

AN EQUAL OPPORTUNITY EMPLOYER
THE TOLEDO CIVIL SERVICE COMMISSION
HAS ANNOUNCED

a Competitive Recruitment Examination for
POLICE OFFICER

SALARY:	Police Trainee	\$ 20.638 Hourly
	Upon Police Academy Graduation	\$ 21.927 Hourly
	After One (1) Year	\$ 23.217 Hourly

FILING PERIOD AND LOCATION: Applications for this examination will be accepted at One Government Center, First Floor, Corner of Jackson and Erie Streets, Toledo, Ohio, beginning Saturday, July 24, 2010 and ending Friday, August 6, 2010.

8:30 a.m. to 4:00 p.m. Saturday, July 24, 2010

8:30 a.m. to 4:30 p.m. Monday through Friday, July 26, 2010 through August 6, 2010

8:30 a.m. to 7:00 p.m. Thursday, July 29, 2010

9:00 a.m. to 1:00 p.m. Saturday, July 31, 2010

8:30 a.m. to 7:00 p.m. Tuesday, August 3, 2010

HOW TO APPLY: **IN PERSON** at One Government Center, First Floor, Toledo, Ohio.

OR those individuals who reside 20 miles or more from the City of Toledo may apply by either of the following two methods: (1) **SOMEONE ELSE MAY APPLY FOR YOU**; or (2) **VIA EMAIL** - send an email to toledo.humanresources@toledo.oh.gov asking for an application; you must put the words "Police Officer Application" in the subject line of your email.

When you file an application *in person*, you will receive a copy of the following documents: Civil Service Announcement, Study Guide, Admission Card, Test Orientation Session Schedule and Associated Materials. When you file an application *via email*, all pertinent information will be forwarded to you via email. When *someone else applies for you*, all pertinent information will be given to that person, who will sign an acknowledgment that he/she is responsible for delivering the materials to you. **See reverse side of this sheet for information on Veterans Preference.**

MINIMUM REQUIREMENTS:

- Age:** Applicants who will NOT be 20 years of age on or before August 22, 2010 will NOT be allowed to participate in this examination. Applicants who will have attained the age of 35 years on or before August 22, 2010 will NOT be allowed to participate in this examination.
- Education:** High school diploma or General Educational Development (GED) Tests equivalency at the time of application and one (1) year of job-related course work at an accredited college or university. Applicants who do not possess the college requirement may participate in the examination and receive appointment. However, in order to maintain their positions they must complete the one (1) year college requirement (36 quarter hours or 24 semester hours) within two (2) years from the date of successful completion of the Police Training Academy.
- Other:** Must possess a valid State of Ohio driver's license upon appointment and provide copy of same upon appointment. Must be physically qualified to perform the duties of the position at time of appointment. **Written requests for accommodations will be considered on a case-by-case basis.**

Candidates for appointment to the Police Officer classification must qualify within appointment range on the Civil Service eligible list and may be involved in the following activities of the selection process: (1) Oral Interview; (2) Medical Examination; (3) Background Investigation; (4) Psychological Testing; (5) Physical Ability Testing; and (6) Police Academy Training. Additional components may be added to the selection process after the administration of the competitive recruitment examination.

DATE AND LOCATION OF EXAMINATION: The examination for Police Officer is scheduled for **Sunday, August 22, 2010**. Due to the number of applicants anticipated, the test will only be administered on the above-mentioned date. If you want to participate in the examination you must be available to take the examination on the scheduled day. The examination location is SeaGate Centre, 401 Jefferson Avenue, Toledo, Ohio.

NOTE: **YOU MUST FILE A FORMAL APPLICATION. IF YOU HAVE COMPLETED AN INTEREST CARD WITH THE POLICE RECRUITMENT TEAM, YOU MUST STILL COMPLETE AN APPLICATION. IF YOU CURRENTLY RESIDE 20 MILES OR MORE FROM THE CITY OF TOLEDO, SOMEONE ELSE MAY APPLY FOR YOU OR YOU MAY APPLY VIA EMAIL.**

If you have any questions contact the Selection and Evaluation Section at (419) 245-1521 or via email at toledo.humanresources@toledo.oh.gov.

VETERAN INFORMATION: Veterans preference points are provided under Rules of the Civil Service Commission. After reading the following statements, if you believe you are eligible to receive Veteran's points, submit a copy of your DD-214 form which shows the dates of active service and the character of discharge (e.g., Honorable or Under Honorable Conditions). Do not submit your original DD-214. The copy must be one which may be retained by the City of Toledo. If you are a disabled veteran and you wish to claim the 10-point preference, you must submit a letter from the U.S. Veterans Administration dated within the last six (6) months which verifies your eligibility for the 10-point preference. **DD-214'S AND 10-POINT PREFERENCE LETTERS MUST BE SUBMITTED AT THE TIME OF APPLICATION.** If you are unable to provide these documents at the time of application, be advised that the final deadline for doing so will be on the date of the Police Officer exam.

Rule 50.00, Section 50.11 Veteran's Preference Credit in Examinations

When you file an application, you will receive a copy of the following documents: Civil Service Announcement, Study Guide, Admission Card, Test Orientation Session Schedule and Associated Materials. See reverse side of this sheet for information on Veterans Preference.

A veteran, as defined in these rules, receiving a passing grade on a competitive recruitment examination, shall have five (5) numerical points added to his or her passing score. A disabled veteran, as defined in these rules, shall have ten (10) numerical points added to his or her passing score. Nothing contained herein shall be construed as excepting any applicant from the necessity of fulfilling all job-related requirements specified by the Commission for positions in the competitive class.

Rule 10.00, Section 10.37 Veteran

Shall mean a person who has served in the United States Army, Navy, Marine Corps, Air Corps, Air Force, Coast Guard, and such other military service or auxiliary corps as is designated by the Congress of the United States, and has served for a period of more than one hundred eighty (180) consecutive days on active duty, excluding active duty for training (annual summer camp) and who received an honorable discharge or release or was separated under honorable conditions.

A disabled veteran is one who has served on active duty in the Armed Forces, has been separated therefrom under honorable conditions, and has established the present existence of a service connected disability rated ten percent (10%) or more.