The Otterbein University Police Department accepts applications for the position of Police Officer based on position availability. Potential candidates are encouraged to view all application documents as well as the minimum qualifications before submitting an application.

**Selection Process**
The selection process for the position of Otterbein Police Officer includes the following. Successful completion of each area is required to advance to the next level of the application/selection process.

- **Application**
- **Written Examination**
- **Police Department Oral Review Board**
- **Personal History Questionnaire**
- **Truth Verification Examination (polygraph)**
- **Conditional Offer of Employment given to applicant**
- **Background Investigation**
- **Psychological Examination**
- **Medical Examination**
- **Physical Agility Test**
- **Student Affairs Interview**

Selection procedures for direct entry of officers with a current OPOTC Peace Officer certification shall be the same as the above list; however, the written examination, truth verification (polygraph), psychological examination, and/or physical agility test may be waived at the discretion of the Chief of Police.

**Step 1: Application:**
The application documents the intent of the applicant to seek employment as an Otterbein Police Officer, and obtains essential information to initiate the application process. Please review the minimum hiring qualifications and removal standards. Completed applications are to be mailed, faxed or e-mailed to Otterbein Human Resources at:

- **U.S. Mail**
  Otterbein University, Attn: Office of Human Resources
  One South Grove Street
  Westerville, OH 43081

- **E-Mail**
  HR@otterbein.edu

- **Fax**
  614-823-1511

**Step 2: Written Examination:** (approximately 2 hours)
If your application is approved you will be notified by Otterbein University Human Resources of the time and place to report for the written examination. The phases of the examination are:

- **Human Relations Video Test:** Evaluates the applicant’s judgment; human interaction; responding calmly to provocation; unbiased enforcement; ethics and social maturity; handling authority; gaining cooperation; and observation and analysis
- **Reading Test:** Officer Standard reading Level
- **Incident Observation and Report Writing Video Test:** Evaluates the applicant’s observation skills, accurate report writing skills, and basic writing competency.

**Step 3: Police Department Oral Review Board:** (approximately 2 hours)
Those selected from the written examination will meet with the Police Department Oral Review Board. This measures the ability of the applicant to communicate information or ideas to other people in the areas of reasoning, oral expression and comprehension.

**Step 4: Personal History Questionnaire:**
Completed by the applicant in their own handwriting, the questionnaire provides Otterbein with documentation and references as to the applicant’s qualifications for the position; and the applicant’s personal, family, social, employment, military, education, traffic, criminal, and financial histories.
Step 5: Polygraph Examination: (approximately 5 hours)
Focuses on the applicant’s character and honesty in the areas of criminal activity, drug usage, employment, financial, and driving histories.

Step 6: Conditional Offer of Employment:
An offer of employment to selected applicants, contingent upon the successful completion of a comprehensive background investigation, psychological examination, and medical examination.

Step 7: Background Investigation: (approximately 3 weeks)
Focuses on the applicant’s character and includes interviews with the candidate's family, friends, neighbors, supervisors, co-workers, acquaintances, etc. The investigator will also verify the candidate's personal, family, social, education, employment, military, financial, criminal and traffic histories.

Step 8: Psychological Examination: (approximately 2 hours)
Focuses on the applicant’s psychological fitness for the position.

Step 9: Human Resources Overview: (approximately 2 hours)
Provides the applicant with a thorough overview of benefits associated with employment at Otterbein.

Step 10: Medical Examination: (approximately 2 hours)
Focuses on the applicant’s physical and medical fitness for the position.

Step 11: Physical Agility Test: (approximately 1 hour)
Applicants are evaluated utilizing a series of job simulated physical agility events to include the following:
- Running
- Ascending and descending stairs with weighted object
- Body drag
- Performing CPR on mannequin
- Trigger pull
- Push / Pull exercise
- Tire change
- Vehicle push

Step 12: Student Affairs Interview: (approximately 2 hours)
Measures the ability of the applicant to interact and communicate information or ideas to other people in the areas of reasoning, oral expression, maturity and ethics.

Selection:
The Chief of Police, in consultation with Otterbein’s Vice President for Student Affairs, will select the most qualified candidate. Depending on the number of applicants, the expected duration of the application/selection process is four months.

Reapplication:
Those not selected may reapply for future available positions by submitting an application form stating their intent to seek employment as an Otterbein Police Officer for the available position. Should the application/selection process for the new position begin less than one (1) year from the completion of a previous application made by the applicant, the Chief of Police, Vice President for Student Affairs, and Director of Human Resources will make a determination which section(s) of the application/selection/ process the applicant will need to be re-evaluated by.

See Otterbein Police Department minimum hiring qualifications and removal standards on the next page.
Otterbein Police Officer - Minimum Qualifications:

- Be at least 21 years of age at time application is submitted
- Have a valid driver’s license, and possess a valid Ohio driver’s license prior to employment
- Have a high school diploma, GED or equivalent
- Be able to read, write and speak the English language
- Must be a United States citizen
- Must currently be an Ohio O.P.O.T.A. certified peace officer
- Successfully complete the hiring process to include: written examination, Police Department oral review board, personal history questionnaire, polygraph examination, background investigation, psychological examination, Human Resources overview, medical examination, physical agility test, and Student Affairs interview.

Otterbein Police Officer - Removal Standards - The following items will be cause for automatic removal of the applicant from the hiring process:

- Any felony conviction.
- Any misdemeanor conviction (other than minor traffic violations) within the past five (5) years.
- More than three (3) moving violation convictions in the past three (3) years.
- Any driver’s license suspension within the past 12 months.
- Any Dishonorable, General, or Other than Honorable Discharge from any branch of the Armed Forces.
- On probation or parole with any city, county, state or federal agency for any offense.
- Used, tried, tasted, experimented with, delivered, sold or possessed any illegal controlled substance that would constitute a misdemeanor violation of Ohio Revised Code within three (3) years prior to application.
- Any lifetime use, trial of, taste of, experiment with, delivery of, sell or possession of any illegal controlled substance that would constitute a felony violation of Ohio Revised Code, whether detected or undetected.
- Have two or more convictions for driving under the influence within a candidate's lifetime or one conviction within five (5) years of the application date.
- Have any lifetime conviction for the traffic offenses of hit and run, vehicular homicide, or fleeing and eluding as defined by Ohio or other similar state or municipal laws regardless of law titles.
- Have any lifetime convictions of any offenses of moral turpitude, disrespect for law enforcement officials, crimes of an aggravated nature, sexual offenses, domestic violence, crimes against children, or any violation involving drug sale, distribution, or manufacture.
- Have any conviction for reckless driving or racing within a five year period prior to the application date as defined by Ohio law or other similar state or municipal laws regardless of law titles.
- Refusal to submit to a polygraph examination.
- Currently under active investigation by Federal, State, County or Local authorities law enforcement agencies.
- Failure or refusal to successfully complete any and all portions of the hiring process.
- Applicants must answer truthfully and fully all questions asked of them. Any misrepresentation or omission of any material fact on the application; during the background investigation; or in any phase of the selection process shall disqualify the applicant. If an investigation discloses a willful misrepresentation, omission, or falsification, the application will be rejected.

Otterbein Police Officer - Potential Removal Standards - The following list may cause removal of the applicant from the hiring process:

- Terminated for cause from another public safety agency.
- Released from another public safety agency during probationary period.
- Driving record that indicates a pattern of unsafe driving.
- Discipline history indicating a pattern of negative work performance at past employers.

If during the hiring process one or more of the above listed factors becomes applicable to an applicant, such as the applicant is arrested, taken into custody, detained for investigation, charged with a crime or declares bankruptcy, the applicant must immediately notify the recruiting contact or background investigator conducting the applicant’s background investigation.