

OFFICE OF THE CIVIL SERVICE COMMISSION
215 SOUTH MILL STREET
LOUISVILLE, OH 44641
330-875-3321 EXT. 202

PART A
FULL-TIME POLICE OFFICER'S ENTRANCE EXAMINATION NOTICE
FULL-TIME

DATE: THURSDAY, DECEMBER 12, 2024 (WRITTEN)
TIME: 6:00 P.M.

LOCATION: LOUISVILLE CONSTITUTION CENTER
1022 WEST MAIN STREET
LOUISVILLE, OH 44641

The Louisville Civil Service Commission will conduct a written and oral open examination for the purpose of establishing a subsequent eligibility list for the position of full-time Police Officer for the Louisville Police Department, Louisville, Ohio. The written test will occur on Thursday, December 12, 2024 at 6:00p.m. at the Louisville Constitution Center located at 1022 West Main Street, Louisville, Ohio. As the City currently has three (3) candidates on the current qualified list, the top seven (7) scoring candidates will be notified of the oral testing portion of the examination.

The scope of the written and oral exams will include knowledge of mathematics, spelling, grammar, verbal analogy, science, history, social studies and other related matters to the duties of Police Officer in the Louisville Police Department.

The passing score on the written exam will be 70%. No more than a total of twenty (20) extra credit percentage points shall be allowed on the exam. **A minimum score of seventy percent (70%) of correct answers on the written exam is required to take the oral exam.** A limit of the highest seven (7) passing applicants on the written exam will qualify to take the oral exam. The written exam will account for fifty percent (50%) of the final grade with the oral exam comprising the second fifty percent (50%). Written and oral exams equal one hundred percent (100%).

Starting salary for the position of Police Officer is \$61,809.95 per year, and as a full-time employee, a Police Officer is eligible to receive the following benefits:

- Life Insurance
- Twelve (12) Paid Holidays
- Hospital/Major Medical Insurance
- Sick Leave Benefits
- Prescription Drug Insurance
- Vacation Allowance
- Dental and Optical Insurance
- Longevity Pay Plan
- Uniform Allowance
- Shift Differential Allowance
- Three (3) Personal Days per Year Deducted from Sick Leave
- Police & Firemen's Disability & Pension Fund

General application requirements are as follows:

1. Citizen of the United States on or before date of appointment.
2. Good moral character and excellent physical and mental condition.
3. Minimum age of twenty-one (21) to be attained on or before the date at the time of examination.
4. Vision corrected to 20/20 and meeting visual standards with respect to visual acuity, depth perception and color vision.
5. Must pass physical examination given by a licensed physician designated by the City of Louisville.
6. Must possess a high school diploma or equivalency.
7. Must possess a valid Ohio operator's or commercial driver's license (CDL).
Applicants to be appointed will be required to undergo a screening process including, but not specifically limited to, a background investigation to be conducted by the Louisville Police Department, a psychological evaluation, a polygraph examination and a physical evaluation.

A VALID OHIO OPERATOR'S LICENSE OR COMMERCIAL DRIVER'S LICENSE (CDL) WILL BE REQUIRED AS POSITIVE IDENTIFICATION FOR ALL APPLICANTS AT ALL STAGES OF THE TESTING PROCESS.
REGISTRATION:

Applications for the position of full-time Police Officer may be obtained at the Civil Service Commission Office, Louisville City Hall, 215 South Mill Street, Louisville, Ohio between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or on the City website, www.louisvilleohio.gov. **Each candidate must obtain and file his or her OWN application in person with the Clerk of the Civil Service Commission no later than 4:00 p.m. on Monday, December 9, 2024.**

In the event of a tie score on the examination, the registrant with the earliest registration date or time will be given the higher rank.

Copies of the following documents must be provided by the applicant at the time of application in order to be eligible to take the exam:

1. Copy of birth certificate.
2. Copy of high school diploma or equivalency.
3. A valid Ohio driver's license or commercial driver's license (CDL).

The passing score of the Police Officer written examination is seventy percent (70%). No more than a total of twenty (20) extra credit points of the passing grade shall be allowed. Extra credit percentage points to be added to a passing grade must be supported by the following documents and received by the application deadline

1. Proof of active duty in a branch of the United States military service (Form DD214) (additional five percent (5%) of passing grade).
2. Proof of accredited college attendance as recognized by the U.S. Department of Education, **by official transcript only. Verification of degree from accredited academic institute listing degree forwarded directly to Secretary of Civil Service from the college or university** (an additional three percent (3%) of passing grade for Associate Degree, additional six percent (6%) for Bachelor's Degree or OPOTA Certification an additional ten percent 10% for Masters Degree).
3. Credit for comparable part-time employment with the City of Louisville. Additional five percent (5%) for one year experience, additional seven percent (7%) for two years experience and additional ten percent (10%) for three or more years experience.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration without regard to race, religion, color, gender, marital status, age, national origin, ethnic heritage, sexual orientation, military status, or any other non-merit factor.

RATING

Your name will be placed on a list of eligibles upon receiving a passing grade and appointments shall be in accordance with the Ohio Revised Code and the Louisville Civil Service Rules and Regulations.

DUTIES

A Police Officer shall be responsible for the efficient operation of his assignment in conformity with established law procedures and policies of the City of Louisville and State of Ohio.

