

MUNICIPALITY OF CARLISLE POLICE DEPARTMENT

Michael Bruck
Chief of Police

POLICE PATROL OFFICER ENTRY

DUTIES AND WORK REQUIREMENTS:

Work normally consists of preventive patrol, criminal investigations, and traffic control, but may also include other related assignments as required. Duties may involve an element of personal danger and employees must be able to act without immediate and direct supervision while exercising independent judgment in response to emergencies. The nature of the work requires that the employee work irregular schedules and in all climatic conditions. Specific work assignments are made by a Lieutenant or other Police Supervisor.

CAREER OPPORTUNITIES:

Patrol Officers who meet specified service and skill requirements are eligible to compete for promotion to a supervisor position when available.

SALARY AND BENEFITS:

Starting salary range is \$16.07 per hours (\$33,425 per year). Extensive fringe benefits include medical care insurance, life insurance, accidental death and dismemberment insurance, attractive retirement plan under the Police and Fireman's Disability and Pension Fund of Ohio, paid holidays, vacation leave, personal leave, and sick leave privileges.

REQUIREMENTS:

Successful candidates must satisfactorily complete the following minimum requirements prior to the selection process.

1. Written Examination – Applicant must pass the written examination.
2. Physical Agility Test – Must be physically capable of performing all police duties.

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3. Ohio Operator's License – Appointee must possess or obtain a valid State of Ohio Operators License for driving a motor vehicle.
4. U.S. Citizen – Must be a United States citizen at time of appointment.
5. State Certification –
 - a. Ohio Candidates –Must possess an Ohio Peace Officer Training Council (O.P.O.T.C.) Basic Police Certificate, copy submitted with application.
6. Education Requirements – Candidates must have a high school diploma, GED, or its equivalent. College education from an accredited college or university is preferred. Copies submitted with application
7. Age – Candidates must be 21 years of age at the time of appointment
8. Applicants must successfully complete all steps in the Selection Process.

SELECTION PROCESS:

The selection process will consist of:

Completing a comprehensive personal history questionnaire and application (resumes are desirable but not acceptable as a substitute document).

Top candidates will be asked to participate in subsequent phases which include:

Written Test;
Physical Agility Test;
Oral Interviews;
Background Investigation;
Polygraph and/or Voice Stress Analysis Examination
Final Interviews;
Psychological Assessment (upon conditional offer);
Physical/Medical Exam (upon conditional offer)

Inability to successfully complete any phase of this process may also be cause for elimination from consideration. Failure to appear for any phase may also result in elimination. Successful candidates must complete a one year probationary period with the Carlisle Police Department.

APPLICATIONS:

The expected duration of the selection process is approximately three months.

The Municipality of Carlisle allows re-application, re-testing, and re-evaluation of candidates not appointed to probationary status unless the condition(s) which previously eliminated them from appointment are of a nature that other rejection is assured (i.e., extensive criminal background, disabling physical or mental conditions, etc.). Due to the infrequency of recruiting efforts, there are no limitations to re-applications.

Candidates must have completed application and questionnaire on file with the Personnel Department by no later than 4:00 p.m. on Friday, January 22, 2016. The Village of Carlisle is an equal opportunity employer and minority candidates are encouraged to apply.

A **mandatory written examination** will be given to all applicants on Saturday, January 30, 2016 at Carlisle Town Hall, 760 Central Avenue, Carlisle, Ohio. Check-in will be at 9:30 a.m. with testing to begin promptly at 10:00 a.m. No late entries will be accepted. Photo ID is required at check-in. **There will be a \$20 testing fee that must be paid in cash at registration.**

A **mandatory physical agility test** will follow written exam weather permitting.

For additional information, please contact the Personnel Department at:

Personnel Department
Municipality of Carlisle
760 Central Avenue
Carlisle, OH 45005 (937) 746-0555