

**PATROL OFFICER
CITY OF LYNDHURST
An Equal Opportunity Employer**

The City of Lyndhurst will conduct a written examination for the position of Patrol Officer on **Saturday, August 23, 2014 at 10:00 A.M.** (registration begins at 9:15 A.M.) in the Lyndhurst Community Center, 1341 Parkview Drive, Lyndhurst, Ohio 44124. Applications are available at the Lyndhurst Municipal Center, 5301 Mayfield Road, Lyndhurst, Ohio 44124, beginning August 4, 2014, or can be downloaded from the City's website at www.lyndhurst-oh.com. The City welcomes diversity, and encourages all qualified candidates to apply.

Applications must be filed in person in accordance with instructions given in the information packet. Applicants must be between 21 and 35 years of age as of August 20, 2014.

Ten (10) extra points will be added to the final score of those applicants who have successfully completed and maintained his/her certification since graduation from an Ohio Peace Officers Training Commission authorized basic police school. Five (5) extra points will be added to the final point score of the applicant who has earned an Associate Degree or higher. Three (3) extra points will be added to the final point score of the applicant who submits a DD-214 military certificate. Five (5) extra points will be added to the final score of those applicants who are a Special Police Officer in the City of Lyndhurst, and have satisfactorily been such for at least one year immediately previous. Such extra points will be given only to an applicant who has first received the established passing grade on the examination.

Completed applications, a \$20.00 fee in cash or money order and presentation of the required documents (valid Ohio Driver's License; Birth Certificate; High School diploma or GED and Basic Police Certificate, if applicable and written certification of a Special Police Officer) will be received at Lyndhurst Municipal Center, 5301 Mayfield Road, between the hours of 9:00 A.M. and 4:00 P.M. beginning Monday, **August 4, 2014**, and continuing until a maximum of 125 applicants have been accepted or through **August 20, 2014**, whichever comes first.

A Police Physical Agility Test will be required and administered at Tri C Western Campus on **August 17, 2014**. **The City will also accept certificates of completion from those who have taken the test on or after August 23, 2013.**

No person who has been convicted of or committed a felony, a crime of violence, or who has a significant history of illicit drug offenses or usage should apply.

No person who has extensive or serious driving violations within the past five (5) years from date of application should apply.

By order of the Civil Service Commission.

Raymond Schmidlin, Chairman

INFORMATION PACKET

THE CITY OF LYNDHURST

AN EQUAL OPPORTUNITY EMPLOYER

AN EMPLOYMENT OPPORTUNITY FOR A CAREER AS A PROFESSIONAL PATROL OFFICER

WHOM WE NEED:

The City of Lyndhurst Police Department requires persons of high character and sound judgment; with an aptitude for police work; who can work together in a disciplined organization; and who have physical stamina.

This is a public servant job based on public trust, competence and credibility. It is a critical requirement of this position that the applicant has the desire and the ability to perform and act (on-duty as well as off-duty) in a manner that encourages trust and credibility with the public, the court systems, co-workers and other law enforcement and public safety agencies.

The officer performs law enforcement duties and non-law enforcement related duties as well as other duties directly related to public safety. These duties include, but are not limited to promoting and maintaining public image, responding to calls for service of a non-enforcement nature, preventing, detecting and investigating crime, enforcing violations of criminal statutes, serving criminal warrants, performing prisoner custodial duties and providing protection services.

The officer must have the competency, initiative and willingness to work a majority of the assigned hours without direct supervision. He or she must have ability to understand and interpret organizational rules, policies and practices in a manner that solves problems while at the same time promotes this organization's public image and mission.

Because the majority of duties in this position are preventive and peacekeeping in nature, the officer, when not responding to calls for service or on assigned duties, must be willing to self-initiate public relations, preventative, and enforcement work in those areas designated by management as priorities for this job. The officer must be a self-starter and act as a role model for the City.

