



# DAYTON

**Civil Service Board**



# Mission Statement

To provide independent, equitable, and impartial employment services, based on merit and fitness, for the City of Dayton, Dayton Public Schools and to our community with a continuous commitment to deliver these services utilizing the highest levels of integrity, respect and teamwork on behalf of the Civil Service Board.



# About the Board

- The Ohio Constitution, Article XV, Section 10, Chapter 124 embodies Ohio's Civil Service Laws
- The Civil Service Board was established under Section 93 of the City of Dayton Charter in 1914
  - The 3-member Board is appointed by the City Commission and serves a 6-year term
- The purpose of the Civil Service Board is to comply with Section 96 of the Charter providing for appointment and employment in all positions in the classified service which falls into three primary classes:
  - **Competitive:** indicates that a testing procedure is conducted to determine the most eligible candidate
  - **Noncompetitive:** candidates' credentials are reviewed evaluating education and experience
  - **Labor:** entry level skills for which a test may or may not be necessary
- Unclassified service consists of those positions defined in Section 95 of the City Charter, and is beyond the scope of these rules



# Civil Service Selection Process

1. Job Openings posted online ([jobs.daytonohio.gov](http://jobs.daytonohio.gov))
2. Applications reviewed based on minimum qualifications as outlined in their respective job descriptions
  - Applications are accepted without regard to age, gender, disability, race, ethnic background or citizenship.
3. Examinations for competitive positions are developed and administered by Civil Service staff for both the City of Dayton and non-teaching personnel at Dayton Public Schools in conjunction with the departments and their essential functions (exception for Police & Fire)



## Employment Opportunities

**Welcome to the City of Dayton Online  
Employment Center!**

Our employment center is where you may view and apply for open jobs and express interest in future job openings with:

- City of Dayton
- Dayton Public Schools

**[jobs.daytonohio.gov](http://jobs.daytonohio.gov)**



# Civil Service Selection Process - continued

4. Competitive positions: eligible lists comprise candidates who have successfully passed the testing component(s)
  - » **Promotional:** This recruitment type is only available to current employees as outlined in the exam announcement.
  - » **Open Competitive:** This recruitment type is open to the public and all current employees.
  - » Hiring for all Competitive positions are processed and filled based on the Rule of One
5. Noncompetitive: classifications of this type include professional, technical and supervisory positions. This job type is non-tested.
6. Part-Time Permanent: this recruitment type is open to the public. Positions in this class generally work a 35 hours per week and do not have the same benefits as those full-time permanent employees.



