



CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF ENTRY LEVEL POLICE OFFICER

Examination Deadline:

June 15, 2025 – June 30, 2025

www.nationaltestingnetwork.com

Rate of Pay:

\$31.10 - \$43.48/hr

The National Testing Network's entry level standardized examination will be used to establish an eligible list to fill vacancies for the position of Police Officer with the City of Kent Police Department.

Application: Applications and information are available online at: www.kentohio.gov/our-government/job-opportunities. Applications and supporting documents may be emailed to civilservice@kentohio.gov or returned via mail to Kent City Hall, Attn: Civil Service, 319 S. Water St., Kent, OH 44240.

A completed Civil Service application accompanied by any supporting documents for extra credit must be received by Monday **June 30, 2025**.

Examination Process: City of Kent offers full testing services for the position of Police Officer through National Testing Network (NTN). To register with NTN and schedule a test, go to www.nationaltestingnetwork.com, select 'Find Jobs', then select 'Law Enforcement Jobs' and sign up for Kent, City of.

When you visit the www.nationaltestingnetwork.com website:

- Complete the NTN registration process and schedule your test.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

The examination must be completed through NTN by June 3, 2024, and only those candidates who successfully pass the NTN examination with a score of 70% or better will be placed on the eligible list.

Physical Fitness Assessment: Top qualifying candidates will be invited to participate in the physical fitness assessment. Qualifying candidates will be notified of the time and location of the assessment. Attached with this posting is the following additional information pamphlet: ***"Kent Police Physical Fitness Test"*** for Police Officer candidates.

Responsibility: Under general supervision, enforces laws and ordinances, maintains order, prevents crime, makes arrests; performs related work as required.

Typical Tasks (Illustrative Only): Patrols an assigned area on foot or in a vehicle; checks stores, businesses, houses, or other premises for fire, burglary, and other disturbances; investigates and reports suspicious or unsafe conditions. Responds to complaints of criminal occurrences, hazardous conditions, or breaches of the peace; submits reports or investigations of criminal or non-criminal matters; conducts continuing or follow-up investigations on reported incidents; conducts general patrol for detection and prevention of criminal acts. Observes traffic hazards and conditions and acts or recommends corrections for their abatement, investigates traffic accidents; administers first aid; enforces traffic and parking codes, assists motorists with stalled vehicles; directs traffic; observes and reports unsafe conditions throughout the City. Makes arrests for violations of laws or ordinances; prepares and files necessary court forms and papers; testifies in court; transports prisoners to police station, court, or jail, registers and books prisoners; detains and locates treatment for hazardous or self-endangering individuals; locates lost persons. May be assigned administrative duties such as special record maintenance, procedure or rule development; assists in preparation of administrative reports, may analyze report information to enhance enforcement, investigative, or safety efforts; may assist in the training of new personnel; may perform technical or specialized duties as assigned; operates and maintains departmental equipment; may assist with supervisory tasks during supervisor's absence; attends training and/or instructional meetings; performs other related law enforcement duties as assigned; cooperates with governmental or law enforcement agencies; may be called on at any time for emergency duties.

Essential Knowledge, Skills, and Abilities: Ability to deal effectively and courteously with others; ability to see and hear to accurately observe situations; ability to analyze and record scenarios analytically and objectively; ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies; ability to express oneself clearly and concisely, orally, and in writing; ability to understand and interpret laws, ordinances, and regulations so as to enforce them with firmness, tact, and impartiality; ability to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment; ability to maintain consistent, regular, punctual and predictable attendance; ability to meet and maintain performance standards established for the position.

Minimum Qualifications: Any combination of training and experience which indicates possession of the knowledge, skills, and abilities listed above.

Essential Job Functions: The functions specified below are the fundamental job duties which an employee must be able to perform based on supervisory/incumbent interviews relative to the purpose of this position; the availability of others to perform the function; and/or the serious nature of the consequences of not requiring the incumbent to perform the function.

Physical Requirements:

The majority of work is done while sitting with intermittent periods of standing and walking. Requirements include:

- Ability to communicate information both orally and in writing.
- Ability to run, walk, stand, or sit for extended or intermittent periods of time.
- Ability to listen, comprehend, and respond to discussions involving either one-on-one or group settings.
- Ability to remain alert and watchful during assigned duty hours.
- Ability to transport individuals, paperwork, or material evidence for short distances which may involve climbing stairs.
- Ability to address groups of assorted sizes in diverse settings.
- Ability to withstand extremes of climate exposure and potential exposure to health and safety hazards.
- Ability to demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 pounds and performing such functions as lifting, pulling, or pushing.
- Ability to operate job-related equipment, including a motor vehicle, while performing multiple tasks such as radio operations, observation, and note-taking.
- Ability to distinguish frequencies and sound sources.
- Ability to make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception.

- Sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, cameras, etc.
- Ability to affect physical restraint of angry or violent people.
- Ability to pass and maintain the standards of the department's general fitness examination as it relates to the essential functions of the position.

Mental Requirements:

The position involves investigative skills which demand accurate and effective mental activity. Requirements include:

- Ability to make decisions with limited information.
- Ability to logically order information to report or to react to a given situation which may include serious consequences.
- Ability to inspire the trust and confidence of others under stress.
- Ability to cope with and diffuse situations involving angry or difficult people.
- Ability to operate in the absence of clear expectations, precedence, or procedures.
- Ability to concentrate on a given task for extended periods of time.
- Ability to perform basic math functions (e.g., add, subtract, multiply, and divide whole numbers, fractions, and decimals, and to calculate percentages).
- Ability to compute job-related formulas in order to accurately measure distances and complete investigations.
- Reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature.
- Ability to prioritize work loads while coordinating multiple demands.
- Ability to visualize scenarios when presented as written plans or oral instructions.
- Ability to compare letters, numbers, or patterns quickly and accurately.
- Ability to demonstrate mature judgment and reasoning at all times.

Special Requirements

Must be a United States Citizen

Must have attained twenty-one years of age at the time of appointment

Must possess a valid Ohio driver's license

Must possess and maintain a good driving record. A "good driving record" is defined as having no more than two (2) two-point moving violations or their equivalent within the preceding three (3) years, and no convictions for six-point moving violations and/or felony traffic violations, or their equivalent, within the previous five years.

Must be legally qualified to own and carry a firearm or sidearm.

Must not have been convicted in a court of law of lesser misdemeanors including assault, attempted assault, stalking, menacing, and all other offenses which have as an element "the use or attempted use of any physical force or threatened use of a deadly weapon towards those persons that are generally covered by those statutes as related to family members."

Must not have been convicted in a court of law of any felony for any offense of violence.

Must not have any undetected criminality for which criminal liability may invoke.

Must have, within one hundred twenty (120) days prior to appointment, and during continued employment, passed a physical examination given by a licensed physician which examiner certifies that the applicant meets the physical requirements necessary to perform the duties of a Police Officer, and meets the qualifying medical requirements established by the Police and Fire Disability and Pension Fund of Ohio.

Special Exam Credits: Candidates shall be required to attain a passing score as prescribed by the Civil Service Commission on the written examination in order to receive special examination credit. Special credit will be awarded for military service and Ohio Basic Peace Officer Training Council Certification. Aggregate credit for all special credits shall **not** exceed twenty (20) percent. In order to receive special exam credit on the Police Officer Entry Examination, copies of ALL applicable supporting documentation **MUST** accompany the Civil Service application.

- **Ohio Basic Peace Officer Training Council Certificate:** Applicants possessing a valid Ohio Basic Peace Officer Training Council Certificate are eligible for 10% percent credit toward the passing examination

score. Please note that this certificate must remain valid throughout the duration of the eligible list. In order to receive this credit, this document must be submitted at the time of filing the application.

- **Military Service:** 20% extra credit for an applicant who has completed service in the uniformed services, and has been honorably discharged, or has transferred to the reserve with evidence of satisfactory service, or is a member of the National Guard or a reserve component of the armed forces of the United States who, at the time of the examination, has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of the Congress of the United States OR 15% extra credit for any applicant who is a member in good standing of a reserve component of the armed forces of the United States, including the National Guard. The applicant must submit proof that the applicant successfully completed entry-level training.

Please note that military status is no longer part of the Civil Service Application. Consequently, if you have military status that qualifies you for additional (extra) credit, you may volunteer this information to the Civil Service Commission.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of race, color, religion, sex, nation origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state, and local laws.

The City of Kent is committed to fostering a workforce that's just as diverse as our community. If you share in this commitment, have a desire to make a difference, and are interested in a meaningful career serving the public, please consider a career with us.

Our commitment to diversity creates an atmosphere that is empathetic and understanding of our residents' needs and perspectives. The City of Kent actively seeks and encourages applications from persons with diverse backgrounds and characteristics to join our team.



