



DANIEL HARRIGAN, MAYOR



City of Akron Police Division Hiring Process

Our Mission is to serve the community of Akron in a collaborative effort to enhance the quality of life through crime prevention, enforcement of laws, promotion of safety and reduction of fear.

This manual is for informational purposes only. While every attempt has been made to ensure accuracy, this information may not be entirely comprehensive or current. If there is a conflict between this information and City of Akron policies, Executive Orders, or collective bargaining agreements, the City's policies, Executive Orders, and collective bargaining agreements apply. Specific questions regarding any of the foregoing subject matter should be directed to the Akron Police Division or Department of Human Resources.

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Introduction

We strive to attract and retain the most qualified, diverse, and dedicated people to Akron. We are looking for applicants with a high level of personal integrity, a sense of purpose and a desire to work within this community. The selection process can be demanding and longer than other non-public safety jobs. The entire process can take anywhere from 6 to 24 months depending on your ranking on the eligible list. We ask that you be patient during this process. Feel free to contact the City's Department of Human Resources at any time during the process if you have questions.

If you are hired, you will see why the wait was worth it. You can look forward to a long, diverse career with a force that is committed to serving the community of Akron and enhancing the quality of life for our citizens.

Application Process

To be eligible for the test, applicants must:

- be within the age range 20.5 years through 45 years by the closing date for applications
- have graduated from high school or have a GED
- possess a valid driver's license, free of revocation or suspension
- have no felony convictions
- not be on probation or parole
- be able to safely perform the essential functions with or without reasonable accommodation
- meet established physical standards under Ohio Law
- not be prohibited by law from acquiring, having, carrying, or using firearms

When the position is posted, you can complete and apply online at www.governmentjobs.com/careers/akron. If the position is not currently posted, be sure to complete and submit a job interest card at our website. This way you can be notified by email when the position is posted.

Applicants who meet the minimum qualifications are notified of all required testing information. Be sure to keep your contact information accurate and updated with Human Resources so you receive important notifications.

Testing Process

Testing for Police Officer consists of a competitive examination and the Ohio Peace Officer Training Commission (OPOTC) physical fitness test. Testing starts with the written examination. This test measures specific aptitudes important to law enforcement occupations. Law enforcement jobs require



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on-going study of difficult and technical materials as well as taking and writing reports. It is important that you brush up on your reading and writing skills prior to testing.

Another important aspect of the position is good judgment in enforcement, public relations, and teamwork. Ideal candidates should be able to choose the best course of action when confronted with various situations. Orientation and/or practice tests and study guides are generally offered prior to testing. You are encouraged to participate in any orientation and/or practice tests offered by the City.

The City will contact qualified candidates for the fitness testing portion of the process. The OPOTC fitness test consists of a one-minute sit-up test, a one-minute push-up test and a timed 1.5-mile run. The fitness test is used to determine your physical readiness to perform the job of an Akron Police Officer. All law enforcement officers must be OPOTC certified by the State of Ohio prior to being sworn in as an Akron Police Officer. Minimum fitness requirements are based on age and gender. The requirements are outlined below. Akron’s fitness test requires candidates to pass at the 15th percentile to remain in consideration for a position. All candidates must pass at the 50th percentile at the end of the training academy to become certified as a Peace Officer in Ohio.

Males	Age 20 - 29	Age 30 – 39	Age 40 - 49
Sit-ups			
15 th percentile	32	28	22
50 th percentile	40	36	31
Push-ups			
15 th percentile	19	15	10
50 th percentile	33	27	21
1.5 Mile Run			
15 th percentile	14:34	15:13	15:58
50 th percentile	11:58	12:25	13:11

Females	Age 20 - 29	Age 30 – 39	Age 40 – 49
Sit-ups			
15 th percentile	23	18	13
50 th percentile	35	27	22
Push-ups			
15 th percentile	9	7	5
50 th percentile	18	14	11
1.5 Mile Run			
15 th percentile	17:49	18:37	19:32
50 th percentile	14:07	14:34	15:24



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You should start and maintain a fitness program now to prepare for and pass the OPOTC fitness test. Practice sessions and/or fitness programs may be offered prior to testing. You are encouraged, but not required, to participate in any fitness programs or practice sessions offered by the City. Candidates who do not pass the fitness test on their first attempt will be permitted to schedule one make-up test approximately two weeks after their initial attempt.

Eligible List

Applicants who successfully complete the testing process are placed on an eligible list, in rank order, based on their examination grade and any applicable extra credit. Extra credit may include:

Residency – candidates who have been resident citizens within the corporate limits of the City of Akron continuously for at least one year immediately prior to the written examination, and who remain resident citizens of the City of Akron throughout the remainder of the selection process will have 15 points added to their passing written examination grade.

Veterans – candidates who have been honorably discharged from the armed forces of the United States and have served at least 180 days of active duty may have 5 points added to their passing written examination grade.

Education – candidates who have successfully completed accredited college course work may be awarded education credit added to their passing written examination grade.

The eligible list is established for eighteen (18) months. The City of Akron may hire eligible candidates at any time during the life of the eligible list up to and including the last date of the eligible list's term. If you receive residency credit, you must remain a resident citizen of the City of Akron for the entire selection process. If you move outside of the corporate limits of the City of Akron at any time during the selection process, your residency bonus points will be removed, and your exam will be rescored without the residency credit. At times, candidates may be removed from the eligible list for cause such as being dishonest in the process. Removal does not mean you can never apply again. You can take that time to improve yourself and try again.

Background Process

You've passed the required tests, now what? There are several steps involved in the background process.

Step 1: Personal History Statement (PHS)

Candidates are given instructions regarding the background investigation and completion of the PHS after passing the fitness test. It is crucial that all applications and forms be completed fully and accurately and are turned in by the deadline. While we understand that no one is perfect and we have all made mistakes, being dishonest during any part of the process is grounds for disqualification. **You can preview the PHS at www.akroncops.org.**



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Step 2: Polygraph Examination

This part of the process consists of completing a questionnaire and an interview. You should dress appropriately for the interview and remember to be honest during this process.

Step 3: Comprehensive Background Investigation:

The next step is a thorough investigation of your qualifications and suitability for employment with the Akron Police Division. During this phase, a background investigator will interview you, your past and current employers, and your references. It is vital that you are completely honest with the investigator no matter how embarrassing the information may be. APD will decide if the information is relevant to the investigation. Any omissions, inaccuracies, or falsehoods may be cause for disqualification. Honesty is an essential function of the police officer position. Candidates may be disqualified from the selection process for falsification of information or dishonesty.

Interview Process

You have finally made it through the testing and background process. Is it finally over? Not quite. You now must participate in the interview process which may include the Police Chief, Deputy Chiefs, and others. Those who make it to this stage are being seriously considered for the position.

Be sure you come prepared for the interview. This is your chance to make a great impression. Do your homework before the interview. Learn as much as you can about the position and the City of Akron. Be focused and ready when the interview takes place. Look the interviewers in the eye and be confident in your answers. You want to be sure you put your best foot forward during the interview.

Conditional Job Offer

Congratulations! Your hard work and perseverance have paid off. You have now received the coveted conditional job offer. This offer is contingent upon several factors including:

- ✓ Successful completion of a medical and psychological evaluation
- ✓ Drug screening
- ✓ Availability of a budgeted Police Officer position
- ✓ Dedicated funding to fill the vacant position
- ✓ Successful completion of the training academy
- ✓ Maintaining a valid Ohio driver's license with less than six (6) points

The medical evaluation is used to determine whether you possess the prescribed standards of health, physical attributes, and fitness necessary to perform the duties and responsibilities of the job.



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The psychological evaluation is used to determine whether you meet psychological standards and demonstrate appropriate behavior and an understanding of right and wrong necessary to perform the duties and responsibilities of the position.

Training Academy

After successfully completing the selection process, it is now time to learn the requirements established by the Ohio Peace Officer Training Commission and the City of Akron Police Division. You can expect to be in the training academy for approximately 24 to 27 weeks. You become a paid employee on the first day of our in-house academy. We want our officers to be ready to protect and serve. You will be trained by the best to be the best. Get ready to learn the concepts and physical skills necessary to become an Akron Police Officer.

The City's academy generally runs Monday through Friday from 8:00 a.m. to 4:30 p.m., however, some specific training may require evening hours. During your training you will receive instruction in basic, advanced, and technical subjects for the Ohio law enforcement community using the latest research and recommended professional practices. Training will include, but not be limited to:

- Communication & de-escalation techniques
- Teamwork, pride, & loyalty
- Firearms
- Physical fitness & conditioning
- Driving
- Subject control
- Impact weapons
- First Aid/CPR/AED
- Critical injury first aid
- Patrol aspects & overview
- Building searches
- Stops & approaches
- NHTSA Speed measuring device
- NHTSA Standardized field sobriety testing
- HazMat & WMD awareness for the first responder
- Incident command system (ICS)
- National incident management system (NIMS)

As you can see, the training academy will give you the foundation to succeed as a Police Officer. You will then be able to hone and refine the skills you learned while working with your Field Training Officer (FTO) once you graduate from the academy. Field training will last approximately thirteen (13) weeks.

You must successfully complete the skills assessment in the above areas to take the State Certification Examination. You are required to pass the OPOTC State Certification examination to become certified as a Peace Officer in the State of Ohio.

Attendance and timeliness are extremely important during the academy and throughout your career with APD. All academy hours are mandatory. Any time missed during the academy MUST be made up per the academy requirements.



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Employment as an Akron Police Officer

After finishing our high-level field training, you are ready to serve and protect the citizens of Akron. It is important that you are patient, kind and appropriate in your interactions with the public. One of the goals of the APD is to always display kindness when dealing with people. Our officers strive to improve the circumstances of our citizens and to make their day better.

In accordance with the FOP contract, as a new Police Officer you will serve a probationary period that ends 365 days from the date you are sworn in. We want you to be aware of your performance and what is expected of you throughout your career. Open lines of communication are encouraged between you and your supervisor. You will receive performance evaluations periodically throughout your probationary period and annually thereafter. Employees become eligible for several employee benefits on the first day of the month following date of hire. These include medical and prescription coverage, vision, dental, and life insurance. Employees may also choose to enroll in deferred compensation plans. New Police Officers will be scheduled for an employee benefits orientation during which City of Akron Benefit representatives will present an overview of the benefit programs. For more information regarding City of Akron benefits, please visit www.mycityofakronbenefits.com.

When beginning your career, you will most likely start out in patrol. Effective January 8, 2023, Police is implementing a pilot program for calendar year 2023 with patrol working one of the four (4) listed ten-hour shifts or platoons. These include:

Platoon 1 – 6:30 a.m. to 4:30 p.m.

Platoon 2 – 11:00 a.m. to 9:00 p.m.

Platoon 3 – 4:00 p.m. to 2:00 a.m.

Platoon 4 – 9:00 p.m. to 7:00 a.m.

Patrol is an exciting and worthwhile pursuit. Your time in patrol lays the foundation for your success in other units which may include:

- Canine
- Crime Scene
- Narcotics
- Street Narcotics Uniformed Detail (SNUD)
- Detective
- Gun Violence Reduction Team (GVRT)
- Community Engagement Team (CET)
- SWAT
- Training
- IT
- Body Worn Camera Unit



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Your experience in patrol and the other units will help you prepare for promotion up the ranks of sergeant, lieutenant, captain, deputy chief and possibly even chief.

During your employment, there will be many opportunities for training, both within APD as well as outside training. Training is very important as a Police Officer. We want to make sure employees are up to date and on pace with changes in laws and best practices. There are always opportunities to further one's knowledge base and Akron encourages employees to take advantage of a variety of training opportunities.

You are endeavoring to join an exceptional organization committed to improving ourselves every day. We hope you join our team and contribute to the progress of Akron! We look forward to working with you!

A promotional graphic with a blue header that says "NOW HIRING!". Below the header, the word "ONE" is written in large blue letters, followed by "Team. Community. Purpose." in smaller blue text. At the bottom, there are two logos: the Akron Police logo on the left and the All-America City Akron logo on the right. Below each logo is the name and title of the person: "STEPHEN L. MYLETT, CHIEF" and "DANIEL HARRIGAN, MAYOR".

Thank you for considering joining our team of dedicated professionals!