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## NOTICE OF PROMOTIONAL EXAMINATION SERGEANT

The Massillon Civil Service Commission will conduct a competitive promotional examination for the position of **SERGEANT** in the Massillon Police Department on **Monday August 30<sup>th</sup>**

**LOCATION:** Massillon Recreation Center – 505 Erie Street N. Massillon, OH

**Exam Time:** 10:00 AM

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**APPLICATION REQUIREMENTS** Please complete an online application at;

<https://massillonohio.gov/jobs/police-promotion-application-internal/>

You will receive confirmation receipt of your application, via email.

**Deadline: Tuesday July 19, 2022 by 5:00 PM.** Late applications will not be accepted.

In accordance with Article 42.9 of the Collective Bargaining Agreement in order for a Bargaining Unit Member to apply and have consideration for the Rank of Sergeant, the Patrol unit member shall have forty-two (42) months of continuous service with the Massillon PD as a Full Time Officer.

**NEW**

### SCOPE OF EXAMINATION

The written examination will consist of questions drawn from the following sources;

- **Criminal Investigation: The Art and the Science, 9<sup>th</sup> Ed.** By M.D. Lyman  
ISBN: 9780135234860 Chapters: 2, 5, 6, and 19
- **Law Enforcement in the 21<sup>st</sup> Century, 4<sup>th</sup> Ed.** By H.B. Grant & K.J. Terry  
ISBN: 9780134158204 Chapters: 3, 10, and 11

- **Organizational Behavior and Management in Law Enforcement, 4<sup>th</sup> Ed.** By G.F. Vito, J.C. Reed & H.W. More  
ISBN: 9780135234747      Chapters: 5, 6, 7, 10, and 12
- **Police Administration: Structures, Processes, and Behaviors, 9<sup>th</sup> Ed.** By C.R. Swanson, L. Territo and R.W. Taylor  
ISBN: 9780133754056      Chapters: 2, 13, and 14
- **Supervision of Police Personnel, 9<sup>th</sup> Ed.** By N.F. Iannone, M.D Iannone, and J. Berstein  
ISBN: 9780135209288      Chapters: 2, 3, 4, 5, 7, 8, 10, and 13

The Middle Manager promotional examination is designed to assess essential job knowledge related to a supervisory position. The examination will consist of 100 items and will have a time limit of 2 ½ hours.

## **PASSING SCORE & BONUS**

In accordance with Article 42.2 and 42.7 of the Collective Bargaining Agreement governing promotions to the rank of Sergeant, all applicants attaining a minimum passing score of seventy percent (70%) on the written examination will be eligible to participate in an assessment center. Specific times, dates, location and other details for the assessment center will be announced at a later date.

After both the written examination and the assessment process have been completed, the relative weight of each component shall be computed as follows: The written exam score will be weighted at sixty percent (60%) of the total score; the assessment center will be weighted at forty percent (40%) of the total score.

The candidates final score shall consist of the adjusted raw scores from the written examination and the assessment portion, plus seniority points. If there is a tie in the final score after the seniority points have been added, the tie shall be broken by determination the application with the most departmental seniority.

Credit for seniority shall be added to the final aggregate score, but no credit for seniority or any other reason shall be added to an examination grade unless the applicant achieves at least the minimum passing score on the examination without counting that extra credit. Credit for seniority shall equal, for the first four years of service, one percent of the total grade attainable in the promotional examination, and, for each of the fifth through fourteenth years of service, six-tenths percent of the total grade attainable. Seniority credit shall be added to the final aggregate score of the combined written examination and assessment process. Seniority credit shall be computed as the date that the written examination is conducted.

## REVIEW PERIOD

Pursuant to Article 42.5 and 42.6 of the Agreement, after the written examination has been administered, and prior to the grading of the examination papers, each candidate shall have a period of five (5) days, exclusive of Saturdays, Sundays, and holidays to review the questions, the rating keys or answers to the examination and file any protest that he / she may deem appropriate. The Protest shall be in writing and shall remain anonymous to the Commission. All protests with respect to rating keys or answers shall be forwarded to the examination provider for review and response to the Commission. The Commission shall determine whether to accept the response or the provider, and the Commission's decisions shall be final. Once the Commission has made such determination, the provider will grade the examination papers and provide the answer key and the candidates' answer sheets to the Commission.

After grading any participant who deems their examination has been erroneously graded, may appeal to the Commission within seven (7) days from the date of communicating by mail or electronic transmission the test results by the Commission, exclusive of Saturdays, Sundays and holidays. The decision of the Commission shall be final. No challenge or appeal shall be permitted for the assessment process except as provided in Article 42 of the Agreement.

## ASSESSMENT PORTION

Pursuant to Article 42.4 of the Agreement, the provider selected by the Commission shall conduct the assessment portion of the process as follows:

- A. Assessors will be drawn from an area outside of Stark County and the contiguous counties of Summit, Portage, Mahoning, Columbiana, Carroll, Tuscarawas and Holmes.
- B. Assessors shall have a law enforcement background.
- C. A potential assessor will disqualify him or herself if the assessor personally knows any of the candidates.
- D. The provider shall have a procedure to address the issue of a major discrepancy in the scores assigned by the individual assessors.
- E. The representative of the provider who conducts an on-site visit to determine the appropriate assessment exercises shall not serve as one of the assessors if the assessment is conducted within six (6) months of the on-site visit.
- F. Candidates will not be identified to the assessors by name.
- G. The provider will provide candidates with notice as to the general types of exercises that will be used in the assessment.

- H. The panel of assessors shall consist of a minimum of three (3) members.
- I. There shall be no verbal or written contact, either directly or indirectly, by the Employer or any candidates, or by representatives of either, with any assessor regarding individual candidates for promotion.
- J. After administering the written exam, the assessor shall seal all score sheets in an envelope in the presence of the applicant. An applicant may waive the right to witness.

### **ADMITTANCE TO EXAMINATION**

Candidates will be required to show their license or other photo-identification for proof of identity.

### **ACCOMMODATIONS**

Candidates requiring special accommodations during the examination must be conveyed to the Director of Civil Service at the time of application. Failure to inform may result in the Commissions inability to accommodate the disability or accommodation.

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**By Order of the Massillon Civil Service Commission**  
Margaret Elum, Megan Starrett, Elaine Campbell