

City of Toledo: Police Officer – Selection Requirements

1. Civil Service Examination and Eligible List - Candidates must pass the written Civil Service examination and qualify within appointment range on the Civil Service eligible list.

2. Background Investigation and Appeals Process – The Toledo Police Department conducts background investigations for candidates to the Police Officer job classification. All candidates may appeal to the Toledo Civil Service Commission background points assessed and automatic areas of rejection. The Commission can modify or eliminate a negative point assessment or area of rejection. To review background standards, see the document “Police Officer Background Standards.”

3. Structured Oral Interview – All candidates passing the background process will be scheduled for a structured oral interview. Candidates must receive a passing score on the interview to continue in the hiring process.

4. Medical Examination – Candidates who are given a conditional offer of employment must pass the medical standards as established by the City of Toledo and determined by the City’s Medical Doctor. A candidate failing the medical exam may appeal the determination.

MEDICAL APPEALS PROCESS:

All candidates must pass the medical standards as established. If an individual fails to pass the pre-employment medical examination, he/she will be notified in writing of such failure and reasons. Individuals will have ten (10) days from delivery of such notice, at his/her option, to be re-examined by a physician of his/her choice. After re-examination, the individual may provide the re-examination results and findings, accompanied by supporting documentation to the City of Toledo’s physician for a second review. All re-examination documentation must be provided within the ten (10) days. After conducting a second review of the submitted information, the City’s physician shall make the final determination as to whether the individual passes or fails the pre-employment medical examination. The City physician will also have the option to reexamine the individual or to send the individual to another physician that the City has selected before making his/her final determination.

5. Psychological Examination – Candidates who are given a conditional offer of employment must pass the psychological standards as established by the City of Toledo.

6. Physical Ability Examination – Candidates who are given a conditional offer of employment and who pass the medical and psychology examinations must pass the physical ability examination.

7. Toledo Police Training Academy- All persons appointed as Police Officers must meet the standards established by the Toledo Police Training Academy during the probationary period.

Additional Requirements

Candidates who do not possess one (1) year of job-related college course work at an accredited college or university may participate in the examination and receive appointment. However, in order to maintain their positions, they must complete the one (1) year college requirement (36 quarter hours or 24 semester hours) within two (2) years from the date of successful completion of the Police Training Academy.