of law.
- (3) Intentional violation of any protective or temporary restraining order, as determined by a court of law.

(C) Employment.

- (1) Verified inability to obtain or retain steady employment during the five (5) year period immediately preceding application. For purposes of this section, "employment" includes both (a) enrollment as a full-time student in good standing in an accredited academic or vocational program, and (b) full-time participation in volunteer or quasi-volunteer programs including VISTA, Peace Corps, Habitat for Humanity, unpaid internships, etc.
- (2) Disciplinary discharge or resignation in lieu of discipline from any occupation within the last five (5) years.
- (3) Disciplinary discharge or resignation in lieu of discipline from any criminal justice occupation (no time limit).

(D) Military.

- (1) Any discharge from military service under less than honorable conditions.
- (2) Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the Ohio Revised Code.

(E) Traffic Record.

- (1) Any conviction of vehicular homicide.
- (2) Any OVI, OMVI, DUI or similar conviction within the last five (5) years.
- (3) More than one (1) OVI, OMVI, DUI or similar conviction as an adult or more than two (2) such convictions, including juvenile convictions.
- (4) Three (3) moving violations within the last twelve (12) months.
- (5) Four (4) or more moving violations within the last five (5) years as an adult. The four (4) violations standard will be waived if there are no moving violations within the three (3) most recent years.
- (6) At the time of the interview or polygraph, the applicant is not a licensed driver.
- (7) Applicant does not have auto insurance as required by Ohio law.

- (8) One (1) revocation or suspension of driver's license, as an adult, in effect during the last five (5) years due to a points violation, Financial Responsibility Act violation, or by court order.
- (F) Gambling.
- (1) Conviction of a gambling offense within the past five (5) years.
 - (2) Admission to gambling that has resulted in unstable financial or credit history within the last seven (7) years.
 - (3) Conviction of, or admission to, engaging in promotion of illegal gambling wherein the applicant gains a financial benefit.
- (G) Criminal Activity.
- (1) Any theft offense as an adult or within the last five (5) years.
 - (2) Any fraudulent claims or applications for insurance, welfare, workers' compensation, unemployment compensation or other public assistance program.
 - (3) Any admission or conviction of an offense, as an adult, defined as a felony by the Federal, State or local laws of the jurisdiction where the offense occurred.
 - (4) Any admission or conviction of an offense, as a juvenile, defined as a violent felony by the Federal, State or local laws of the jurisdiction where the offense occurred.
 - (5) Any conviction, as an adult, in the last five (5) years of a M-1 or M-2 misdemeanor, as defined by the Federal, State or local laws of the jurisdiction where the offense occurred.
 - (6) Two (2) or more convictions, as a juvenile, of an M-1 or M-2 misdemeanor, as defined by Federal, State or local laws of the jurisdiction where the offense occurred.
 - (7) Any admission of an offense for carrying a concealed weapon within the last five (5) years, if it is defined as a felony by the Federal, State or local laws where the offense occurred.
 - (8) Any pattern of theft offenses from an employer during the course of employment.
 - (9) Any conviction for domestic violence or a lesser offense arising from a Domestic Violence charge.
- (H) Substance Abuse.
- (1) More than one (1) use or purchase of illegal drugs (except marijuana).
 - (2) Any use or purchase of marijuana within one (1) year of application or any time during the application process.
 - (3) Any pattern of use of illegal drugs, including marijuana, within the past seven (7) years that does not qualify as a disability under the ADA.
 - (4) Any illegal sales of drugs of abuse, marijuana or prescription drugs.
 - (5) Any current and untreated abuse of alcohol, chemical agents, solvent-based substances or prescription drugs.
- (I) Financial Responsibility.
- (1) Any history of garnishments, other civil actions, late payments of obligations or formal credit history which would indicate a lack of honesty, integrity or responsibility in taking care of financial obligations.

CONCLUSION

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Bexley Police Department if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Bexley employee.

The Bexley Police Department, through careful and thorough applicant processing procedures, tries to ensure that only the highest quality candidates are employed and retained. When used properly, these standards for hiring will ensure only those applicants meeting and exceeding the “higher standard” expectations of the public are met. The citizens of Bexley deserve nothing less.

ACKNOWLEDGMENT OF UNDERSTANDING
OF HIRING STANDARDS

The City of Bexley Police Department wants each candidate applying for the position of Police Officer to know the Hiring Standards of the Police Department.

