



## CITY OF DAYTON, OHIO CIVIL SERVICE BOARD



# Police Recruit Information Packet

The City of Dayton seeks to attract a high caliber, motivated and diverse group of candidates who will succeed as Police Recruits while in the academy, and ultimately while on the job as Dayton Police Officers. The information contained within this packet is intended to give applicants an understanding of the steps relating to the selection process for becoming a Police Recruit with the City of Dayton. This process outlines the manner in which final selections will be made to place candidates in the Police Academy. **Please read the information outlined within this packet completely.**

The 2019 Police Recruit screening and selection process will include a series of components that each candidate must successfully pass in order to be considered for the position of Police Recruit. The components will include:

- Complete application for Police Recruit
- Preliminary Physical Fitness Test
- Written Examination
- Complete background investigation including polygraph test
- OPOTC Physical Fitness Assessment
- Psychological test
- Complete medical exam including drug screen

All phases of the selection process are administered through the Civil Service office. It is important for you to perform to the best of your ability on each component of the selection process. Those candidates who successfully pass the Preliminary Physical Fitness Test will be scheduled to take the Written Examination. **Candidates must pass BOTH the Preliminary Physical Fitness Test AND Written Examination in order to be placed on the eligible list for Police Recruit.**



## Police Recruit

### Applicant Selection Process:

- (1) Complete application for Police Recruit online at: <https://jobs.daytonohio.gov>
  - a. Applicants will be notified by mail and/or email of certification status and the date and time of their Preliminary Physical Fitness Test.
- (2) Preliminary Physical Fitness Test
  - a. Candidates must score at or above the 30<sup>th</sup> percentile of the Cooper Fitness Standard during the Preliminary Physical Fitness Test.
  - b. Candidates who successfully pass will be permitted to take the written examination.
- (3) Written Examination
  - a. Results from the written examination will be mailed and/or emailed to candidates.
  - b. Candidates who successfully pass **BOTH** preliminary physical fitness test **AND** the written examination will be contacted to begin the background investigation when Civil Service reaches their name on the ranked eligible list.
- (4) Complete background investigation including polygraph test
- (5) OPOTC required Pre-entrance Physical Fitness Assessment
- (6) Psychological Evaluation and Complete Medical Exam
  - a. Candidates will be subject to a psychological examination inclusive of the Minnesota Multiphasic Personality Inventory (MMPI) assessment.
  - b. Final appointment is contingent upon the applicant passing a job-related medical examination which includes a drug screen and cardiovascular and pulmonary fitness testing. Vision without correction must be a minimum of 20/30 in one eye and a minimum of 20/100 in the other eye. Corrected vision must be a minimum of 20/20 in each eye. Must not be color-blind.
- (7) Civil Service will contact you regarding Academy start date

Several weeks may pass between steps so please be patient. Wait for us to contact you.

*It is the responsibility of the applicant to notify the Civil Service Office of any change to your mailing address, phone number, or email address.*



# Dayton Police Department



## Candidate Background Information

**Important Information:** Police Recruit applicants who PASS both the Preliminary Physical Fitness Test and Written Examination administered by the Civil Service Office will be contacted by a Background Investigator from the Civil Service Office based on your placement on the eligible list.

Must be of good moral character and be able to pass an extensive background investigation including a polygraph examination and credit check. Persons convicted of a felony are not eligible for positions in the sworn forces of the Police Department (even if such conviction has been sealed or expunged).

Must not have any misdemeanor convictions for Domestic Violence unless the conviction has been expunged or set aside, with the exception of those who have as a condition of pardon, expungement or restoration of civil rights, been expressly barred from possessing or receiving firearms.

Any Police Recruit applicant who, 3 years or less prior to the date of the written examination, has ever illegally possessed, knowingly used, sold, or distributed any “controlled substance” or abused, sold, or distributed a “dangerous drug” as defined by State of Ohio law may be disqualified; OR any Police Recruit applicant who has personally used marijuana 1 year or less prior to the date of the written examination will be disqualified.

Must be able to meet any and all Ohio Administrative Code or Ohio Revised Code provisions that govern the ability to attend Ohio Peace Officer Training Academy courses and the ability to possess or receive firearms.

