

CITY OF EASTLAKE CIVIL SERVICE COMMISSION

EASTLAKE POLICE DEPARTMENT APPLICATION INFORMATION

Public notice is hereby given by the Civil Service Commission of Eastlake, Ohio, of an open, competitive examination to establish an eligibility list for the position of Police Patrol Officer. Application must be made on the regular application form obtainable at the Eastlake Police Department, 35150 Lakeshore Blvd., Eastlake, Ohio.

I. Filing of Application

1. Qualified applicants may obtain applications from the Eastlake Police Department. The first one hundred (100) applications will be considered.

II. Minimum Qualifications for Application

1. Candidates must be 20 years old to participate and 21 years old for appointment. Per Ohio Revised Code 124.41, no person is eligible to receive an original appointment after his or her 35th birthday. However, the commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 30 years of service by age 65.
2. Applicants must be a citizen of the United States of America.
3. Ohio Peace Officer Training Academy (OPOTA) certification, or be currently enrolled in an Ohio Basic Police Academy is **preferred, but not required**.
4. Candidates must have a high school, or equivalent, education.
5. Candidates must provide a copy of a current State of Ohio Driver's License. **On test date, you must have your valid Driver's License for identification purposes.**
6. Applicants eligible for and wishing to claim extra credit for Military Service or completion of a College Degree **must file documentation at the time of application.**
7. Candidates must complete the Tri-C Physical Agility Police Officer Testing. Certification of completion must have occurred **within one (1) year prior to appointment.**

III. Salary/Benefits

1. The 2019 salary range is as follows:

Training Rate	\$25.25(\$52,520.00 annually)
Entry Rate after Training	\$27.81 (\$57,844.80 annually)
After 1 years of fulltime service	\$29.37 (\$61,089.60 annually)
After 2 years of fulltime service	\$31.45 (\$65,416.00 annually)
After 3 years of fulltime service	\$34.33 (\$71,406.40 annually)

2. Benefits, established through a contract between the City and the Fraternal Order of Police, Ohio Labor Council, Incorporated, presently includes sick leave, injury leave, medical examinations, funeral leave, vacations, holidays/personal days, insurances, uniform maintenance allowance, educational pay and longevity.
3. No newly hired probationary employee will be eligible for any fringe benefits provided by the employer until he/she has satisfactorily completed ninety (90) calendar days of this probationary period. Sick leave however, shall upon the satisfactory completion of this ninety (90) calendar day period, be granted retroactively to the employee's date of hire.

IV. Job Description: See Attached

V. Police Patrol Officer Examination Information

1. Written Test

When: Tuesday, September 15, 2020

Where: Eastlake North High School, 34041 Stevens Blvd., Eastlake, Ohio

Time: 6:30 P.M.

- A. Additional credit on the Written Examination: Upon a passing grade of 70%, additional credit will be added for the following, not to exceed 20% total. ***Copies of qualifications for extra credit must be submitted upon the filing of your application.***

10% Military: Must submit DD214 showing Honorable Discharge

10% Bachelor's Degree in Criminal Justice

5% Bachelor's Degree in non-Criminal Justice

5% Associate's Degree in Criminal Justice

5% Special Police Officer – City of Eastlake – 1% for each twelve (12) months of service.

* Credit will only be awarded for one degree of higher education.

- B. Tie Scores: Should two or more applicants receive the same grade, the order in which their names are placed on the eligibility list shall be determined by the date and time of return of the application.

2. Physical Agility Test

The City of Eastlake recognizes the Tri-C Police Officer Standardized Physical Agility Exam.

Applicants must have completed this exam **within one (1) year prior to appointment**. Applicants are responsible for their own registration and cost of the exam. Information on testing dates, cost, and the physical fitness standards can be found at <http://www.tri-c.edu/workforce/law-enforcement-advanced-training/physical-agility-police-officer-testing.html>.

VI. Additional Selection Criteria

An eligibility list will be certified by the Civil Service Commission. Candidates who have passed the written test will be ranked based on their test score and any qualifying additional credit.

When a vacancy occurs in the Police Department, the Commission will submit to the Chief of Police or his designee, the ten (10) highest ranking candidates from the eligibility list. Those candidates will undergo the following assessments as part of the selection process. Candidates who do not make it past any of these assessments shall be removed from the eligibility list, pending the approval of the Commission. The next candidate on the eligibility list will then be submitted to undergo the assessments.