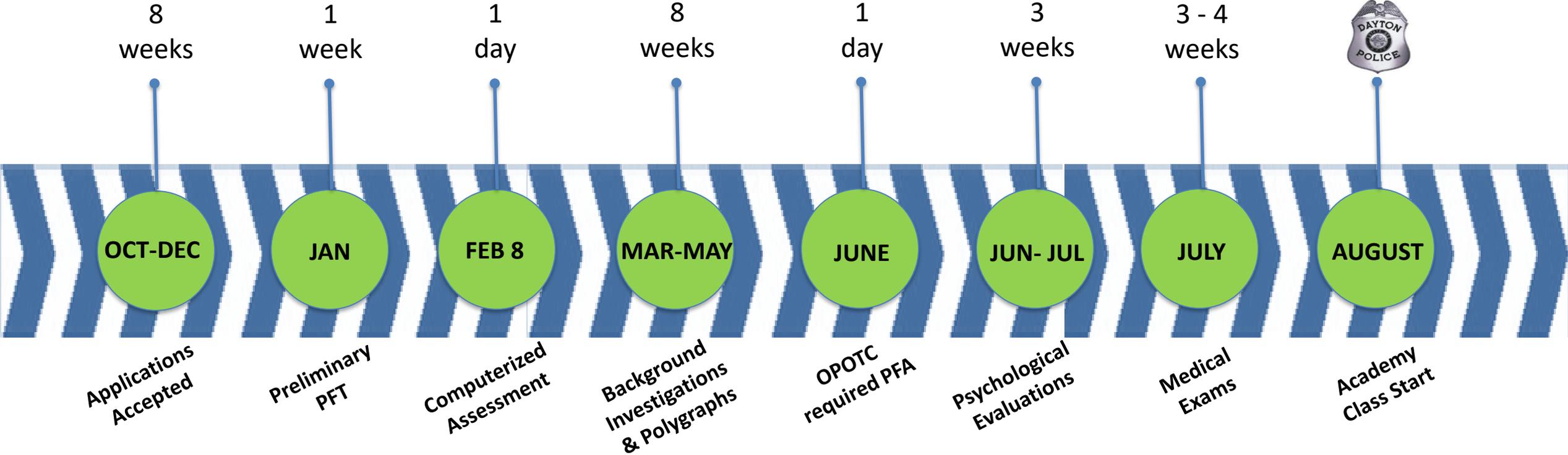
# Police Recruit Selection Process

The Police Recruit Selection Process includes the following components that each candidate **must successfully complete and pass** in order to be considered for the position of Police Recruit:

1. **Online Application**
2. **Preliminary Physical Fitness Test**
3. **Written Examination**
4. **Background Investigation including Polygraph Test**
5. **Ohio Peace Officer Training Commission Physical Fitness Assessment**
6. **Psychological Evaluation**
7. **Medical Examination**



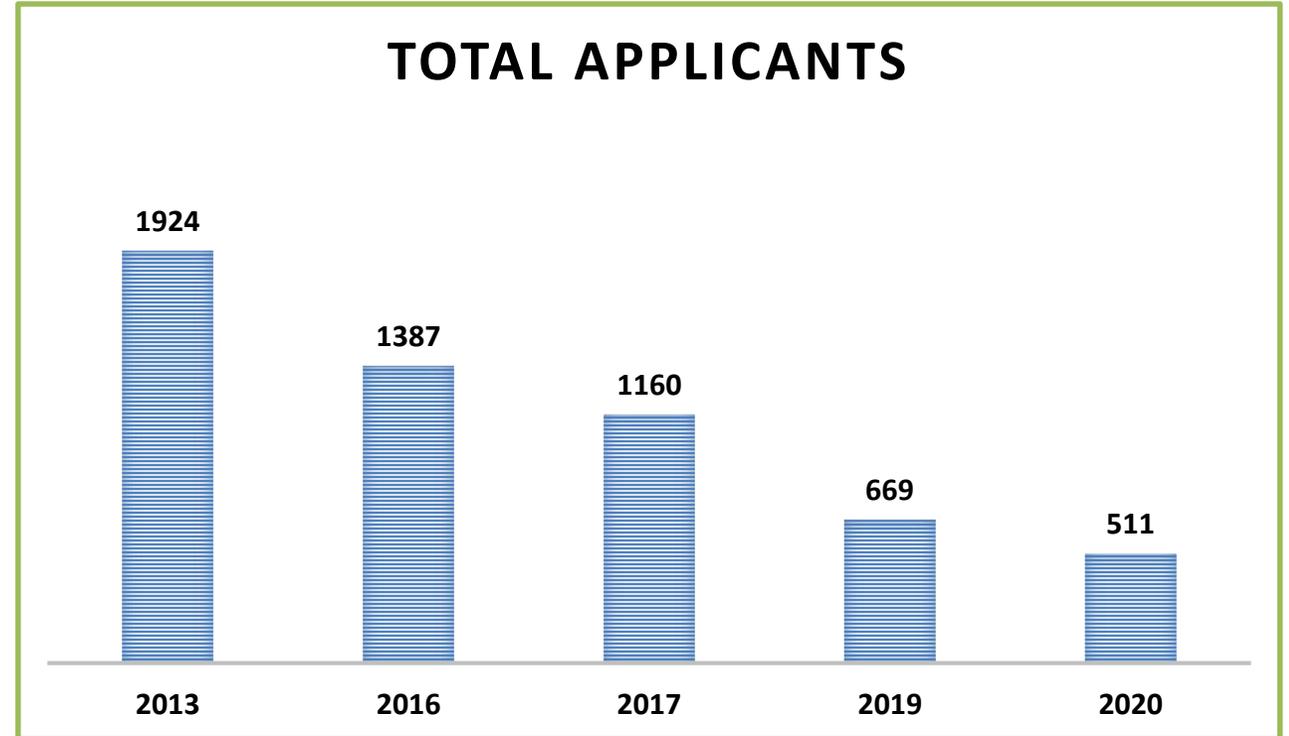
# Police Recruit general Timeline for Hiring