Tattoos: Any visible tattoo that is deemed offensive, profane, or objectionable shall be covered while performing any police related duty or function. Facial, head, and/or neck tattoos are prohibited on all sworn officers.

Body piercing: No body piercing can be worn where they will be visible to the public. No gauged earrings are permitted.

**The items listed below are due at your initial background interview.** Begin to gather these items now so that you are prepared when the Investigator contacts you.

- High School Transcripts/GED certificate
- College Transcripts
- Selective Service Registration Card (only required for males to age 26)\*
- Military DD214 (if you served in the military)
- Proof of Auto Insurance
- Valid Driver’s License
- Obtain 3 Personal Reference Letters
  1. Candidate must know reference provider for more than two years
  2. Reference letter must contain the author’s name, address, and phone number
  3. Reference letter must contain, in the body of the letter, how long author of the letter has known the applicant

\*If you have lost your registration card, you can call the Selective Service System at the following number: 1-847-688-6888

Dayton Police Department  
Personnel Investigations Unit  
Phone: (937) 333-1097

CITY OF DAYTON, OHIO  
CIVIL SERVICE BOARD

POLICE RECRUIT  
PRELIMINARY PHYSICAL FITNESS TEST

January 2019

Civil Service will administer a Preliminary Physical Fitness Test as part of the examination process. **This physical fitness component will be PASS/FAIL.** You will be expected to meet the physical capability standard for this event, at time of testing, in order to move forward to the written examination.

Applicants must score at or above the 30<sup>th</sup> percentile of the Cooper Fitness Standards during the Preliminary Physical Fitness Test. A score below the standard will be considered a failing score on the test and the candidate will be removed from the testing process.

Civil Service staff will administer one (1) event for the Preliminary Physical Fitness Test:

**1.5 Mile Run (timed)** - This event consists of running or walking as fast as possible the distance of 1.5 miles. On the “Start” signal, the clock will start and your time will begin. You must complete the run in the time allotted for your age and gender group.

Age:	20-29	30-39	40-49	50-59
Male - Maximum minutes to complete:	13:08	13:48	14:33	16:16
Female - Maximum minutes to complete:	15:56	16:46	18:26	20:17

POLICE RECRUIT - 2019  
OPOTC REQUIRED PHYSICAL FITNESS ASSESSMENT

Date/Time – To Be Determined

Civil Service will administer a pre-entrance Physical Fitness Assessment (PFA) as required by the Ohio Peace Officer Training Commission. This mandatory assessment requires all prospective candidates to successfully pass the PFA **within 120 days of the academy start date**. Each candidate will be scheduled for the PFA **after** they have successfully passed the background investigation and polygraph.

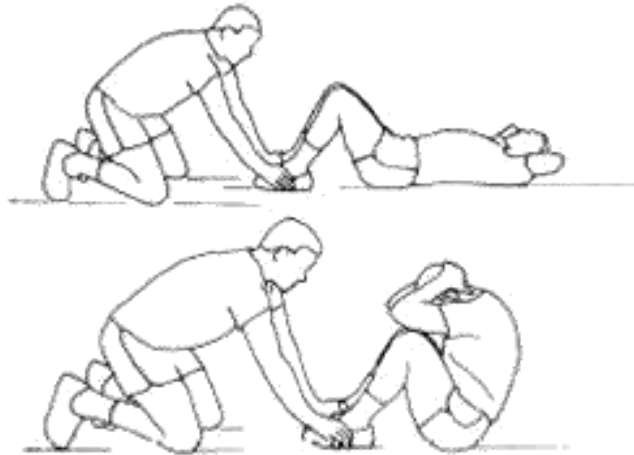
Candidates will be required to pass all three components of the Cooper Fitness Standard at or above the 30<sup>th</sup> percentile inclusive of **Sit-ups, Full Body Push-ups, and the 1.5 Mile Run** within prescribed times. The PFA is a Pass/Fail performance assessment.

All candidates will be expected to meet the physical capability standards for each event, at time of testing, to remain in the selection process. A score below the standard on any single event will be considered a failing score on the test and the candidate will be removed from the selection process.