Kent Police Physical Fitness Test



The physical fitness testing methods of the Kent police department demonstrate the physical strength and cardiovascular demand a police officer may require during a task, and are practical applications to the physical job tasks an officer may be required to perform safely and effectively.

Vertical Jump

The first test will be the vertical jump. This test assesses jumping or explosive power of the lower body. Police officers may need to perform quick, maximal full body movements such as a jumping task. Participants will stand next to a telescoping pole with both feet placed on the ground and reach up as high as possible to mark his or her standard reach. With both feet on the ground, a maximal jump and reach to the highest point possible will be performed. The best of three trials will be recorded.

Bench Press/Leg Press

The second test will assess muscular strength. One-repetition (1-RM) maximum bench press and leg press will then be completed to determine muscular strength, which is defined as the maximum amount of force that a muscle can exert against some form of resistance in a single effort. The bench press is an assessment for upper body strength and the leg press is an assessment for lower body strength. Police officers may need to use maximal upper and/or lower body strength during a required task. The highest weight lifted successfully will be recorded as the absolute 1-RM. For the bench press, participants will lie supine on a bench with the bar directly over the chest. The bar will be gripped with both hands at the top part of the movement. The bar will then be slowly lowered until it touches the chest, and then a full extension to the top part of the movement. To ensure safety and uniformity of the test, all participants will maintain the 5 points of contact: both feet flat on the floor, and the tailbone, both shoulder blades, and the head on the bench.

For the leg press, the participant's feet will be placed hip width distance apart on the leg press machine with their knees bent at a 90 degree angle. Participants will push against the machine until knees are nearly fully locked, then a return to the starting position will occur. The weight must be controlled during the return to the starting position or the repetition will not count. An uncontrolled return to the starting position will be observed by the staff and characterized as slamming the weight back onto the stack.

Hipsled

The hip sled is another measure of muscular strength and is strongly associated with the leg press. Participants feet will be placed hip width distance apart on the hip sled machine with their knees extended. Subjects will lower the weight with their legs until the knees are at 90 degrees. Then the machine will be pushed with the legs until the starting position is reached again. The weight must be controlled during the lowering of the weight or the repetition will not count.

Push-ups/Curl-ups

Muscular endurance is the ability of a muscle or group of muscles, to work continuously without fatiguing. Police officers may need to perform repeated bouts of muscular work in order to complete job-related tasks. The maximum push-up test and 60-second curl-up test will be used to measure upper

body and core muscular endurance. Participants will start in the “up” position (hands pointing forward and under the shoulder, back straight, head up, using the toes as the pivotal point). One subject will place his or her fist, with the thumb side facing up, underneath the chest of each participant prior to beginning the test. The participants will then lower their body by bending their elbows until their chest touches the fist of the person counting. They will then return to the starting position. The back must be straight at all times and end at a straight arm position. Participants will perform as many push-ups as possible until form is no longer reliable. Form changes including swayed or rounded back, dropping the knees to the mat, or the inability to fully lower the body to the full range of motion will result in the termination of the test.

The 60-second curl-up test involves the participant assuming a supine position on a mat with the knees at 90 degrees. The arms and hands are placed on the mat behind a piece of tape that is 4 inches from the edge of the mat. The participant must raise the upper torso far enough so that the fingers reach the edge of the mat and then lower the torso to return the fingers to the starting position (behind the piece of tape which is 4 inches from the edge of the mat). The feet may not be held by another, so the participant does all of the work on their own. To complete a repetition, each participant will use their abdominal muscles to pull their upper body from the start position (4 inches from edge of mat) to the end position (edge of mat) and returning back to the start position. The participant’s fingers must stay down on the mat for the entire duration of the 1-minute test. So each rep must have the fingers down on the mat. Form changes, including removing the fingers from the mat, not reaching the fingers to the edge of the mat, not returning the fingers back to behind the tape, and raising the hips off the floor will result in the assessor or testing partner not counting that repetition.

Sit & Reach

To examine flexibility, the Canadian Trunk Forward Flexion test (Sit & Reach) will be performed. Police officers may need to use range of motion during a reaching task. Also, this test measures hamstring and lower back flexibility which is a predictor of lower back pain. Lower back pain may restrict an individual from performing daily tasks. The Canadian Trunk Forward Flexion test will be performed without shoes and the soles of the feet flat against a standard sit and reach box at the 23-cm mark. The participant’s feet will be placed within the width of the measuring box. The participant will then slowly reach forward with one hand on top of the other, both of which reach forward to the measuring portion which is pushed with both fingers. The participant must pause briefly at the furthest point reached, and the score is that distance in centimeters. The knees are not allowed to bend and must stay extended during the reach.

