



## Wilmington Police Department Application Process

### Phase I

**Written examination:** The applicant must pass a written civil service examination with a score of 70%.

### Phase II

**Physical Fitness examination:** Article 9 Section 9.5 of the Wilmington Safety Association states; Newly Hired Employees hired on or after the effective date (December 27, 2015) of this collective bargaining agreement must undergo the Employer's physical fitness test upon employment or as soon thereafter as the Employer deems practical. Such employees must achieve the 50th percentile level on the Cooper Scale Single Fitness Norms when they take a fitness test and must maintain that level in physical fitness testing while serving their new hire probationary period. Probationary employees who fail to achieve the 50th percentile on the Cooper Scale Single Fitness Norms may be terminated or subject to other discipline, in the Employer's discretion.

### Phase III

1. Upon successful completion of Phase I and II, the applicant will receive a copy of the “Personal History Statement” background information packet. The Applicant will have 2 weeks (**14 Days**), *starting the day after the applicant completed the fitness test*, to complete the packet and return it to the Wilmington Police Department. The applicant’s packet must be “postmarked or received in person” on or before the 14<sup>th</sup> day after successful completion of the physical fitness test. The packet may be dropped off any time of day, including weekends to the Wilmington Police Department dispatch center, located at 69. N. South St. Wilmington, Ohio 45177. The packet is provided with a self-addressed envelope should the applicant choose to mail the packet to the Wilmington Police Department.
2. **Background Investigation:** This phase does not require any action on the applicant’s part but must be completed before proceeding to the next phase. Background investigators will investigate each applicant’s criminal history, driving history, credit history and Personal History. Applicant’s former and present employers will be interviewed as well as neighbors and personal references.
3. **Background Interview:** After the investigators complete the applicant’s background investigation, the applicant will be contacted for a formal interview with the investigators to discuss their findings.
4. **Fingerprints and Photographs:** Applicants will be fingerprinted and photographed by this department. Applicants will be directed to the proper facility after the interview.

## Phase IV

**Oral Interview Board:** Applicants will be interviewed by a panel of Police Officers, Human Resources and others deemed by the City of Wilmington Police Department who have received training on proper question formulation and techniques. There are two (2) steps in this phase:

1. Applicants will be asked a set of standard questions that will be consistent for all applicants in the process.
2. Applicants will then be asked a set of questions based on the background information given by the applicant as well as the findings of the background investigator.

## Phase V

1. **Polygraph Examination:** Applicants will be questioned about prior criminal activity, work ethic, and prejudices. This test requires a valid driver's license. Applicants, who fail to show up for their scheduled appointment without proper notification, will be removed from the hiring process. Applicant can reapply for the next academy process.
2. **Drug Screening:** Applicants must test negative for illegal drugs.

## Phase VI

**Oral Interview:** Applicant will be contacted for a formal interview with the Chief of Police, Public Safety Director and the Mayor.

## Phase VII

1. **Liability Risk Assessment:** Applicants who successfully pass the oral interview will be contacted to schedule a "Liability Risk Assessment" test. Applicants must pass an examination given by the department psychologist.
2. Upon successfully completing the Liability Risk Assessment test, the applicant will receive a conditional offer of employment letter from the Chief of Police.
3. **Physical:** Applicants must pass an examination administered by the department physician, as required by the "Ohio Police and Fire Pension Board".

## Phase VIII

**Final Selection:** Those applicants who pass Phase VIII will be submitted to the Chief of Police for his review and final selection. All positions filled will be based on the applicant's complete application background and availability of positions in the department. Those selected will be given a Final Conditional Offer of Employment.