# Police Recruit Selection Process: Application

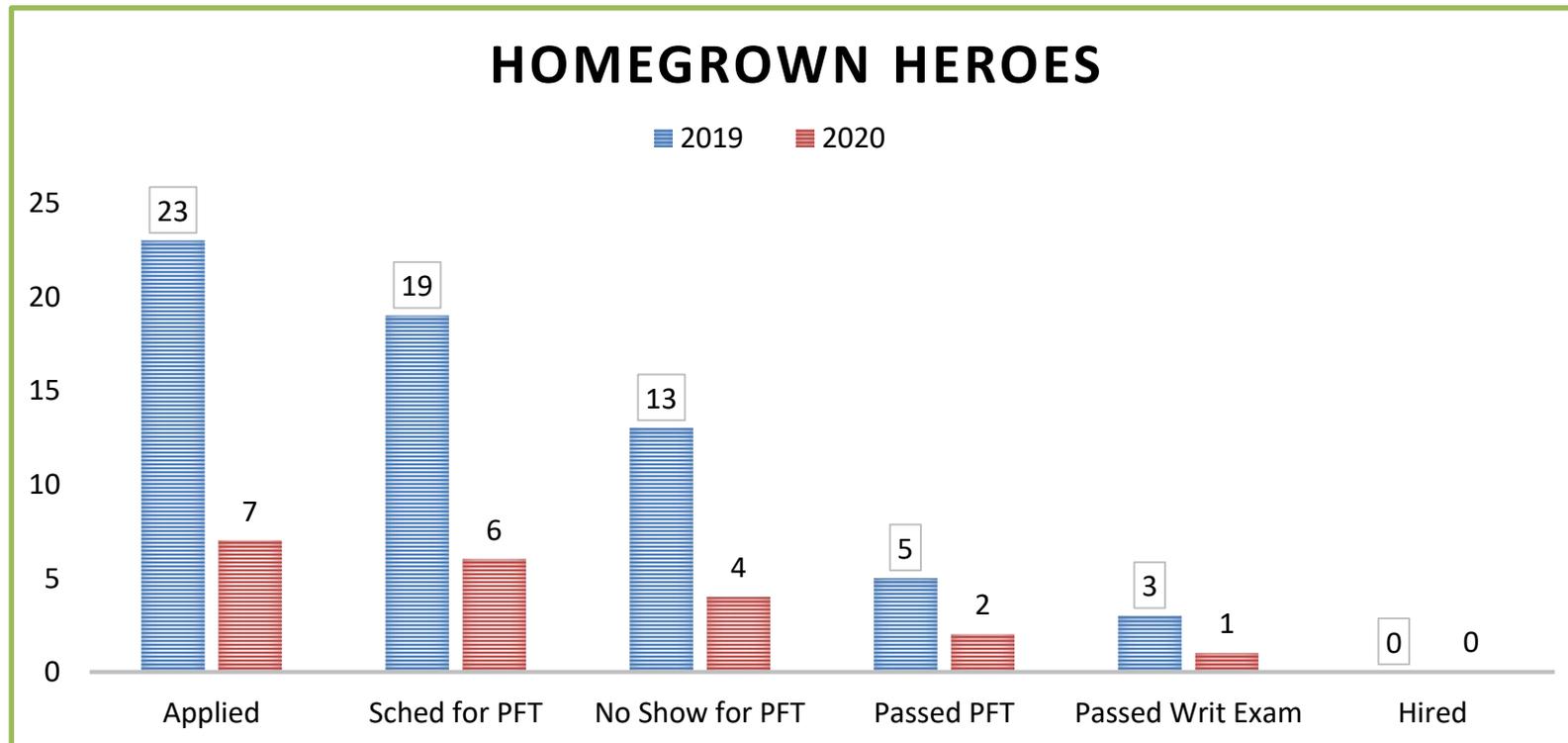
## 1. Complete and Submit an Online Application

- All applications for Police Recruit must be submitted online ([jobs.daytonohio.gov](http://jobs.daytonohio.gov))
- Generally posted each year in October; however, time frame may be changed based on hiring projections and DPD attrition model.
- Applications available for a minimum of 8 weeks



# Police Recruit: Homegrown Heroes

City of Dayton's internal recruiting program that encourages current City employees to pursue a career in the public safety services.