Civil Service staff will administer three (3) events for the Physical Fitness Assessment:

- **Sit-up (1-minute)**
- **Full Body Push-up (1-minute)**
- **1.5 Mile Run (timed)**

**1-minute Sit-up.** Laying on the ground, you will be given one (1) minute to do as many bent-leg sit-ups as you can.

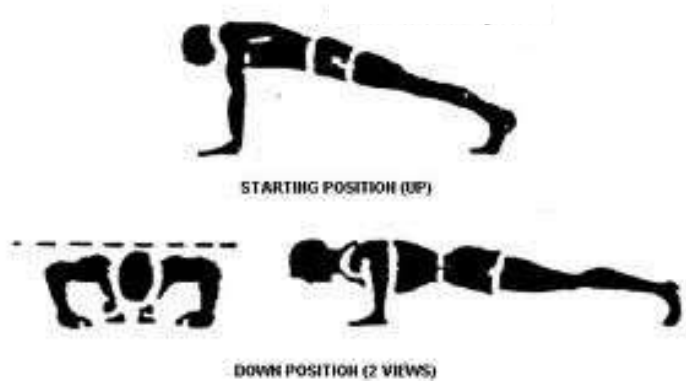


To perform an acceptable sit-up, lie on your back with your knees bent at a 90 degree angle and your feet flat on the ground. Your hands must be interlaced behind your head. Do not hold your neck. On the “Start” signal, lift your upper body bending at the waist, sit up and touch your elbows to your knees {or upper legs} and return to the lying position before starting the next sit-up. Do not raise your buttocks from the ground or arch your back. When returning to the down position, your shoulder blades must touch the ground. If it is necessary to rest during the test, you must do so in the up position with your hands behind your head. A certified OPOTC instructor will verbally count the number of correct sit-ups completed, or if not counted they will indicate why. If at any time your body form as directed is broken (raising buttocks, unlocking hands, not going all the way up, pulling on head) the incorrect sit-ups **will not** be counted.

You must complete the correct number of sit-ups for your age and gender group in one (1) minute.

	Age:	20-29	30-39	40-49	50-59
Male - Number Completed:		35	32	27	21
Female - Number Completed:		30	22	17	12

**Full Body Push-Up.** The total number of correct push-ups completed in one (1) minute will be counted.



To perform an acceptable push-up, you must start the push-up in a face downward position with your arms extended and your neck, back, hips, and knees straight so that only your hands and toes are touching the ground. Your hands must be shoulder width apart and your feet 12 inches or less apart. Your body must be in a straight line from your shoulders through your ankles, and must remain that way throughout the test. With your back and knees kept straight, you must lower yourself to a position in which your chest is approximately 3 inches from the ground (or until your upper arm is parallel to the ground) then push up until your arms are extended.

On the “Start” signal, lower your body bending your elbows until your upper arms (triceps) are parallel to the ground. Then return to the starting position by straightening your arms. You may not arch your back, or remove a hand or foot from the ground for any reason. A certified OPOTC instructor will verbally count the number of correct push-ups completed, or if not counted they will indicate why. If at any time your body form as directed is broken (raising or piking your buttocks, lifting a hand or foot, not going all the way up or down) the incorrect push-ups **will not** be counted

You must complete the correct number of push-ups for your age and gender group in one (1) minute.

Age:	20-29	30-39	40-49	50-59
Male - Number Completed:	26	20	15	10
Female - Number Completed:	13	9	7	2

**1.5 Mile Run.** This event consists of running or walking as fast as possible the distance of 1.5 miles. On the “Start” signal, the clock will start and your time will begin. You must complete the run in the time allotted for your age and gender group.

Age:	20-29	30-39	40-49	50-59
Male - Maximum minutes to complete:	13:08	13:48	14:33	16:16
Female - Maximum minutes to complete:	15:56	16:46	18:26	20:17



## SIT-UPS

Prior to beginning any exercise, the participant should do 3-5 minutes of preparatory stretching and calisthenics to warm up the muscles. Rest at least 30 seconds between sets.