Anaerobic Fitness

The last examination will assess anaerobic fitness and aerobic cardiorespiratory fitness. This will be done at the outdoor track or field house at Kent State University. Anaerobic fitness involves short bouts of movement without the use of oxygen, which may be important for police officers when short distances of movement need to be performed. Anaerobic power will be assessed by a 300 meter run on the 400 meter outdoor track or 292 meter indoor track and the time for each individual will be recorded. The cardiorespiratory fitness test will be completed by either the 12-minute walk/run test or 1.5 mile run. Each individual will be able to choose which test is more appropriate for their fitness level. Cardiorespiratory fitness involves the ability of the heart and lungs to distribute blood and oxygen to the working tissues of the body. This is important for police officers because it may be necessary to perform a long duration of full body movement. The 12-minute walk/run will include covering the farthest distance the individual is capable of during a 12-minute duration of time. The inside lane of the track will

be used as the individual begins and ends using either the 400 meter outdoor track or 292 meter indoor track. There will be traffic cones placed at every corner and in the middle of each long side on the track. During the run, the assessors will record laps completed by each individual. At the conclusion of the 12 minutes, the participant will stop in place and the investigators will record the spot at which the individual finished. The 1.5 mile run test will also be held on either the 400 meter outdoor track or 292 meter indoor track. Each individual will complete 6 laps around the outdoor track or 8.25 laps around the indoor track as fast as possible with the final time recorded.

The above measurements of vertical jump, one-repetition bench press, one-repetition leg press, push-up, curl-up, sit & reach, 12 minute walk/run test, and 1.5 mile run have been validated by the ACSM and Cooper Institute.

The total cumulative points needed to pass the fitness assessment is 50 points. Each individual will receive 6 points for meeting the minimum requirements in each category for a total of 48 points. An additional 1 point is added for each level achieved within each variable.

Vertical jump – Peak power (watts) = (60.7 x jump height, cm)+(45.3 x body weight, kg)-2055

Watts	Points
1701	6
2101	7
2335	8
2478	9
2937	10
3242	11
3967	12
4297	13

Bench press – weight ratio=weight pushed/body weight

weight pushed/body weight	Points
0.46	6
0.52	7
0.57	8
0.65	9
0.75	10
0.84	11
0.93	12
1.06	13

Leg press – weight ratio=weight pushed/body weight

weight pushed/body weight	Points
1.05	6
1.18	7
1.27	8
1.44	9
1.52	10
1.62	11
1.71	12
1.97	13

Hip sled – weight ratio=weight pushed/body weight

weight pushed/body weight	Points
1.05	6
1.18	7
1.27	8
1.44	9
1.52	10
1.62	11
1.71	12
1.97	13

Push-up – max performed to failure

Repetitions	Points
7	6
11	7
14	8
18	9
21	10
27	11
33	12

Curl-ups – max performed in 60s

Repetitions	Points
17	6
22	7
26	8
31	9
35	10
40	11

Sit-and-reach

Distance reached (cm)	Points
24	6
28	7
30	8
33	9

300m Run

Time (s)	Points
86	6
80	7
74	8
67.6	9
64	10
57	11
56	12

1.5 Mile Run

Time (min:seconds)	Points
18:05	6
16:13	7
15:14	8
14:15	9
13:05	10
12:25	11
11:58	12

12 min Walk/Run

Distance (m)	Points
1400	6
1500	7
1600	8
1700	9
1800	10
1900	11
2200	12

References

Nieman, David C. (2011). Chapter 5: Musculoskeletal Fitness in *Exercise Testing and Prescription*, 7th Edition. (pp. 136-161). New York, NY: McGraw-Hill.

(2010) Healthy Fitness Zone Standards – *Cooper Institute*. Accessed June 5, 2014.
<http://www.cooperinstitute.org/healthyfitnesszone>.

(2014) Chapter 4: Health-Related Physical Fitness Testing and Interpretation in Linda S. Pescatello (Ed.), *ACSM's Guidelines for Exercise Testing and Prescription*, 9th Edition. (pp. 60-104). Philadelphia, PA: Wolters Kluwer/Lippincott Williams & Wilkins Health.