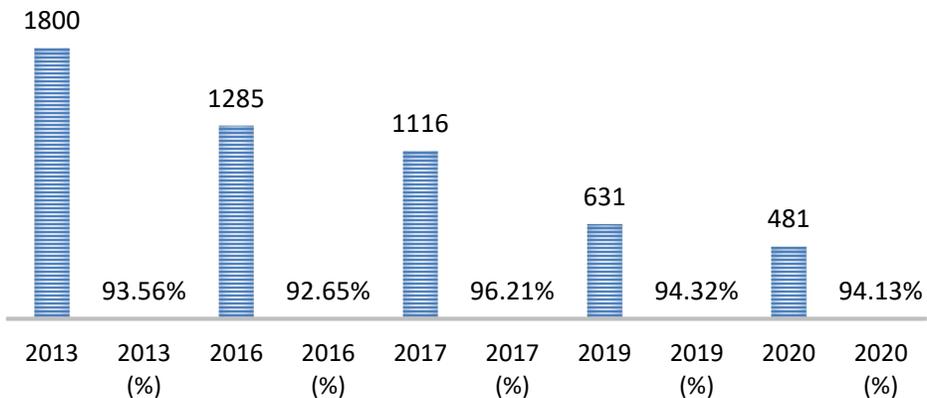
# Police Recruit Selection Process: Application



**Applicants must meet the minimum qualifications for the position.**

- High school diploma or G.E.D.
- Applicant must be 21 years old and no older than 35 years old by the day of completion of the Dayton Police Academy.
- Applicants who are 35 or older must submit a copy of their OPOTC certification and proof of current or previous appointment as a sworn Police Officer for a jurisdiction within the State of Ohio.
- Must possess a valid driver's license at time of appointment.
- Must be eligible to be employed in the United States.

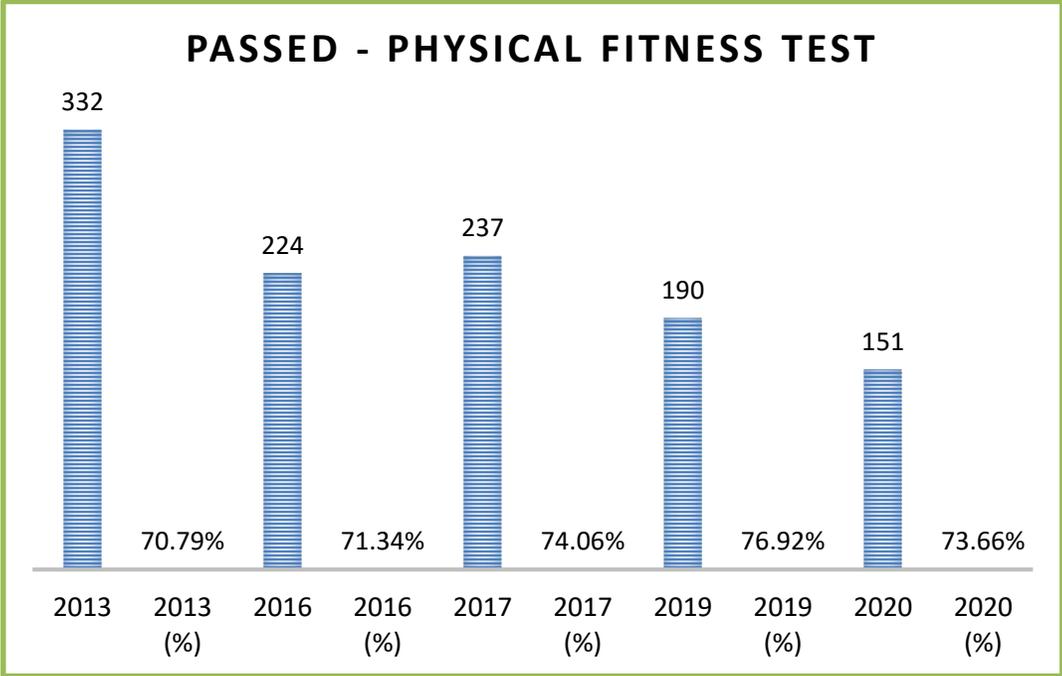
**APPLICANTS MEET MINIMUM QUALIFICATIONS**



# Police Recruit Selection Process: Preliminary PFT

## 2. Preliminary Physical Fitness Test

- Candidates must pass the 1.5 mile run at or above the 30th percentile of the Cooper Fitness Standard
- Standards are set based on Age & Gender
- Candidates who successfully pass will move on to take the computerized assessment.



