



## **AUXILIARY POLICE OFFICERS (part-time)**

The college police department is seeking OPOTA certified police officers, or those currently enrolled in an OPOTA academy, who are interested in being part of our agency and fulfilling the role of Auxiliary Police Officer.

Auxiliary officers are required to fulfill a minimum of 24-hours a month to maintain their State of Ohio commission obligations and are used to fulfill a variety of duties, including mutually agreed assigned shifts, bike patrol and may have opportunity to work compensated special duty events or details, after you have passed and completed the required Field Training Program.

Hiring for fulltime and part-time positions within the police department are first filled from our auxiliary roster, so advancement may exist from time to time as paid positions become available. The college police department is a fully functional police agency, providing 24/7 police coverage to our campus community.

Applicants must possess a current OPOTA certification (or be currently enrolled in an OPOTA academy), be 21 years of age or older, possess a valid Ohio driver's license, and be of high moral and ethical character. The applicant must also ascribe to community policing philosophies and principles, possess a strong ability to communicate effectively and maintain a high professional demeanor, superior interpersonal and positive community relationship building, and the ability to operate a computer and other law enforcement specific requirements or equipment.

The Notre Dame College Police Department uses the National Testing Network, Inc. as its initial phase of hiring for the agency.

To fill out an application and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Law Enforcement, look for Ohio and sign up for the Notre Dame College Police Department process.

What to expect at the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Completion of the application process
- Review all information related to the Notre Dame College Police Department Auxiliary police officer position, including minimum requirements.
- Detailed information about the testing process for the entry level test.
- Opportunity to take online practice tests at [www.frontlinetest.com](http://www.frontlinetest.com).
- Schedule your own convenient test time. Tests are offered multiple times a week.
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the entry level exam, all candidate scores are automatically forwarded to the Notre Dame College Police Department. Candidates who attain a passing score on the entry level exam will be placed on the department's eligibility list. The Notre Dame College Police Department will contact candidates on the list and will invite them to continue to participate in other stages of the department selection process which include an Oral Board interview, thorough background investigation, personality/suitability assessment center and final interview. This process is subject to change at any time and additional steps may be necessary to accurately assess the applicant for suitability for consideration of this position as an auxiliary police officer.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Notre Dame College Police Department's responsibility and decision making in the testing process. All candidate results are provided to Notre Dame College Police Department where the final decisions are made.

Questions regarding this process should be sent to: [jscott@ndc.edu](mailto:jscott@ndc.edu).