



HIRING PROCESS & STANDARDS

POLICE OFFICER

Updated June 26, 2015

PROFESSIONALISM • INTEGRITY • RESPECT • COMPASSION



Police Department

The City of New Albany is considering candidates interested in a municipal law enforcement career as a full-time police officer.

New Albany, with a population of 8,800, covers just over seventeen square miles in the northeastern quadrant of Franklin County in central Ohio. Nestled in a pristine country setting, its residents and business partners are only fifteen miles from downtown Columbus, Ohio's capital city.

New Albany is that rare community, a product of the passion and ingenuity of individuals who believe it's not just where you live but how you live that defines quality of life. Master planning is evident everywhere, from wooded preserves and scenic vistas to timeless Georgian architecture and preservation of green space. Attention to detail in all aspects of daily living creates a vibrant, pedestrian-friendly community with an unparalleled commitment to education, wellness, culture, health, and leisure that inspires families and businesses alike.

New Albany is a small city that thinks big and delivers. New Albany is set apart by its commitment to lifelong learning, healthy living, culture, leisure and commerce. This is reflected in everything from pedestrian-friendly Market Square anchored by restaurants, shops and a library; to 33 miles of leisure trails connecting Market Square to neighborhoods. It extends to our New Albany International Business Park and to our nationally ranked school system located within a 200-acre learning campus that is also home to the community's performing arts center.

Led by Police Chief Greg Jones, the police department has 19 uniformed staff members, five police dispatchers and two administrative support staff.

New Albany is one of Ohio's safest communities and a reason for this low crime rate is the strong interaction between its officers, residents and businesses. Whether performing vacation house checks while residents are out of town, conversing with the public while on mounted patrol, leading the citizen police academy, teaching women's self-defense classes, outreach through block watch programs and police station tours, conducting bicycle safety programs for children or providing safety tips to businesses, its officers understand that strong relationships set the foundation for a safer community. Additional information about community policing programs may be found on the department's webpage <http://www.newalbanyohio.org/police-department>.

Applicants must be United States citizens, be twenty-one (21) years of age or older and no more than thirty-five (35) years of age at time of appointment (ORC 124.41), and possess a valid Ohio driver's license. A bachelor's degree and/or acceptable active duty military service with honorable discharge is preferred, but not required to apply for a police officer position with the City of New Albany.

Eligible candidates shall register on-line at www.nationaltestingnetwork.com to take a written test and shall complete the online Ergometrics personal history questionnaire at that time. Candidates who have successfully completed Ergometrics testing through the National Testing Network within the previous twelve months from the recruitment date and who have named the City of New Albany as a reporting agency will be considered.

As outlined above, to begin these initial steps of the city's selection process, go to www.nationaltestingnetwork.com, select Law Enforcement, and sign up for the New Albany Police Department. Upon completion of the exam, all candidate scores will be forwarded to the City of New Albany. The City of New Albany will contact selected candidates to participate in other phases of the city's selection process. Other phases of the selection process include but are not limited to a physical agility test, a screening interview, a background investigation, an oral review board interview, and interview(s) with police department command staff and city administration.

The 2015 salary range for the position of Police Officer is \$51,858.00 to \$78,159.03. The city offers a comprehensive benefit package.

The email address and contact for questions is: hr@newalbanyohio.org. Additional information regarding the City of New Albany or this position, including complete position description, may be found on the city's website at www.newalbanyohio.org. Information may also be found at the test registration site www.nationaltestingnetwork.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Jones".

Greg Jones
Chief of Police



POLICE DEPARTMENT

MISSION STATEMENT

We, the men and women of the New Albany Police Department, in partnership with the community, are committed to the prevention of crime and the protection of life and property. We are proactive in promoting, preserving, and maintaining a feeling of safety and security to all citizens and visitors. We maintain the public's trust by holding ourselves to the highest standards of excellence and professionalism in the delivery of law enforcement services. We provide a quality work environment and continually strive to develop each employee through effective training and leadership.