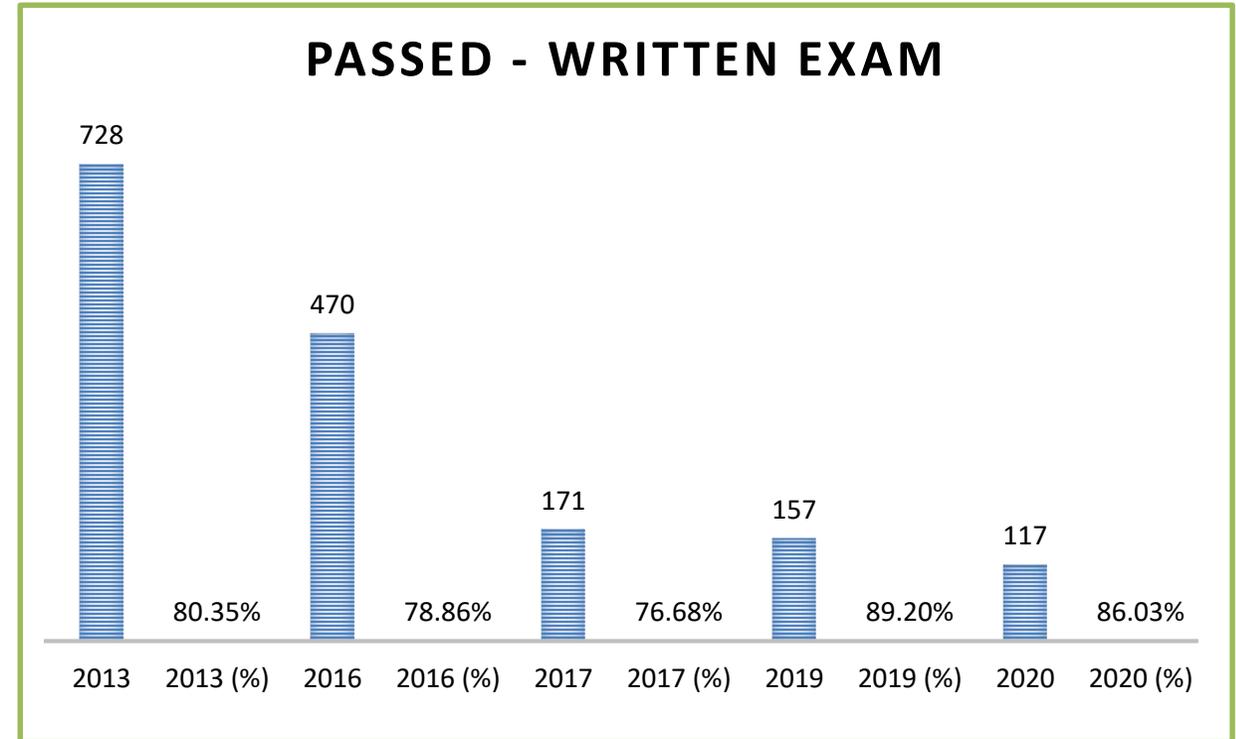
	Age:	<u>21-29</u>	<u>30-39</u>	<u>40-49</u>
Male - Maximum minutes to complete:		13:08	13:48	14:33
Female - Maximum minutes to complete:		15:56	16:46	18:26



# Police Recruit Selection Process: Computerized Assessment

## 3. Entry Level Police Assessment Test

- Validated assessment test developed by Siena Consulting, whom have extensive experience working with the Department of Justice (DOJ) and other public and private jurisdictions.
- The assessment test was administered electronically for the first time in 2020 in the Civil Service testing center.
- Testing components measure candidate's interests, abilities, skills, experiences, preferences, and tendencies in a law enforcement environment.
- The test includes four sections:
  - personality inventory
  - reasoning test
  - math test
  - reading test



# Police Recruit Selection Process: Eligible List

Candidates who pass **BOTH** the Preliminary Physical Fitness Test **AND** achieve a passing score on the Computerized Assessment are placed on an eligible list in rank order of their final score on the assessment.

## ○ Tie Scores

- Promotional - if two or more candidates receive the same final score, including seniority and efficiency points, the tie shall be broken in favor of the candidate with the longest total City service. *CS Rule 7, Sec. 7*
- Open Competitive - should two or more candidates receive the same score, the order in which their names shall be placed on the eligible list is determined by random selection method. *CS Rule 6, Sec. 6*

## ○ Life of the Eligible List

- The term of an eligible list is fixed at ONE year from the date it is established. For safety force positions, the Civil Service Board may extend the eligible list on a year for year basis, which shall not exceed 4 years. *CS Rule 8, Sec. 7 (C)*

- Candidates are contacted to begin the pre-employment hiring process when Civil Service reaches their name on the ranked eligible list based on the Rule of One.