Further, the officer must be able to interact comfortably, lawfully, efficiently and often quickly, with a wide variety of diverse citizens' groups who have a variety of problems and have need for enforcement and safety related services. He or she supports the City's philosophy of community policing by promoting community partnerships, collaborations and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, fear of crime, and to increase trust in police.

Duties are frequently performed under a variety of known and unknown working conditions. Calls for service are often repetitive and sedentary in nature, punctuated with diversity. Sudden changes in service demands may require extremes of the officer's physical and mental resources. For these reasons, it is imperative that the officer possess and maintain a physical and mental condition which will enable him or her to perform the expected duties and tasks of this job.

Personnel and public safety consciousness, knowledge of and strict adherence to the observation of the civil liberties of all persons and citizens, and ability and desire to demonstrate competent performance without direct supervision, and the desire and ability to promote and project a positive public image are critical requirements of this position.

The officer reports directly to the first-line supervisor.

WHAT WE OFFER:

SALARY AND BENEFITS:

Current salary schedule for 2014 provides **\$56,419.16** per annum for the first six (6) months; **\$60,295.00** per annum the second six (6) months; **\$66,329.50** per annum for service of more than one (1) year but less than two (2) years; and **\$72,360.51** for service of more than two (2) years for the position of Patrol Officer.

In addition, each employee who works the scheduled afternoon or midnight shift shall receive, in addition to the employee's base rate, \$.25 and \$.35 per hour shift differential, respectively, for all hours worked.

Current benefits, which are subject to collective bargaining, include the following:

Thirteen (13) paid holidays each year, two (2) weeks paid vacation after one through five years of continuous service, three (3) weeks paid vacation after five years, and through ten years of continuous service; four (4) weeks paid vacation after ten years through fifteen years of continuous service; five (5) weeks paid vacation after fifteen years of continuous service. In addition, for each year of continuous service after twenty (20) years, an employee will receive an additional day of vacation up to five (5) days as follows: Twenty-one years, one day; twenty-two years, two days; twenty-three years, three days twenty-four years, 4 days and twenty-five years, five days of sick leave, 4.6 hours for each completed 80 hours of service and longevity after five (5) years. All required uniforms and equipment are supplied by the City; Pension is through Police & Fire Pension Fund; eligibility for enrollment in Credit Union, Deferred Compensation plan, Group Accident Insurance Plan and health care coverage in a plan paid by the City after 90 days of service.

The City will provide tuition reimbursement for college accredited courses, including graduate level courses provided that the following conditions apply:

The tuition for two (2) courses per quarter or semester (i.e., two (2) courses at a time), up to six (6) courses per year. The amount of tuition to be paid by the City shall be limited to the amount of the then current pre-credit hour cost charged by Cleveland State University. As determined within the reasonable discretion of the City, the course must be directly related to police or law enforcement activities or must be a specifically required core course of a degree program related to police or law enforcement activities in which the employee is enrolled. A grade of "C" or better must be obtained. For core courses needed for a degree which are taken on a "pass/fail" basis, a "pass" must be obtained.

MINIMUM QUALIFICATIONS:

AGE: Minimum twenty-one (21) years of age as of filing application (August 20, 2014.) Appointments of patrol officers shall be in accordance with other requirements as set forth in Ohio R.C. 124.41 and 124.42 respectively. No person is eligible to receive an original appointment subsequent to the applicant's thirty-fifth birthday.

CITIZENSHIP: Must be a citizen of the United States of America.

PHYSICAL/

PSYCHOLOGICAL: Applicant must be in good physical/psychological condition. Must pass the medical/psychological examinations given at the time of appointment.

RESIDENCY: Applicant must reside within the State of Ohio upon appointment. It shall be a requirement for appointment and continued employment on the safety forces that said employee have and continue a residency within the State of Ohio.

HOW TO APPLY:

APPLICATIONS: Application packets, which include application form, may be obtained in person from the Secretary of the Civil Service Commission, Lyndhurst Municipal Center, 5301 Mayfield Road, Lyndhurst, Ohio 44124 or online at www.lyndhurst-oh.com. Upon return of the completed application, a filing fee of \$20.00 in cash or money order will be required.