VISION STATEMENT

To meet the growing needs of the community, the New Albany Police Department will continue to provide the highest level of law enforcement services available through a department-wide community policing philosophy. Provision of police services will be accomplished by hiring the most qualified personnel, providing superior training to all personnel, and providing the most current equipment, technology, and facilities to provide these services.



POLICE DEPARTMENT

VALUES STATEMENT

We, the men and women of the New Albany Police Department, hold these values and principles to be of the utmost importance:

PROFESSIONALISM

We conduct ourselves, both on-duty and off-duty in a manner that reflects favorably on our profession and the community we serve. We take pride in our appearance and demeanor. We hold ourselves to the highest standards and will not allow friendships, prejudices, or animosities to influence our decision-making when providing law enforcement services. We continuously strive for excellence through training, education, and innovation.

INTEGRITY

We are guided by the principles of honesty and integrity in our daily lives. We constantly strive to maintain the public's trust through honesty and integrity in both words and actions.

RESPECT

We treat all people with the dignity and respect they deserve. This includes the protection of individual rights while upholding the laws and ordinances of the United States of America, the State of Ohio, and the City of New Albany.

COMPASSION

We conduct all citizen contacts with courtesy and compassion. We are sensitive to the needs of others and possess empathy in dealing with individuals in their time of need.

WAGE AND BENEFITS

Salary Progression for Police Officer:

Rank	Step 1	Step 2	Step 3	Step 4	Step 5
2015	\$51,858.00	\$56,311.03	\$63,593.69	\$70,741.08	\$78,159.03
2016	\$53,154.45	\$57,718.81	\$65,183.53	\$72,509.61	\$80,113.01
2017	\$54,483.31	\$59,161.78	\$66,813.12	\$74,322.35	\$82,115.83

Vacation Compensation

Years of Service	Hours Accrued Per Paid Period
Upon employment	3.077 hours
Upon completion of 4 years of employment	4.615 hours
Upon completion of 9 years of employment	6.160 hours
Upon completion of 14 years of employment	7.700 hours

Call-in Pay	3 hours pay
Court Pay	3 hours pay
Clothing Allowance	\$800.00
Holiday Pay	11 paid holidays
Personal Days	2 personal days
Shift Differential	\$1.00
Sick Leave Accrual	4.165 hours bi-weekly
Education Incentive	Associates Degree – 0.10%
	Honorable Discharge from Military Svc – 0.25%
	Bachelor's Degree – 0.25%
	Military and Bachelor's Degree – 0.50%
	Masters or Professional Degree – 0.75%
	Military and Master's Degree – 1.00%

Additional Benefits

- ✓ Excellent Health Insurance which includes Vision, Prescription, and Dental
- ✓ Life Insurance
- ✓ Retirement System
- ✓ Tuition Reimbursement

Disclaimer: Information described in this wage and benefit summary is effective through expiration of the current collective bargaining on December 31, 2017.



DISQUALIFYING POINTS

(This list is not all inclusive and other factors could exclude an applicant from the process.)

- Failure to appear for any required step in the selection process, or any acts of non-compliance.
- Failure to pass a required examination or test including any physical fitness test administered by the police department or any basic police academy.
- Falsification of material facts during the application process.
- The use of cocaine, heroin, LSD, crack, methamphetamine or PCP.
- The current use of alcohol to a level that would indicate abuse, dependency, or level of inability to function without the use of alcohol for any period of time. Applicant must show a recovering history of non-use at least two (2) consecutive years prior to application.
- Illegal sale of or conviction for illegal sales of any controlled substance or contraband.
- Admission or conviction of any felony offense committed as an adult.
- Any conviction, as an adult, in the last five (5) years of a first degree or second degree misdemeanor, as defined by the federal, state, or local laws of the jurisdiction where the offense occurred.
- Two (2) or more convictions, as a juvenile, of a first degree or second degree misdemeanor, as defined by federal, state or local laws of the jurisdiction where the offense occurred.
- Any pattern of theft offense from an employer during the course of employment as an adult.
- Having six (6) points or more on driving record within the past twenty-four (24) month period prior to application.