# Police Recruit Selection Process: Background Investigations

## 4. Background investigation including polygraph test

- May include contact with present and previous employers; neighbors and family may be contacted.
- A check of Local and State Police and FBI records (both adult and juvenile), and Bureau of Motor Vehicle records
- Candidates must be of good moral character.
- Must not have any misdemeanor convictions for Domestic Violence.
- Other misdemeanor convictions could result in the removal of an applicant from the eligible list.
- 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).
- Under State and Federal laws, must be able to possess or receive firearms.
- Any candidate who has ever illegally possessed, knowingly used, sold, or distributed any controlled substance or dangerous drug as defined by State of Ohio law, within 3 years of the date of the computerized assessment, may be disqualified.
- Any candidate who has used marijuana 1 year or less prior to the date of the computerized assessment will be disqualified.



# Police Recruit Selection Process: Physical Fitness Assessment

## 5. Ohio Peace Officer Training Commission (OPOTC) - Physical Fitness Assessment (PFA)

- The PFA is designed to evaluate physical ability to perform the fitness standards prior to entry into a peace officer basic training academy as mandated by the State of Ohio Peace Officer Training Commission.
- Applicants are scored on a pass/fail basis, based on the time, number of repetitions required to complete the test.
- Candidates are required to pass three components of the Cooper Fitness Standard at or above the 30th percentile
  - Sit-ups
  - Full Body Push-ups
  - 1.5 Mile Run



# Police Recruit Selection Process: Psychological Evaluation

## 6. Psychological Evaluation

- A psychological evaluation will be completed to determine the applicant's emotional suitability to perform all aspects of the job. Candidates are assessed on their behaviors, tendencies, and abilities including but not limited to General Emotional Adjustment, Integrity/Control, Interpersonal Relations, Problem Solving, and Danger/Risk Evaluation.
- Each applicant is required to take several assessments in addition to a clinical interview with the psychologist.
- The results of the psychological evaluations are reviewed and analyzed by a licensed psychologist who provides a final recommendation based on the assessment of each candidate's suitability to enter the police academy.

# Police Recruit Selection Process: Medical Examination

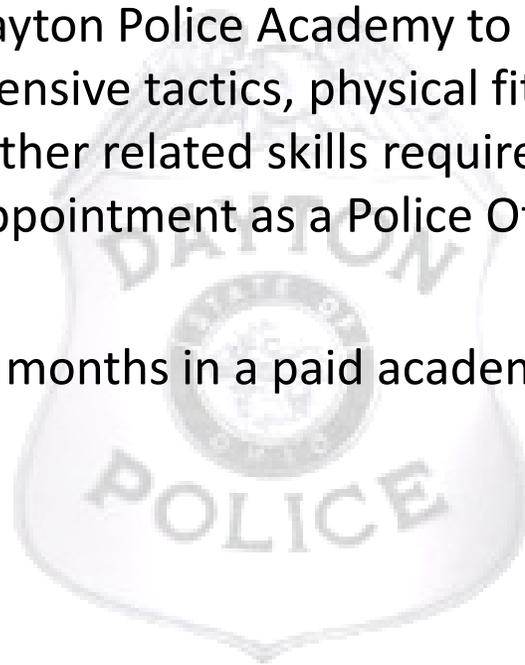
## 7. Medical Examination

- Final appointment is contingent upon the candidate passing a job-related medical examination which includes, but is not limited to, cardiovascular and pulmonary fitness testing, respiratory testing, drug and nicotine screening, vision and hearing screening, alcohol abuse, and neurological or psychiatric concerns.



# Police Recruit Academy

- Candidates are assigned to the Dayton Police Academy to complete a classroom curriculum and physical skills development in defensive tactics, physical fitness, driving, firearms proficiency, Ohio Revised Code statutes and other related skills required by the Ohio Peace Officer Training Commission, in preparation for appointment as a Police Officer.
- Recruits report for training for six months in a paid academy logging more than 1,000 hours of professional instruction.



# Contacts

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Website: [jobs.daytonohio.gov](http://jobs.daytonohio.gov)