1. Comprehensive Background Investigation – The background investigation and evaluation shall include present and previous employers, neighbors, landlords and family who will be contacted as part of the investigation. In addition, a check of local and state police and FBI records will be made. Conviction of any felony offense will be grounds for removal from consideration.
2. Polygraph/CVSA Examination – This test will be used as a tool of assessment to determine the candidate's eligibility to perform all aspects of this job, as well as, the degree of fit for the Eastlake Police Department.
3. Psychological/Social Assessment – An evaluation will be administered to determine the candidate's ability to perform all aspects of the job, as well as, the degree of fit for the Eastlake Police Department.
4. Assessment and Oral Interview – The top ten (10) candidates who successfully pass the previous steps shall be moved to the Assessment and Oral Interview. Candidates will undergo multifaceted job related assessments and an interview with the hiring board. The hiring board will select the top five (5) candidates as determined by their performance on the assessments and the oral interview. The top five (5) candidates will then undergo a second round of job related assessments and an interview with the hiring board. The hiring board shall reach a consensus on the candidate that is the best fit for the position and the department as determined by their performance.
5. Medical Examination/Drug Screening – the selected candidates will be required to pass a medical and drug screening examination prior to the completion of the hiring process.

VII. Life of the Eligibility List

1. The life of the eligibility list pursuant to this examination will be one (1) year from the date the list is established. The list may be extended one (1) additional year if the Civil Service Commission sees fit to do so.
2. The eligibility list may be nullified at any time that there are no more eligible candidates, or if there remain an insufficient number of eligible candidates for purposes of the hiring process.

CHAPTER 800

POLICE DEPARTMENT – JOB DESCRIPTION

800.06

PATROL OFFICER

Under the general supervision of a Sergeant, conducts general patrol for prevention of criminal acts and the detection and apprehension of those individuals suspected of committing criminal acts. May be assigned to special units.

ESSENTIAL DUTIES: Enforces law and city ordinances, prevents crime, makes arrests, conducts investigations, regulates traffic, and maintains peace and order within the community. May also be assigned to function as a Detective, Juvenile Officer, Community Projects Officer, or Canine Officer. A Patrol Officer may be required to perform other specialized duties as required to prevent crime and/or detect and apprehend criminals.

MINIMUM REQUIREMENTS: Must be a High School Graduate or GED equivalent. Must have a valid Ohio Driver's License. Must not be a convicted felon. A candidate for Patrol Officer must pass a Civil Service Examination and must further pass psychological testing, a polygraph exam, background investigation, physical examination, and physical fitness testing.

KNOWLEDGE REQUIRED: A Patrol Officer must receive a Police Commission from an Accredited Ohio Police Academy. Must be knowledgeable in the safe handling and operation of firearms and annually qualify with his assigned duty weapon.

SKILLS REQUIRED: Must have the ability to drive in a defensive manner; must possess basic investigative, patrol, and report writing techniques. Skill in communication; interpersonal skills as applied to interaction with the co-workers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS: Must participate in and pass the minimum standards as required in the annual physical examination and fitness evaluation program.

HEAVY WORK: Must be able to run, climb obstacles to apprehend suspected criminals. May be in contact with combative persons. Must be able to exert enough force to carry a person with a 200 lb., body weight.

Exposed to extremes in weather conditions. Required to work weekends, holidays, and/or overtime.

PROBATIONARY PERIOD: 18 months (per Contract)

BARGAINING UNIT. CIVIL SERVICE POSITION (NON-EXEMPT)

CITY OF EASTLAKE CIVIL SERVICE COMMISSION

**EASTLAKE POLICE DEPARTMENT
APPLICANT CONTACT INFORMATION**

Please print legibly. The Eastlake Police Department will not be responsible for failed attempts to contact applicants due to the inability to read the provided information.

THIS FORM MUST BE RETURNED WITH YOUR COMPLETED APPLICATION.

NAME: _____

ADDRESS: _____

EMAIL: _____

CELL PHONE: _____

HOME PHONE: _____

WORK PHONE: _____

**EASTLAKE POLICE DEPARTMENT
QUALIFICATION REQUIREMENTS FOR APPLICATION FOR POLICE OFFICER**

Please read and initial each qualification and return this page with your application and all documentation.

****The absence of any required documentation will be grounds for removal from eligibility.**

QUALIFICATIONS CHECK LIST

- _____ 1. Candidates must be 20 years old to participate and 21 years old for appointment. Per Ohio Revised Code 124.41, no person is eligible to receive an original appointment after his or her 35th birthday. However, the commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 30 years of service by age 65.
- _____ 2. Applicants must be a citizen of the United States of America. **Copy of Birth Certificate or proof of U.S. Citizenship must be attached.**
- _____ 3. **IF APPLICABLE** - Ohio Peace Officer Training Academy (OPOTA) certification, or be currently enrolled in an Ohio Basic Police Academy. **OPOTA certificate or letter from an Academy Commander to verify enrollment must be attached.**
- _____ 4. Candidates must have a high school, or equivalent education. **A copy of High School diploma or GED Certificate must be attached.**
- _____ 5. Candidates must provide a copy of a current State of Ohio Driver's License. **Copy must be attached.**
- _____ 6. Applicants eligible for, and wishing to claim extra credit for Military Service or completion of a College Degree must file documentation at the time of application. **Copy of Military Discharge DD214, Associate's Degree, or Bachelor's Degree must be attached.**

I certify that I have read each of the above qualifications. I certify that I meet each qualification and have included the required documentation with my application.

Signature

Date