



Civil Service Selection Process

O.P.O.T.A. Certified and/or Lateral Transfers

This application process is open to recent O.P.O.T.A. certified academy graduates, those with a current O.P.O.T.A. certificate, qualifying police academy candidates, and/or lateral transfers.

Tasks	Date/Deadline
Completed application along with required documentation submitted to the City's Human Resources Department.	Friday November 8, 2024 – Friday December 6, 2024
If necessary, applicants take physical ability test at Malabar Middle School, 205 W. Cook Rd.	December 14, 2024 @ 9:00 am
Oral Interview/Assessment of Applicants.	To Be Announced
Applicants meeting all application criteria are placed on a civil service list of eligible candidates, in descending order of assessment score, inclusive of extra credit.	Certified list is good for one (1) year from the date of certification.
For vacancies within the Police Division, the Safety-Service Director requests a list of the ten (10) candidates then standing highest on the appropriate certified civil service list.	
The Police Division performs a background check on each of candidates from the certified eligibility list. The check involves: -employment history -motor vehicle & traffic history -education history -criminal background check -financial history -employment & personal history -polygraph exam/CVSA -reference check	
After background check, eligible candidates are subject to a second interview by the City's Oral Review Board.	
All candidates are either rejected or recommended for further consideration to the appropriate Chief, who then recommends candidates for hire to the Safety-Service Director. Approved candidates must pass medical, drug and psychological examinations before offer of employment is made.	
Length of process is dependent on vacancies approved to be filled not to exceed the one (1) year limit of the certified list.	



Civil Service – Extra Credit

O.P.O.T.A. Certified and/or Lateral Transfers

The Mansfield Civil Service Rules & Regulations allow for extra credit to be granted to candidates applying for positions within the City's Safety Forces. Those credits include veteran's credit, educational credit and a residency credit. The credit allowed by each of these is as follows:

- Veteran – 20%
- Educational
 - Bachelor' Degree – 10%
 - Associates Degree – 5%
 - *Maximum educational credit is 10%
- Residency – 10%

Total credit allowed is no more than 20% (i.e. If a veteran, with a Bachelor's degree, the maximum credit will be 20% as a veteran, not 30% for both. If not a veteran, but possess a Bachelor's degree and are a graduate of a high school in Richland County, the credit will be 20% [10 + 10])

Proof Required to Obtain Credit: THIS MUST BE ATTACHED TO APPLICATION WHEN SUBMITTED

Veteran – a certificate of satisfactory military service or honorable discharge [DD-214].

Educational – an official certified transcript or record.

Residency – an official certified transcript from the high school, located in Richland County, from which you graduated or certification of graduation. You may also submit a certified copy of a recorded deed for the property which you own and you reside or a notarized copy of a lease for the property at which you reside, which is in the City of Mansfield.

- Even if both reside in the City of Mansfield and graduated from a Richland County High School, maximum extra credit is 10%.

LATERAL TRANSFERS

4.14 Lateral Transfer – Police Officers

A. Individuals who meet the qualifications set forth herein may apply for placement in the Patrol Officer Lateral Transfer Pool. The following prerequisites are required to apply for and be placed in such pool:

1. Possess a current Ohio Peace Officer Training Association certificate or be currently seated in a police academy with a letter from your Academy Commander stating you are on track to graduate, and
2. Be not more than 53 years old at the time of application, and
3. Be a United States citizen, able to read and write the English language, possess a valid Ohio driver's license and possess a high school diploma or GED, and
4. Pass a physical fitness test, within the last twelve (12) months or as scheduled by the City, equivalent to the requirements of that given to entry level candidates, and
5. Undergo and pass a structured oral interview conducted by an assessment board as set forth herein.

B. Application forms for inclusion in the lateral transfer pool shall be separate from those for the written entry level examination and shall be compiled by the Human Resources Department and approved by the Civil Service Commission .

C. The assessment board set forth in §4.14(A)(6) shall be comprised of four members as follows: the Safety-Service director or his designee, the Chief of Police or his designee, the Human Resources Director or his designee and city resident as designated by the Commission.

D. All lateral transfer applicants shall be assessed by the assessment board, utilizing an interview rating sheet compiled by the Human Resources Department and approved by the Commission.

E. Utilizing the interview rating sheet, the assessment board will compile an overall score for each applicant interviewed and submit to the Commission a list of said applicants from highest scored one to the lowest scored one.

F. The Commission will then certify the lateral transfer pool based on the overall scores from highest to lowest.

G. A certified lateral transfer pool shall remain in effect for one year.

H. The City may, depending upon operational needs, request an eligibility list from either the lateral transfer pool or the certified entry level list. However, upon designating what list it desires, the City is limited to using that list until ten (10) names or, if less than ten (10), the designated list is exhausted.