FILING: Each person must file a completed application form **IN PERSON** at the Municipal Center by the last day for filing applications, which is **August 20, 2014 at 4:00 P.M.** or until 125 applications have been accepted, whichever comes first. Applicant must show a current Ohio Driver's license or State of Ohio Identification card at time of filing. Applicant must have a valid Ohio Motor Vehicle Operator's license at time of appointment. Copies of your Ohio Driver's license, high school diploma or equivalent, birth certificate and basic police school certification, physical agility test certificate from Tri-C, if applicable, must be attached to the application. Application form must be notarized.

THE COMPETITIVE EXAMINATIONS:

WRITTEN: A written examination will be administered on **SATURDAY, AUGUST 23, 2014 BEGINNING PROMPTLY AT 10:00 A.M. (registration begins at 9:15 A.M.)** in the Lyndhurst Community Center, 1341 Parkview Drive, Lyndhurst, Ohio 44124. **THERE WILL BE NO ADMITTANCE AFTER 10:00 A.M.**

The exam will consist of 110-130 questions measuring reading comprehension, deductive reasoning, spatial orientation, math, spelling, grammar, vocabulary, short-term memory, etc., and will last approximately two hours.

PHYSICAL ABILITIES

TEST: The Police Officer Standardized Physical Agility Test will be given on **SUNDAY, AUGUST 17, 2014 at the Cuyahoga Community College Western Campus, 11000 Pleasant Valley Road, Parma, Ohio 44130. YOU MUST CALL TO REGISTER FOR THE PHYSICAL AGILITY TEST PRIOR TO AUGUST 13, 2014, (216) 987-3033.** Information regarding this examination is attached hereto. It is the responsibility of the applicant to register and pay for the cost of the exam (\$60.00). The City will accept certificates of completion from those who have taken the test on or after August 23, 2013. The **ORIGINAL NOTARIZED** certificate must be presented at the time of filing the application.

ELIGIBILITY LIST:

Standing on the Eligibility List will be based on the applicant's written score, plus ten (10) additional points will be added to the final score of those applicants who have successfully completed and maintained his/her certification since graduation from an Ohio Peace Officers Training Commission authorized basic police school. Five (5) additional points will be added to the final point score of the applicant who has earned an Associate's Degree or higher. Three

(3) additional points will be added to the final point score of the applicant who submits a DD-214. Five (5) additional points will be added to the final point score of those applicants who are a Special Police Officer in the City of Lyndhurst, and have satisfactorily been such for at least one year. Such credit will be given to an applicant who has received the established passing grade of 70%. Applicant must present a passing certificate from Tri-C in the physical agility test in order to be placed on the Eligibility List. Whenever two or more applicants competing for the same position have like scores, their respective priorities on the Eligibility List shall be the same as the order in which their applications were filed, and a notation shall be made upon the list of such fact. It is the applicant's responsibility to advise the Civil Service Commission of any change of address during the life of the Eligibility List.

APPOINTMENT:

When a vacancy occurs, the Commission shall certify to the appointing authority, the names addresses and grades of not less than six (6) names, nor more than ten (10) persons standing highest on the appropriate eligible list. If there is more than one vacancy to be filled, the maximum number of names to be certified shall be increased to twelve (12). An exam to test applicant's report writing ability shall be required of the individual certified to the appointing authority.

Appointments will be made from the List on a probationary basis for one year from the date of successful completion of the Basic Police School as approved by the Ohio Peace Officers Training Commission, or one year from date of hire if the appointee has previously completed basic police school.

The List shall remain in effect for a period of one year from the date of the creation of such list unless in the judgment of the Commission, it is considered advisable that the names of those whose eligibility is about to expire shall be continued on the list for a further period of one year or less. An Eligible List for original appointees may be further extended for a second one-year period or less.