This acknowledgment is to help ensure that the candidate has read the Hiring Standards and understands each of them. **If by reading the whole packet you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the process of applying for the position of Police Officer in the City of Bexley.** If you have any questions, please contact the Executive Assistant to the Chief of Police at 614 559-4457.

As an applicant for the Bexley Police Department, I hereby affirm that I have read and understand the Statement of Hiring Standards provided in the Police Application packet.

NAME _____
Applicant's Signature

NAME _____
Applicant's Printed Name

DATE _____

**The City of Bexley is an Equal Opportunity Employer.
Minorities and Women are encouraged to apply.**

PHYSICIAN CERTIFICATE FOR CITY OF BEXLEY CIVIL SERVICE COMMISSION POLICE PHYSICAL FITNESS TEST TO BE GIVEN

TO THE PHYSICIAN

The City of Bexley Civil Service Commission Police Physical Fitness Test consists of the following exercises. The number of required repetitions is based on the age and gender of the individual as shown in the chart below.

Is this candidate's health such that he/she is able to attempt the required number of:

(CIRCLE ONE)

Sit-ups YES - NO

Push-ups YES - NO

1.5 Mile Run YES - NO

Patient's Name (Print)

Signature of Physician and Date

Physician's Name (Print or Stamped)

Physical Fitness Test	Ages - Male				Ages - Female			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>
1 Minute Push Up (Minimum)	26	20	15	10	20	15	10	9
1 Minute Sit Up (Minimum)	35	32	27	21	35	32	27	21
1.5 Mile Run (Minimum)	13.22	14.08	14.56	15.57	15.57	16.35	17.24	18.23

Note: Must bring this completed form along with your government issue I.D. to the testing site.



Larry Rinehart
Chief of Police

Bexley Police Department

559 N. Cassingham Rd. Bexley, Ohio 43209
(614) 559-4444 FAX: (614) 559-4441



Application for Employment

The City of Bexley is an equal opportunity employer
All applicants are considered without regard to race, color, national origin, religion, gender, age or disability

Form Must Be Completed Legibly—Please TYPE or PRINT in Black Ink Only

Last Name			First Name			Middle Name					
Street			City			State			Zip Code		
Home Phone				Work Phone				Cell Phone			
Email Address				Social Security Number				Driver's License Number and State <small>(A valid <u>Ohio</u> Driver's License is required for employment.)</small>			

Do you have a High School Diploma from an accredited high school or a General Education Development (G.E.D.) Certificate? *Attach a copy of the diploma/certificate*..... YES NO

Have you completed at least one (1) year of post high school education at a two or four year college or university? *Attach a copy of transcript*..... YES NO

If "YES":

Name and Address of School	Dates Attended	Degree or # of credit hours
Name and Address of School	Dates Attended	Degree or # of credit hours
Name and Address of School	Dates Attended	Degree or # of credit hours

Have you completed an OPOTA certified academy and/or are you currently eligible to be certified as a Peace Officer in Ohio? YES NO

If "YES":

Name and Address of Academy	
Dates Attended	Total Hours

IMPORTANT: Attach a copy of your OPOTA Certificate to this application

Will you be at least twenty-one (21) years of age at the time of appointment to the position of Police Officer? YES NO

**Bexley Police Department
Application for Employment
(continued)**

Were you or are you currently, in any branch of Military Service? YES NO

If "YES": What branch of service? _____

Dates of Service _____ to _____

Type of discharge _____ **IMPORTANT: Attach a copy of your DD-214 to this application**

Are you a legal resident of the United States?..... YES NO

Have you ever been convicted of a Felony or any crime of violence? YES NO

Is the location of your residence such that if you are called to duty in an emergency, you can report to the station and be ready for duty within sixty minutes of being contacted? YES NO

If you have a resume, please attach a copy to this application. Add any additional information that you feel may be helpful to us in reviewing your application: _____

READ AND SIGN THE FOLLOWING. YOUR SIGNATURE MUST BE NOTARIZED.

My signature constitutes my certification that my responses on this application are true and complete. Where an item is left blank, it is because there is no information within its scope. The facts set forth in this application for employment are true and complete. I understand that if employed, false statements on this application or any future additional application information I provide shall be considered sufficient cause for dismissal. In addition, I hereby give permission to the City of Bexley, Ohio to verify any and all information listed on this application for employment and any future additional application information I may submit.

Signature of Applicant

Date

Notary Signature

Notary Stamp: