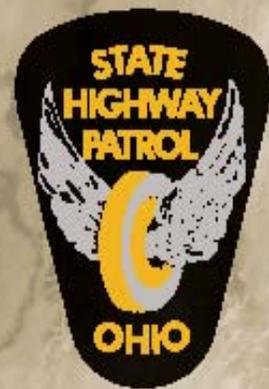


TROOPER

*Live the life of few...
Save the lives of many*



Ohio State Highway Patrol

APPLICANT PROCESSING STEPS

Your application for the position of Ohio State Highway Patrol Trooper is the first step in the employment process.

In the future, you will be expected to successfully complete a series of assessments and to pass a thorough screening process. You will be notified of dates, times, and locations where you must appear to fulfill these requirements.

Detailed explanations of these assessments and the screening procedures are included in this pamphlet.

You will be given notice of your acceptance or disqualification for training as soon as possible after completion of the application process.

Preliminary Screening:

Once you complete an application and it has been received by the Recruitment Section, you will be scheduled for the entrance examination. Along with the written notification of the date, time and location of testing, you will receive the information about our vision and weight requirements. All applicants must have a vision specialist complete an Ohio State Highway Patrol (OSHP) Vision Specialist's Report. If your weight exceeds OSHP weight requirements, you must have your percent of body fat determined by a trained professional in performing body composition analysis. It will then be necessary for you to bring this completed Vision Specialist's Report and/or Body Composition Analysis with you when you report for the entrance examination.

Upon appearing for the Multi-Domain Assessment, you will be weighed and measured to determine if you fall within the Division's weight standards. Your completed body fat composition analysis report will also be reviewed for compliance. If your weight does not fall within the Division's weight standards, and you do not bring a Body Fat Composition Analysis with you, you will not be permitted to continue. If you do not bring a completed OSHP Vision Specialist's Report with you, you will not be permitted to take the exam. You must have uncorrected vision no worse than 20/125 in each eye separately, correctable to 20/20 monocular vision. If your vision is worse than 20/125, you will be instructed regarding your options and you will not be permitted to continue. If your vision does not meet standards, you should call our office to cancel your examination and find out what your options are.

The Ohio State Highway Patrol has an appearance standards policy that includes information to address tattoos and body art. The policy reads: "Tattoos or body art shall not be visible while in uniform." Applicants who have tattoos or body art that fit these criteria will be required to have them removed in order to continue in the application process.

Physical Fitness Assessment:

The Physical Fitness Assessment consists of four areas of testing; an endurance test, timed push-ups, timed sit-ups and grip strength. Applicants will be required to provide a release signed by a medical doctor releasing the applicant for physical activity.

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Endurance Test

You will be required to run the entire length of a one and one-half mile course.

This is a timed event. Time allowed is based on Aerobics Institute's thirtieth (30%) percentile, based on age and gender.

<u>Males</u>	<u>1.5 mile run</u>	<u>Females</u>	<u>1.5 mile run</u>
20-29	13:08	20-29	15:56
30+	13:48	30+	16:46

One Minute Timed Push-ups and Sit-ups

Each applicant will be given one minute per exercise to complete as many push-ups and sit-ups possible.

<u>Males</u>	<u>Push-Ups</u>	<u>Sit-Ups</u>
20-29	26	35
30+	20	32

<u>Females</u>	<u>Push-Ups</u>	<u>Sit-Ups</u>
20-29	13	30
30+	9	22

Grip Strength Exercise – Administered at the second Fitness Assessment.

You will be required to pull the trigger of a Highway Patrol issued .40 caliber Sig Sauer Arms, Model P226, semi-automatic pistol a total of 71 times in a designated sequence.

A three-inch ring will be positioned at shoulder level within arms reach. You will be required to pull the trigger, as instructed, while the barrel extends through the ring.

The sequence is as follows:

- Fire strong hand **12** times
Work the action
- Fire weak hand **9** times
- Fire strong hand **9** times
Work the action 2 times
- Fire strong hand **9** times
- Fire strong hand **12** times
Work the action 2 times
- Fire strong hand **12** times
- Fire strong hand **8** times
Work the action, Lock slide back

You must “work” the pistol action as instructed.

The trigger pull of the model P226 is approximately 9 ½ pounds.

Upon successful completion of the physical fitness assessment, you will be required to complete the Multi Domain Assessment the same day.

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Multi-Domain Assessment:

The Multi Domain Assessment utilizes two different assessment techniques to derive data from three domains.

1. Cognitive/Educational Potential
2. Background/Life History
3. Interpersonal Effectiveness

The Preliminary Screener examines three rating areas:

1. Intellectual Ability
2. Vocational preference/Background
3. Interactive/Interpersonal Ability

The first part of the assessment is a written evaluation of Cognitive/Educational potential and Interpersonal/Interactive ability. Once you complete the written portion, you will be given instructions on how to log-on and complete the on-line Personal History Questionnaire. Both steps must be completed to be eligible for consideration.

Preliminary Qualification Appraisal:

Applicants who are selected for processing will be required to undergo a pre-employment polygraph examination.

Questions asked during the pre-employment polygraph examination will be taken from your completed Personal History Questionnaire, as well as the initial interview with the polygraph operator. Refusal to take the polygraph examination when requested will result in the rejection of your application.

Initial Screening Committee Review:

The polygraph operator will write a report based on the admissions, omissions and the overall polygraph interview. The polygraph reports are furnished to a Screening Committee which will review the information and make an initial determination as to your suitability to proceed in the application process.

Conditional Offer of Employment:

Upon approval by the Screening Committee, you will be given a conditional offer of employment. You must acknowledge the conditions set forth in the offer prior to progressing to the background investigation phase.

Background Investigation:

Ohio State Highway Patrol investigators will conduct a complete and thorough investigation of your background to determine your suitability for employment as an Ohio State Highway Patrol Trooper.

Your family, friends, neighbors, present and former employers, fellow employees, school officials, physicians, firms with which you have done business, courts and local law enforcement agencies, etc. will be contacted as part of this investigation. An in-depth interview will be held with you at a location of the investigator's choosing.

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The following occurrences in your background could result in rejection of your application:

- Felony conviction or felony conduct.
- Non-compliance to law.
- Illegal use of drugs or conviction for drug-related violations.
- Excessive use of alcohol.
- Anti-social behavior.
- Poor work record.
- Poor driving record. For instance, numerous crashes or numerous convictions for moving traffic violations, or currently having six or more active points on your driving record within the past two years.
- Numerous debts which are not regularly being paid.
- Your background will also be considered in terms of moral character, emotional stability, and reputation in the community and your interest in serving people.

As a result of the background investigation, you may be asked to submit to a second polygraph examination to clarify any areas of concern. Questions asked during this second polygraph examination may include any of the above-mentioned areas. Refusal to take the polygraph examination when requested will result in the rejection of your application.

Secondary Screening Committee Review:

The completed background investigation will be presented to the Screening Committee which will review the information and make a determination of your qualifications for employment as an Ohio State Highway Patrol Trooper.

Medical Examination:

A complete medical examination will be conducted by a licensed physician of the Ohio State Highway Patrol to determine your fitness to perform the duties of a state trooper.

Applicants will be required to meet the basic requirements as outlined.

Weight shall be in proportion to height in accordance with established standards.

Vision requirements will be based in part on visual acuity and color perception. An applicant must have uncorrected vision no worse than 20/125 in each eye, correctable to 20/20 monocular vision. Moderate color vision is required.

Applicants wearing corrective lenses will be required to submit a current OSHP Vision Specialist's Report at the time of the medical examination. The applicant must have been tested within one year of the medical examination date.

There are other physical, medical, and psychological conditions, which could affect your application.

You may be required to furnish additional information from your personal physician or other health practitioner at your own expense.

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The State Highway Patrol's Chief Medical Examiner will make the final determination of physical fitness. Examinations will be scheduled at the Patrol Academy in Columbus, Ohio. You will be advised of the preliminary results at the conclusion of the examination.

Aerobic Assessment:

An aerobic assessment will be conducted by the State Highway Patrol's certified exercise physiologist to evaluate your body composition, cardio respiratory endurance, strength, and flexibility.

This assessment will be conducted immediately following the medical examination.

The Physical Fitness Assessment is administered under the guidelines of the Aerobics Institute of Dallas, TX. Applicants must attain, as a minimum, a score in the thirtieth (30%) percentile for his/her age and gender to receive further employment consideration.

The five areas tested are:

- Percentage of body fat
- Bench press – single repetition max.
- Leg press – single repetition max.
- Flexibility
- VO2

Males	%Fat	Bench	Leg	Flex	VO2
20-29	20.6%	.93	1.74	15.5	40.3
30+	23.0%	.83	1.59	14.5	38.5
Females	%Fat	Bench	Leg	Flex	VO2
20-29	24.5%	.56	1.27	18.3	33.8
30+	26.7%	.51	1.15	17.3	32.3

You will be required to sign a waiver, prior to appearing for the assessment, relieving the State Highway Patrol of any liability or responsibility for injury incurred while performing the tasks.

It will be necessary for you to bring additional clothing suitable for physical activities. In addition to these gym clothes, you must have a pair of shoes suitable for running.

Physical Fitness Assessment:

You will be required to complete the physical fitness assessment a second time to ensure continued physical fitness. Refer to the requirements stated previously. This second physical fitness assessment will also include the Grip Strength Assessment.

Psychological Assessment:

You will be required to take a battery of psychological tests which will last approximately four hours. These tests will be evaluated by a licensed psychologist.

Psychological Assessment Interview:

Each applicant will be scheduled to participate in a personal interview with a licensed psychologist to discuss the results of the psychological tests. This interview will last approximately one-half hour.

Final Acceptance for Employment:

The entire selection process generally takes four to six months. Applicants will be informed by letter of final acceptance for employment.

Written Notification:

Due to the various phases of the selection process, if you fail to successfully complete any phase of the selection process, you will be notified in writing following the completion of that phase. There may be opportunities to re-apply or request re-consideration to re-apply.

If you have any questions, you may contact the Ohio State Highway Patrol, Recruitment & Selection Section:

740 E. 17th Avenue
Columbus, OH 43211-2774
(614) 466-6019 or toll free
1-866-TROOPER

email address:

beatrooper@dps.state.oh.us

CAREER OPPORTUNITIES

Aircraft Pilot
Criminal Investigator
Field Training Officer
Patrol Officer

Academy Instructor
Crash Reconstructionist
Management Positions
Polygraph Operator
And many more.....

Canine Handler
Executive Security
Motor Vehicle Inspector
Special Response Team

JOB RESPONSIBILITIES

- Enforce all traffic and criminal laws on public roadways and on state-owned or leased property. Prevent and detect crimes.
- Provide services to the public 24 hours a day, 7 days a week, 365 days a year and must be available in case of an emergency.
- Investigation of crimes and motor vehicle crashes.
- Responsible for driver license examination stations, vehicle inspections, school bus inspections, commercial vehicle weigh stations, conduct aircraft investigations and provide security for state facilities.
- Enforce the law with compassion and unbiased professionalism.

WORKING CONDITIONS

- Work varied hours of day or night, weekends, holidays, and during inclement weather and on difficult terrain.
- Subject to callback to duty in case of emergencies.
- Expected to maintain a level of physical fitness that enables you to perform your duties under any condition.

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STATE TROOPER BENEFIT OVERVIEW

DUTIES: The Ohio State Highway Patrol is a statewide law enforcement agency charged with the responsibility of enforcing traffic and criminal laws on public roadways and on state-owned or leased property within Ohio. The Patrol is also responsible for driver's license examination stations, vehicle inspections, school bus inspections, commercial vehicle weigh stations, conducting aircraft and vehicle crash investigations, and providing security for state facilities.

REQUIREMENTS

United States citizen	Resident of Ohio (may be waived)	20 to 34 years of age
Valid drivers license	High school diploma or GED	

PROCESSING REQUIREMENTS

1. Complete a pre-physical evaluation, physical fitness assessment and entrance process.
2. Complete a 4-6 month application process including a pre-employment polygraph examination, a background investigation, a medical examination, a physical fitness evaluation and assessment, and a psychological assessment.
3. Complete nearly 7 months of intensive academy training, Trainees are paid \$18.66/hr. and receive benefits while in training. Trainees reside at the Academy 24hrs/day and 5 days/week.

ASSIGNMENTS

May be statewide: Based on availability and individual circumstances.

SALARY

YEAR	BASE PAY	PAY SUPPLEMENTS *	LONGEVITY	PAID HOLIDAY OVERTIME	TOTAL
1	\$44,481.60	\$2,448.00	-----	\$2,912.40	\$49,842.00
2	\$47,185.60	\$2,448.00	-----	\$3,068.40	\$52,702.00
3	\$50,139.20	\$2,448.00	-----	\$3,238.80	\$55,826.00
4	\$52,676.80	\$2,448.00	-----	\$3,385.20	\$58,510.00
5	\$55,692.80	\$2,448.00	\$1,262.04	\$3,559.20	\$62,962.04
10	\$58,833.60	\$2,448.00	\$1,514.45	\$3,740.40	\$66,536.45

*Includes approximate Average Shift Differential & Fitness Pay

OTHER BENEFITS:

- | | |
|--|--|
| <ul style="list-style-type: none"> • From 2 to 6 weeks vacation per year • Ten paid days of sick leave per year • Four personal leave days per year • Ten paid holidays per year • Paid dental and vision plan • State paid life insurance | <ul style="list-style-type: none"> • Workers compensation protection • Occupational injury leave • Tuition reimbursement program • Uniforms and equipment provided • Health care plan |
|--|--|

TO APPLY:

Contact your nearest Highway Patrol Facility, Ohio State Highway Patrol Recruitment & Selection Office at 740 East 17th Avenue, Columbus, Ohio 43211-2474, 1-866-TROOPER or submit your information online at www.statepatrol.ohio.gov under the "Be A Trooper" link.

For additional information regarding the Ohio State Highway Patrol, visit our website at:
www.statepatrol.ohio.gov/recruit.htm

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TROOPER APPLICANT INSTRUCTIONS

NAME: _____ APPLICANT #: _____ DATE: _____

This form is being provided so that you might better prepare for the individual phases of our Selection Process.

All applicants must successfully complete each phase in order to ultimately be considered for employment.

Be certain to review the "Applicant Information" brochure, which has been furnished to you, for a list of general requirements. When reviewing this brochure, it is important that you maintain an acceptable weight, according to your height, and meet our vision standards when you report for the pre-physical and entrance assessment. A chart showing the established standards is enclosed.

If your weight is over the permissible limit, you may be given extra allowance if your body composition (percent of body fat) is less than:

	MALE	FEMALE
20 - 29	20.6 %	24.5 %
30+	23.0 %	26.7 %

The individual who determines your body fat must be a licensed professional.

Your uncorrected visual acuity may be no worse than 20/125 in each eye uncorrected. Your vision must also be correctable to 20/20 monocular. If your vision does not meet these standards, you will not be permitted to process further.

Anyone who wears corrective lenses, or has uncorrected vision of less than 20/20, will be required to provide a completed vision specialists report when reporting for the pre-physical and entrance assessment. You should also have this form completed if you have knowledge of any deficiencies in the area of depth perception or color vision.

If you have undergone corrective eye surgery, it will be necessary for you to furnish a report, at the time of your pre-physical and entrance assessment; from your doctor describing the procedure used and the results after the procedure was performed. A four-month stabilization period, after surgery, is required.

You will also be required to successfully complete a Physical Fitness Assessment. The requirements for this test are listed in the information brochure. You are encouraged to initiate a physical conditioning program, under guidance from your doctor, to prepare you for this exercise.

If you have any questions, you may write the Ohio State Highway Patrol Recruitment & Selection Section, 740 East 17th Avenue, Columbus, Ohio 43211-2474. If your question is urgent, you may call (614) 466-6019 or toll free 1-866-TROOPER.

OHIO STATE HIGHWAY PATROL HEIGHT / WEIGHT STANDARDS

AGE	MALE			AGE	FEMALE		
	21 -24	25 - 29	30 - 39		21 - 24	25 - 29	30 - 39
Height w/o shoes 4'10" (58")	109-130	109-137	109-141	Height w/o shoes 4'10" (58")	103-119	103-125	103-129
4'11" (59")	113-134	113-141	113-145	4'11" (59")	106-122	106-128	106-132
5'0" (60")	117-138	117-145	117-149	5'0" (60")	109-125	109-131	109-135
5'1" (61")	121-142	121-149	121-153	5'1" (61")	112-128	112-134	112-142
5'2" (62")	125-146	125-153	125-157	5'2" (62")	115-132	115-139	115-143
5'3" (63")	129-150	129-157	129-162	5'3" (63")	118-136	118-143	118-147
5'4" (64")	133-154	133-162	133-166	5'4" (64")	121-139	121-146	121-150
5'5" (65")	137-158	137-166	137-171	5'5" (65")	125-144	125-151	125-155
5'6" (66")	141-162	141-170	141-175	5'6" (66")	129-148	129-155	129-160
5'7" (67")	145-166	145-174	145-179	5'7" (67")	132-152	132-160	132-165
5'8" (68")	149-170	149-178	149-183	5'8" (68")	136-156	136-164	136-169
5'9" (69")	153-174	153-182	153-188	5'9" (69")	140-161	140-169	140-174
5'10" (70")	157-179	157-188	157-194	5'10" (70")	144-166	144-174	144-179
5'11" (71")	161-184	161-193	161-199	5'11" (71")	149-171	149-179	149-184
6'0" (72")	166-189	166-198	166-204	6'0" (72")	154-177	154-186	154-191
6'1" (73")	170-194	170-204	170-210	6'1" (73")	158-181	158-190	158-195
6'2" (74")	174-199	174-209	174-215	6'2" (74")	162-185	162-194	162-200
6'3" (75")	178-204	178-214	178-220	6'3" (75")	164-189	164-198	164-204
6'4" (76")	181-209	181-219	181-226	6'4" (76")	168-193	168-202	168-208
6'5" (77")	187-214	187-225	187-232	6'5" (77")	172-197	172-206	172-212
6'6" (78")	195-219	195-230	195-237	6'6" (78")	176-201	176-211	176-217
6'7" (79")	200-224	200-235	200-242	6'7" (79")	180-205	180-215	180-222
6'8" (80")	206-229	206-240	206-247	6'8" (80")	184-209	184-219	184-227
6'9" (81")	211-234	211-246	211-253				

Revised 5/15/04

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OHIO STATE HIGHWAY PATROL

Applicant Personal Background Evaluation

The following information is being provided to help you decide if you wish to continue processing for the position for which you have applied.

“Use” is defined as: including any intentional or unintentional trying, testing, or experimenting; which includes, but is not limited to, tasting, smoking, injecting, absorbing, sniffing, or inhaling.

1. Have you, recently used any of the following that was not prescribed by a physician: speed, steroids, cocaine, crack, heroin, amphetamines, or any other drug of abuse? Have you recently used marijuana?
2. Have you ever sold or established pattern abuse of any of the following: heroin, cocaine, LSD, crack, crank, or PCP?
3. Have you pled “Guilty” or “No Contest” to or had a conviction for driving under the influence of alcohol and or drugs **within the past five years**, or **more than one** charge ever?
4. Are you currently in the “Pretrial” process for any criminal charge other than a traffic violation?
5. Do you currently have **six or more points on your driving record** in any jurisdiction?
6. Have you ever been convicted of or plead “Guilty” or “No Contest” to the following:
 - A. Aggravated Vehicular Homicide (2903.06 Ohio Revised Code).
 - B. Aggravated Vehicular Assault (2903.08 Ohio Revised Code).
7. Have you ever failed to meet the requirements of child support statutes, or a court order relating to the subject, due to a reason other than your inability to pay?
8. Have you ever been a participant in any of the following acts?
 - A. Sexual relations with a child or a person of a childlike mind.
 - B. Molestation
 - C. Voyeurism
 - D. Incest
 - E. Forced a person into a sexual act
 - F. Coerced a person into a sexual act by intimidation, intoxication, deception
9. Have you ever been convicted of domestic violence or a domestic violence related offense?

Answering yes to any of the questions presented above will NOT result in the rejection of your application at this time. However, if you decide to continue with the selection process, your application will likely be rejected after an official review of your application packet by the Highway Patrol Screening Committee. You may decide to either continue processing and be rejected at that time, or you **may voluntarily withdraw from the selection** process by notifying a Recruitment officer. This is not an “all inclusive” list, as there may be other reasons your application could be rejected.

**If you have any questions, please contact the Recruitment & Selection section at
(614) 466-6019 or toll free 1-866-TROOPER.**

RECRUIT\Operations manual recruitment\Patrol Car Packet

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