



CITY OF DELAWARE
1 S. SANDUSKY STREET
DELAWARE, OHIO 43015
(740)203-1025
www.delawareohio.net

Job Information

Classification: Police Officer (entry level)

Salary Information: Prescribed by contract. As of 1/1/2016, the starting step for an entry level Patrol Officer is \$26.29 per hour.

Benefit Information: Excellent benefits package includes medical, prescription, dental and life insurance. Full-time employees are eligible for vacation leave, holiday pay, sick leave, longevity compensation and tuition reimbursement.

Department Information:

The department annually handles nearly 30,000 calls for service. In most cases, especially during non-business hours, the department is the primary resource for citizen contact regarding emergency and non-emergency needs. Consistent with the concept of community policing, the department endeavors to assist citizens in eliminating the underlying causes of crime, conflicts or safety hazards by assisting in the coordination of a concerted effort involving various branches of city government. The department provides round-the-clock service and is made up of patrol, administrative, detective, records/communications and support personnel.

City Information:

Delaware offers both history and modern vitality, and is home to Ohio Wesleyan University. Downtown is one of the city's most defining elements because it is a fairly intact historic business district, parts of which have been placed on the National Register of Historic Places. The City is located within an 11-county Central Ohio region that is one of the United States' most dynamic and diverse metropolitan areas. It is home to 2 million people, the state capital of Ohio, leaders in higher education and research, as well as a hotbed of entrepreneurs and high-growth companies. More information at www.delawareohio.net.

Population: 38,000

Job Requirements

- **Age:** Minimum age of 21 at time of appointment; age limit of 45 at time of appointment.
- **US Citizen:** Must be a United States citizen or hold a permanent resident card.
- **High School Grad/GED:** Yes.
- **Valid OHIO State Driver's License:** Yes. Valid Ohio Driver's License or ability to obtain an Ohio Driver's License prior to hire date.
- **Ability to Read/Speak English:** Yes.
- **Vision:** Vision must be correctable to 20/20 with no color blindness.
- **Necessary Certifications:** OPOTA certification preferred but not required at the time of application.
- **Schooling Prior and Post Hiring:** High school diploma or GED; continuing education classes/training as required.
- **Felony, Criminal Activity Disqualifiers:** Candidates may be disqualified or removed from the recruitment process, for but not limited to the following, at any time:
 - Inability to establish minimum requirements or qualifications.
 - For failure to pass any of the tests required for the position.
 - For conviction of or admission to any crime classified as a felony under Ohio Revised code or any other applicable state code.
 - For conviction of a crime involving moral turpitude or an offense of violence.
 - For deception or fraud on application or examination
 - For making false statements of material fact in the application, testing process or during any part of the hiring process and for use, threatened use or attempt in using political influence in securing employment.
- **Driving Disqualifiers:** Applicants will be subject to disqualification for conviction or deferred judgment of an OMVI offense **within the 36 months prior** to the date of application.
- **Drug Use Disqualifiers**
 - Individuals who have, at any time, illegally sold, delivered, distributed, or manufactured drugs;
 - Those who have used marijuana or who have used any prescription drugs or a legally obtained substance in a manner for which it was not intended within the previous 36 months;

- Those who have used a prescription drug in its original intended manner but without the proper prescription or legal justification in the previous 12 months; or
- Those who have used any other illegal drug within the previous 10 years
- **Employment Disqualifiers:** Applicants must meet all minimum qualifications.
- **Additional Disqualifiers:** Inability to pass any portion of the defined testing process shall be grounds for disqualification.
- **Minimum Scoring Requirements on National Testing Network (NTN) Law Enforcement Exam:**

Reading	Writing	*Video
70%	70%	75%

**Used to determine ranking for purposes of identifying top 60 highest scoring candidates.*

Recruitment & Selection Process

While the City of Delaware continually accepts NTN scores, the remaining recruitment process is done pursuant to department hiring needs. Candidates must achieve an NTN video score of 75% or greater to be considered. Candidates will be notified by the City if they are amongst the top 60 highest scores at the time the City elects to pull a list. The top 60 candidates will then be required to complete their online City of Delaware application for employment in order to schedule their physical agility assessment. The physical agility assessment is a pass/fail test in which candidates must pass all stages in order to advance in the recruitment process. Candidates who pass the agility assessment will complete a background self-report prior to participating in an oral panel interview. A minimum passing score of 75% is required for the oral panel interview. Candidates who successfully pass all phases of the recruitment process will have their name placed on an eligibility list and shall remain on the list for a period of one year from date of certification by the City of Delaware Civil Service Commission.

Additional post-certification steps include completion of a background assessment and waiver, BCI/FBI fingerprinting, completion of non-medical psychological indexes, completion of non-medical polygraph and interview with the Police Chief. Once a recommendation for hire has been made, candidates must successfully complete a full psychological examination, pension physical and drug screen prior to appointment.

Overall Score Breakdown:

- A candidate's NTN video score accounts for 50% of their overall score.
- The oral panel interview accounts for 50% of a candidate's overall score.
- Additional points will be awarded for certified police officer status, education and current military/reserve/honorable discharge status. *(Additional points are only awarded to those candidates who successfully pass all phases of the recruitment process).*