POLYGRAPH/VOICE STRESS TEST;
PSYCHOLOGICAL
EVALUATION; MEDICAL
EVALUATION:

A polygraph or a voice stress test, written and oral psychological evaluation, medical examination and valid Ohio Driver's License will be required of those persons in line for certification at the time a vacancy occurs and prior to such certification.

GENERAL REQUIREMENTS:

Each candidate must return the completed application **IN PERSON**, and present the following:

A **non-refundable** fee of **\$20.00** (cash or money order only).

A **Birth Certificate** indicating the age of the applicant. **Please include copy with your application.**

A **High school diploma** or an official high school transcript certified by the school, or a **GED Certificate**. **Please include copy with your application.**

Proof of citizenship if foreign born. All candidates must be USA Citizens. **Please include copy with your application.**

A valid **Ohio Motor Vehicle Operator's License**. **Please include copy with your application.**

A Certificate from Ohio Peace Officers Training Commission basic police school showing successful completion. **Please include copy with your application.**

Police Officer Standardized Physical Agility Test certificate dated August 23, 2013 or later. **Please present original, notarized certificate. Please include a copy with your application.**

APPLICATION MUST BE NOTARIZED.

THE CIVIL SERVICE COMMISSION DOES NOT ASSUME RESPONSIBILITY FOR LOCATING CANDIDATES WHO HAVE CHANGED THEIR ADDRESS. THE BURDEN OF REPORTING CHANGES OF MAILING ADDRESS AND PHONE NUMBERS RESTS WITH THE APPLICANT.

SUBMISSION OF FALSE INFORMATION WILL RESULT IN DISQUALIFICATION FROM THE EXAMINATION AND/OR APPOINTMENT.



**CITY OF LYNDHURST
CIVIL SERVICE COMMISSION**

APPLICATION FOR THE PATROL OFFICER EXAMINATION

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____
(Street Address) (Apt No.)

(City) (State) (Zip Code)

Phone: _____ Cell Phone: _____ Email: _____

1) Did you graduate from High School? Yes No

If answer is yes, complete the following:

(Name of High School) (Date of Graduation)

NOTE: A copy of your high school diploma or a letter from your high school stating the date of your graduation must be presented at the time of filing this application.

2) Did you successfully complete the examination for a General Education Development Certificate?

Yes No

NOTE: A copy of your G.E.D. Certificate must be presented at the time of filing this application.

(over)

3) Are you a citizen of the United States? Yes No

NOTE: If you are not a citizen of the United States, you must present the Declaration of Intention form for becoming a citizen of the United States (Immigration Form N-405) at the time of filing this application.

4) Ohio Drivers License Number: _____

5) Birth Date _____ Social Security Number _____

6) Have you ever been convicted of a felony or misdemeanor? If yes, please explain and provide case no., date of conviction and jurisdiction of conviction.

Before signing this application, read over your answers to each question to determine the accuracy and completeness of your responses. This application must be notarized prior to filing with the Civil Service Commission.

"I swear/affirm that all statements made by me in this application are true and complete to the best of my knowledge. I am aware that any false statements made by me will be sufficient cause for excluding me from participating in any portion of the examination/screening process and/or removing my name from any eligibility list established by the Civil Service Commission as a result of this examination."

(Date)

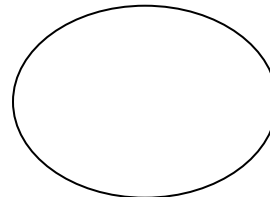
(Applicant Signature)

Sworn to and subscribed before me, a Notary Public, this _____ day of _____, 2014.

(Notary Signature)

(Notary Address)

(Commission Expires)



Notary Seal

CIVIL SERVICE COMMISSION USE ONLY / DO NOT WRITE BELOW THIS LINE

HS DIPLOMA _____ GED _____ FORM N-405 _____

OPOTA (+10) _____ Associates Degree or higher (+5) _____ DD-214 (+3) _____

Lyndhurst SPO (+5) _____

Application Fee of \$20: Cash _____ Money Order _____