

**CITY OF EATON, OHIO
Department of Civil Service**

**LEGAL NOTICE OF
CIVIL SERVICE EXAMINATION
(Open, Competitive)**

To establish an eligibility list for the following classification, an open, competitive Civil Service examination will be conducted by the National Testing Network between May 1 to May 31, 2024. Applicants can find testing dates, times, locations, and apply for the position at: www.nationaltestingnetwork.com. Applicants will only be permitted to test one (1) time. Lateral entries are accepted and are not required to take the civil service examination. Applications are available at <https://www.cityofeaton.org/community/page/city-eaton-employment-application>

CLASS TITLE	Police Officer
CIVIL SERVICE STATUS	Classified
FLSA STATUS	Non-Exempt
PAY	\$27.08 - \$35.29 per hour

This work involves general duty police officer work including protecting lives and property, enforcing laws, preventing crime, responding to citizen calls for service and emergency calls, and other routine police duties. The position requires independent discretion in meeting emergencies as well as high personal standards of integrity and ethics.

CLASS QUALIFICATIONS:

1. Minimum of 21 years of age at time of examination.
2. Must have successfully completed the Ohio Peace Officer Basic Training Course; documentation of such is required.
3. Ohio certificate of high school diploma equivalency or high school diploma. Home schooled applicants must obtain and present GED proof prior to the written examination.
4. Valid Ohio driver license at time of appointment.
5. Capable of successfully completing a thorough character investigation and verification.
6. Must be a U.S. citizen.
7. Never been charged with or convicted of a felony.
8. No history of substance abuse, or drug use, within 5 years.

The ranking exam will consist of a written test administered by the National Testing Network. The minimum passing score on this test is seventy percent (70%). Applicable credits will be added to the passing written test score to include military veteran active service. Such credits will be added only upon the presentation of documentation evidencing active military service of at least 180 consecutive days with honorable discharge and provided the candidate has achieved a minimum passing grade on the examination without regard to this or any other credit.

In addition to the written exam, candidates must be capable of successfully completing each of the following qualifying test phases: Lateral entry applications will bypass steps 1 and 2.

1. Physical Fitness Assessment.
2. CVSA Truth Verification Testing.
3. A thorough background investigation.
4. Substance abuse test (drug screen).

Application must be submitted by 11:59 PM on Friday, May 31, 2024. To fill out an application and schedule a test, go to www.nationaltestingnetwork.com, select "Law Enforcement" and sign up for the Eaton Police Division.

Before applying, applicants should ensure they are able to present proof or documentation of the following:

1. Valid driver license (valid Ohio driver license required at time of appointment).
2. High school diploma, official transcript or G.E.D. College grads must also submit this information.
3. Honorable military discharge, if applying for veteran credit.

Persons whose applications have been timely filed and who have submitted and meet the requisite proof(s) of class qualifications will be scheduled to appear for the examination. The City of Eaton is an EEO & AAE. Minorities and women are encouraged to apply.

QUALIFYING (PASS/FAIL) TESTS – POLICE OFFICER, CITY OF EATON, OHIO

In addition to a passing written test score (70% or better), you **MUST ALSO MEET PASSING STANDARDS FOR EACH OF THE FOLLOWING QUALIFYING TEST MEASURES**. These tests will be administered to candidates by rank order as vacancies exist or arise. Depending upon your rank order, it could be several months—up to a year—before you are contacted. However, you are expected to be prepared at all times.

Physical Fitness Assessment: This assessment will give the candidate the ability to demonstrate they are physically capable of performing the duties of a police officer.

CVSA: This technique provides us with additional insight to your background. It will provide us with information such as whether or not you've used drugs; whether you've committed misdemeanor or felony acts; whether you've shown respect for the traffic laws, etc.

BACKGROUND INVESTIGATION: A thorough background investigation, including but not limited to, information regarding your character, work habits, academic records, performance and experience, reasons for termination of past employment, worker's compensation claims, motor vehicle operation history and criminal history.

DRUG SCREEN: Candidate must be drug free.

Civil Service Information available at:

www.cityofeaton.org/epd