- Having been convicted of OVI within the past six-year (6) period prior to application.
- Having been placed under a twelve (12) point suspension within the past six (6) year period prior to application.
- Having received a dishonorable discharge from military service or having a general court martial.
- Filing fraudulent claims for insurance, welfare, unemployment compensation or other public assistance programs.
- A finding of contempt by a court for failure to provide for family/dependents as ordered by the court for which a legal obligation of care exists.
- Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility determined by finding of any court of law.
- Violation of any protection order.
- Admitted physical/sexual or emotional abuse of one's spouse, ex-spouse, child, step-child, parent or any other relative or person with whom one has lived or has had a relationship.
- A past history of association or involvement with any illegal gambling activities or any other organized crime.
- Any documented or admitted history of racial, ethnic, or social intolerance (i.e. hating or shunning another person or group due to differences they possess).

POLICE OFFICER SELECTION PROCESS

The following is an outline of the various phases in the police officer selection process:

Written Examination – The National Testing Network conducts the examination. The city will notify candidates who score a minimum of 70 on each component (video/reading/writing) of the exam, complete the personal history questionnaire, and dimensional scores of good or normal in all categories.

Physical Fitness Assessment – Each candidate will be required to pass a physical assessment consisting of push-ups, sit-ups and a run. (See the attached addendum A for these standards.)

Initial Interview – Selected candidates will participate in a brief screening interview.

Background Investigation – A thorough background investigation will be initiated on selected candidates. The purpose of the background investigation is to assist the city in reaching a determination regarding each candidate's suitability for employment. Each candidate must sign a release authorizing investigators to obtain personal, legal, civil, work, credit history or any other information deemed pertinent to the background investigation.

Findings of the investigator may be used in combination with the results of other phases of the process in determining whether a candidate should be disqualified from the process or should be given further consideration. The findings of the investigation may be used as a reason for disqualification from the process if the nature of the findings warrants disqualification.

The background investigation will consist of, but not be limited to, the following:

- Verification of the candidate's credentials, education, achievements, past and present employment, age, residence, citizenship, and driver's license.
- Interviews with past and present employers, neighbors, school officials, and personal references.
- A review of each candidate's history, i.e., family, military, gambling, credit and substance abuse.
- Criminal, traffic and civil court history.

Polygraph and/or Computerized Voice Stress Analyzer (CVSA) Examination – A polygraph and/or CVSA will be administered to each candidate by a trained and certified examiner. The results of the polygraph and/or CVSA will not be used as a single determinate of employment status. However, any finding of deception to relevant questions during any part of the polygraph and/or CVSA may eliminate the candidate from further consideration.

Oral Review Board – Selected candidates will participate in an oral review board interview.

Final Interviews – Candidates passing all phases of this process will be scheduled for a final interview with the police chief and city manager.

Conditional Offer – A conditional offer of employment will be extended to the selected candidate(s). During this phase, a medical, psychological and drug test will be administered.

Completion of Basic Training – Candidates must successfully complete a Basic Peace Officer Training Academy selected by the city. Depending on the academy selected the cadet(s) may be required to attend a live-in academy. Failure to successfully complete the academy and pass the state exam will result in the termination of the employee's employment with the City of New Albany.



Police Department

ADDENDUM A COOPER STANDARDS

Physical Fitness Test Requirements

1.5 Mile Run

Male

Age:	<u>(20-29)</u>	<u>(30-35)</u>
Time:	13:08	13:48

Female

Age:	<u>(20-29)</u>	<u>(30-35)</u>
Time:	15:56	16:46

Push-Ups (Timed 1 Minute)

Male

Age:	<u>(20-29)</u>	<u>(30-35)</u>
#	26	20

Female

Age:	<u>(20-29)</u>	<u>(30-35)</u>
#	13	09

Sit-Ups (Timed 1 Minute)

Male

Age:	<u>(20-29)</u>	<u>(30-35)</u>
#	35	32

Female

Age:	<u>(20-29)</u>	<u>(30-35)</u>
#	30	22