I. Any individual on the lateral transfer pool list, if chosen for appointment to the Department, shall enter the Department as a patrol officer and shall be subject to a one year probationary period.

J. In the event an applicant for lateral transfer is unsuccessful, the applicant may, if he/she meets the age requirements, elect to apply under the civil service entry level process. In that event all rules and regulations relative to entry level application, examinations and credits would be in force. At no time shall an individual be commensurately on a certified lateral transfer pool list and a certified entry level list.

K. All provisions of the Civil Service Rules and Regulations, not contrary to those set forth in this section, are applicable to any individual appointed to the Department under this provision.



The City of Mansfield - Civil Service Commission Affirmative Action Data Record

Applicants are considered for employment without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status. As an employer with an Affirmative Action Plan, the City of Mansfield complies with government regulations regarding the reporting of affirmative action information. Periodic reports are made to the government regarding the information requested below. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a confidential file and are not a part of your application file.

Please note: YOUR COMPLETION OF THIS FORM IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY OR ALL DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION

Last Name

First Name

Middle Name

Date of Birth

Gender: Male Female

Ethnic Origin (check one)

- White African-American Hispanic
 American Indian/Alaskan Asian/Pacific Islander Other

Check if any of the following are applicable:

- Desert Storm Veteran Operation Enduring Freedom Veteran
 Operation Iraqi Freedom Veteran Disabled Veteran Disabled Individual



The City of Mansfield - Civil Service Commission Application for O.P.O.T.A. Certified and/or Lateral Transfer Appointment Division of Police

The City of Mansfield is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status, except where such criteria constitutes a bona fide occupational requirement.

INSTRUCTIONS - PLEASE READ CAREFULLY!

Please complete this application in its entirety, using an ink pen. [NOTE:All completed applications, with your O.P.O.T.A. Certificate or letter from Academy Commander must be dropped off to or emailed to: Mansfield-Human Resources Department, 30 N. Diamond Street, 8th Floor, Mansfield, OH 44902. Emailed to hr@ci.mansfield.oh.us]

How Did You Learn About Us? [Check applicable box below]

- College Event, High School, Poster/Billboard, Radio, Internet, Church, Community Event, Job Fair, Social Media, Other

Where? _____

Last Name, First Name, Middle Name

Address, City, State, Zip Code

Email Address

Telephone Number, Last 4 of Social Security Number, Date of Birth

(Question asked to determine eligibility under Civil Service Rule 3.04 & 4.14. Minimum Age Restrictions, which requires a person to be at least 21 years of age, but not yet 53 years of age, at the time of application)

PLACE AN "✓" IN EACH BOX BELOW WHICH APPLIES TO YOU:

- I am presently a U.S. citizen, or have made application to become a U.S. citizen.
I am a resident of the State of Ohio, or if not and if I am hired, I will be a resident of Ohio by the end of my probationary period.
I am able to read and write the English language.
I possess a high school diploma or equivalent.
I possess a valid driver's license and will possess a valid Ohio's driver's license at the date of appointment



The City of Mansfield - Civil Service Commission Application for O.P.O.T.A. Certified and/or Lateral Transfer Appointment Division of Police

CERTIFICATION – PROOF OF EMPLOYMENT

I certify that, pursuant to Mansfield Civil Service Rule 4.14, I possess a current Ohio Peace Officer Training Association certificate, a discernable copy of which is attached hereto or I am currently seated in a police academy with a letter from my Academy Commander stating I am on track to graduate, a discernable copy of which is attached hereto.

ADDITIONAL QUESTIONS (Check applicable lines)

Are you a veteran? Yes No

Do you have a college degree? Yes No BA/BS AA Other _____

Are you a resident of Mansfield? Yes No

Are you a graduate of a high school located in Richland County? Yes No

Are there any persons related to you by blood or marriage that currently work for the City of Mansfield? Yes No If yes, complete the following:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

CONDITIONS OF EMPLOYMENT (Read and *sign your initials* before the item below)

_____ I understand and accept that, if I am conditionally accepted for employment, my employment is conditioned upon my passing a medical examination to determine my ability to perform the essential functions of the applicable position, with accommodations where necessary. I understand and accept that this examination will include a drug test.

I AFFIRM THAT ALL OF THE INFORMATION FURNISHED IN AND WITH THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION REQUESTED HEREIN MAY LEAD TO MY REMOVAL FROM THE LATERAL TRANSFER LIST OR TERMINATION FOLLOWING EMPLOYMENT.

Signature of Applicant

Date