BY ORDER OF THE LOUISVILLE CIVIL SERVICE COMMISSION 10-24-2024

PART B
APPLICATION FOR CITY OF LOUISVILLE POLICE OFFICER

TO THE APPLICANT:

Thank you for the interest you have shown in becoming a Police Officer for the City of Louisville, Ohio. Undoubtedly, you have many questions about the examination and hiring process in which you are about to participate. The narrative that follows is intended to give you a basic overview.

There are two (2) phases to the selection process. Phase I begins with the submission of this application to the Civil Service Clerk by Monday, December 9, 2024 at 4:00 P.M. **Applications WILL NOT be accepted after the deadline.** A written examination will be administered on Thursday, December 12, 2024 at 6:00p.m. at the Louisville Constitution Center located at 1022 West Main Street, Louisville, OH. You **MUST** pass the written examination to proceed to the next step which is the oral examination. Detailed information on the oral examination will be forwarded to the top ten (7) candidates following the written examination. This will complete Phase I.

Phase II begins with a formal request from the City Administration to employ a number of Police Officers. The Civil Service Commission Clerk will forward the appropriate number of names of the highest scoring candidates to the Administration. The highest score is determined by your grade on the written and oral examinations and the number of points you receive for Veteran's preference, educational attainment or part-time employment with the City. Eligible candidates will be required to undergo a screening process which could include, but not limited to a personal interview, a background investigation conducted by the Louisville Police Department, a psychological evaluation and a medical examination. If appointed to the position of Police Officer, you could be required to undergo drug analysis testing during the course of your employment as a Police Officer with the City of Louisville.

If employed as a Police Officer with the City of Louisville, you will be required to meet the employment conditions according to Article V of the contract between the City of Louisville and the O.P.B.A. on behalf of the Louisville Patrolmen, effective January 1, 2024, and any approved Memorandum of Understanding.

DISQUALIFICATION

You will be disqualified from the selection process if you fail to pass the written examination, oral examination, physical examination, medical examination, psychological examination or the drug examinations, if administered.

In addition, you must meet the qualifications given below. A police investigation will be conducted.

You must be at least 21 years of age on or before the date of the examination.

You must possess a valid State of Ohio driver's license or commercial driver's license (CDL) with a safe driving record.

You must be a high school graduate or possess a GED on or before the date of the examination.

You must be a United States citizen on or before the date of appointment.

CAUTION: YOU WILL BE DISQUALIFIED AT ANY TIME DURING THE SELECTION PROCESS IF IT IS FOUND THAT YOU. . .

HAVE BEEN CONVICTED OF A FELONY OFFENSE OR MISDEMEANOR
OFFENSE OF VIOLENCE

HAVE MADE FALSE STATEMENTS OF ANY MATERIAL, FACT OR PRACTICED
OR ATTEMPTED TO PRACTICE ANY DECEPTION OR FRAUD IN YOUR
APPLICATION, OR IN YOUR EXAMINATION OR IN ESTABLISHING YOUR
ELIGIBILITY

_____ NEWSPAPER

_____ WORD OF MOUTH

_____ CIVIL SERVICE ANNOUNCEMENT

_____ SOCIAL MEDIA

_____ CITY WEBPAGE

_____ OTHER

11. HAVE YOU HAD A COMPARABLE PART-TIME EMPLOYMENT WITH THE CITY OF LOUISVILLE? _____

12. GIVE A COMPLETE STATEMENT OF YOUR EMPLOYMENT, STARTING WITH YOUR PRESENT EMPLOYER, ALL POSITIONS YOU HAVE HELD SHOULD BE LISTED, TOGETHER WITH COMPLETE INFORMATION AS TO LOCATION, DUTIES, COMPENSATION, ETC.

DATES	EMPLOYER	WAGES	DUTIES	REASON FOR LEAVING
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

13. GIVE A COMPLETE STATEMENT OF YOUR EDUCATION

SCHOOL	CITY	DATES	GRADUATE YES OR NO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HIGH SCHOOL

COLLEGE/UNIVERSITY

OTHER

DEGREE

MAJOR

MINOR

USE THE SPACE BELOW TO COMPLETE ANY ANSWERS REQUIRING MORE

SPACE THAN IS AVAILABLE. PLEASE NUMBER YOUR ANSWERS CORRESPONDING TO THE QUESTIONS YOU ARE COMPLETING.

CERTIFICATION OF APPLICANT

I HEREBY CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS IN THIS APPLICATION, AND ALL OF MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF (ANY APPLICANT WHO INTENTIONALLY MAKES A FALSE STATEMENT, OR WHO PRACTICES FRAUD IN THE FILLING OUT OF THIS APPLICATION, WILL BE REFUSED APPOINTMENT, OR IF ALREADY APPOINTED, WILL BE DROPPED FROM THE DEPARTMENT'S ROLLS).

I CERTIFY THAT I HAVE COMPLETELY READ THIS APPLICATION FORM AND THE EXAMINATION ANNOUNCEMENT AND THAT I UNDERSTAND OR HAVE HAD EXPLAINED TO MY SATISFACTION, THE SELECTION PROCESS AND QUALIFICATIONS FOR APPOINTMENT TO THE POSITION OF POLICE OFFICER WITH THE CITY OF LOUISVILLE, OHIO.

SIGNATURE OF APPLICANT DATE

RECEIVED BY _____

DATE _____ TIME _____