The first step is to see how many sit-ups you can do in one minute. That will become your initial training repetition dose or **ITRD**.

To perform an acceptable sit-up, lie on your back with your knees bent and heels flat on the floor. Your hands must be behind your head, interlaced. Do not hold your neck. Have a partner hold your feet down. Sit up and touch your elbows to your knees or upper legs and return to the lying position before starting the next sit-up. You should not raise your buttocks from the ground. When returning to the down position, your shoulder blades should touch the ground.

For successive weeks keep adding 2 more repetitions per week.

WEEK	SETS	REPETITIONS	FREQUENCY
1	1	ITRD	3 TIMES / WEEK
2	2	ITRD DIVIDED BY 2	3 TIMES / WEEK
3	3	ITRD DIVIDED BY 2	3 TIMES / WEEK
4	3	ITRD DIVIDED BY 2 plus 2	3 TIMES / WEEK
5	3	ITRD DIVIDED BY 2 plus 4	3 TIMES / WEEK
6	3	ITRD DIVIDED BY 2 plus 6	3 TIMES / WEEK
7	3	ITRD DIVIDED BY 2 plus 8	3 TIMES / WEEK
8	3	ITRD DIVIDED BY 2 plus 10	3 TIMES / WEEK

# PUSH-UPS

Prior to beginning any exercise, the participant should do 3-5 minutes of preparatory stretching and calisthenics to warm up the muscles. Rest at least 30 seconds between sets.

The first step is to see how many push-ups you can do in one minute. That will become your initial training repetition dose or **ITRD**.

To perform an acceptable push-up, you should start the push-up in a face downward position with your arms extended and your neck, back, hips, and knees straight such that only your hands and toes are touching the ground. Your hands should be shoulder width apart and your feet 12 inches or less. With your back and knees kept straight, you should lower yourself to a position in which your chest is approximately 3 inches from the ground (or until your upper arm is parallel to the ground) then push up until your arms are extended.

If you cannot do a regular push-up at first, do the modified push-up (with knees bent and on the ground) for several weeks following the same routine, then advance to the regular push-up.

For successive weeks keep adding 2 more repetitions per week.

WEEK	SETS	REPETITIONS	FREQUENCY
1	1	ITRD	3 TIMES / WEEK
2	2	ITRD DIVIDED BY 2	3 TIMES / WEEK
3	3	ITRD DIVIDED BY 2	3 TIMES / WEEK
4	3	ITRD DIVIDED BY 2 plus 2	3 TIMES / WEEK
5	3	ITRD DIVIDED BY 2 plus 4	3 TIMES / WEEK
6	3	ITRD DIVIDED BY 2 plus 6	3 TIMES / WEEK
7	3	ITRD DIVIDED BY 2 plus 8	3 TIMES / WEEK
8	3	ITRD DIVIDED BY 2 plus 10	2 TIMES / WEEK

## 1.5 MILE RUN

Below is a schedule that would enable you to perform a maximum effort for the 1.5 mile run. If you have been inactive, following the schedule below would assist you to meet the entrance requirement for the 1.5 mile run. If you have already been training, pick an appropriate starting point. For example, if you currently can walk/jog 2 miles in 26 minutes, start this schedule at week 6. If you can do the distance in less time, then that should be encouraged.

Prior to beginning any exercise, you should do 3-5 minutes of preparatory stretching and calisthenics to warm up the muscles.

WEEK	ACTIVITY	DISTANCE	TIME	FREQUENCY
1	WALK	1 MILE	20:00 - 17:00	5 / WEEK
2	WALK	1.5 MILES	29:00 - 25:00	5 / WEEK
3	WALK	2.0 MILES	35:00 - 32:00	5 / WEEK
4	WALK/JOG	2.0 MILES	30:00 - 28:00	5 / WEEK
5	WALK/JOG	2.0 MILES	27:00	5 / WEEK
6	WALK/JOG	2.0 MILES	26:00	5 / WEEK
7	WALK/JOG	2.0 MILES	25:00	5 / WEEK
8	WALK/JOG	2.0 MILES	24:00	4 / WEEK