

PATROLMAN
CITY OF LYNDHURST
An Equal Opportunity Employer

The City of Lyndhurst will conduct a written examination for the position of Patrolman on **Saturday, February 27, 2010** at **10:00 A.M.** (registration begins at 9:15 A.M.) in the cafeteria at Brush High School, 4875 Glenlyn Road, Lyndhurst, Ohio 44124.

Applications are available at the Lyndhurst Municipal Center, 5301 Mayfield Road, Lyndhurst, Ohio 44124, beginning February 1, 2010, or can be downloaded from the City's website at www.lyndhurst-oh.com.

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 February 24, 2010.

Fifteen (15) 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. Such credit will only be given to an applicant who has received the established passing grade.

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) 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, **February 1, 2010**, and continuing until a maximum of 125 applicants have been accepted or through February 24, 2010, whichever comes first.

A Police Physical Agility Test will be required and administered at Tri C Western Campus on February 21, 2010. The City will also accept certificates of completion from those who have taken the test on or after February 27, 2009.

By order of the Civil Service Commission.

Joseph A. Sweeney, Chairman



Public Safety Institute
Law Enforcement Division
Police Agility Program
WESTERN CAMPUS
11000 PLEASANT VALLEY ROAD, ROOM C210, PARMA, OH 44130
PHONE: 216-987-5318

Dear Candidate,

Congratulations on your choice of a career in Law Enforcement. The Agency you are testing with has contracted with Cuyahoga Community College to provide a Standardized Police Agility Test. The Physical Agility/Fitness Test is the result of years of research and practical application. The Physical Agility Test which you will take was developed by Physical Agility professionals, validated by scientific research, and will be administered impartially and fairly at a neutral test site. The test site will be Cuyahoga Community College's Western Campus in Parma, Ohio. **We strongly recommend you consult with your personal physician before taking the agility test.**

A Registration form is enclosed with this packet. You must register and have payment in by **5:00 pm on the Wednesday before your Test Date (February 21, 2010).** You are solely responsible for meeting any deadlines set by the agency you are testing for at this time. The cost for the Physical Agility Test is \$60 and it is mandatory. Please call Administrative Services at 216-987-3075 to register. You must pay at the time of registration, please give Administrative Services your Social Security Number, please record and keep safe the Student ID Number assigned to you.

You are required to report to the Recreation Center at the Western Campus in Parma (11000 Pleasant Valley Road, Parma, Ohio 44130). Please park in Parking Lot "D". We begin sign-in at 11:00 a.m. the day of the test. If you do not arrive by 12:00 p.m. the day of the test, YOU WILL **NOT** BE TESTED and there is NO REFUND. You **must** bring a valid Identification Card WITH YOUR PICTURE ON IT, or you will not be admitted into the test facility.

The Police Agility Program does not mail out confirmations. Cancellation notice must be given two (2) business days prior to the test. NO REFUNDS will be given after the registration cut-off date for the test and/or the test date itself. If you register for the test and do not cancel you will be billed for the test.

I wish you the best of luck. Please call if you have any questions.

Sincerely,

Ryan O'Farrell

Ryan O'Farrell
Program Coordinator
Police Agility Program
Office: 216-987-5312
Cell: 440-667-1126



Police Officer Standardized Physical Agility Test Registration Form

Please Print and Complete All Items

New Student Returning Student

Last Attended:
Month Year

Personal Information				
SS# (required) _____				
Name _____				
<small>Last</small>	<small>First</small>	<small>MI</small>	<small>Maiden</small>	
Address _____				
<small>Number</small>	<small>Street</small>	<small>Apt. No.</small>		
<small>City</small>	<small>State</small>	<small>Zip</small>	<small>County</small>	
Phone _____				
<small>Area Code</small>	<small>Number</small>			
E-Mail _____				
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Ethnic Code	<input type="checkbox"/> Black	<input type="checkbox"/> American Indian or Alaskan		
	<input type="checkbox"/> White (non-hispanic)	<input type="checkbox"/> Asian, Pacific Islander, Indian Subcontinent		
	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other _____		
Date of Birth (required) _____				
U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No				

Testing Agency Information			
Testing for	<input type="checkbox"/> Academy	<input type="checkbox"/> Department	
Department _____			
Address _____			
<small>Number</small>	<small>Street</small>		
<small>City</small>	<small>State</small>	<small>Zip</small>	<small>County</small>
Phone _____			
<small>Area Code</small>	<small>Number</small>		
FAX _____			
<small>Area Code</small>	<small>Number</small>	<small>Extension</small>	

Mail or FAX In Registration	
Payment Type	
<input type="checkbox"/> Bill Company, please submit letter of intent or purchase order.	
<input type="checkbox"/> Check Enclosed	<input type="checkbox"/> Money Order
<input type="checkbox"/> Master Charge	Exp. Date _____
<input type="checkbox"/> Visa	Exp. Date _____
<input type="checkbox"/> Discover	Exp. Date _____
Account Number _____	
Name on Card _____	
Signature _____	

Registration Information:

Please make checks payable to Cuyahoga Community College.

To register over the phone, please call (216) 987-3075.

Mail registrations to Cuyahoga Community College; Unified Technologies Center, 2415 Woodland Avenue, Room 111, Cleveland, Ohio 44115.

Fax registrations to (216) 987-3101.

NOTE: If your dept. is paying, you must include either a letter of intent signed by the chief (on department letterhead), or a copy of the purchase order.

Course Reference Number					Course Title	Start Date	Fee
					Physical Agility Test		\$60.00

Cuyahoga Community College Public Safety Training Institute Law Enforcement Division Police Agility Program

Preparing for the Police Agility Test

WHAT TEST STANDARDS MUST BE MET?

The test will be given in the following sequence. There will be rest periods between each event. Each test is scored separately and you must meet the standard on each and every test. The standards are as follows:

<u>TEST</u>	<u>STANDARD</u>
Minimum push ups	27 no time frame
Minimum sit ups	31 within in a minute
Illinois Agility Run	19 seconds
1Rep. bench press	78% of your body weight
300 meter run	62 seconds
1.5 mile run	16 minutes 36 seconds

HOW TO PREPARE FOR THE TEST?

Training will be required to meet the standards. Each test has a different training routine.

Maximum Pushup and Sit up Tests

To prepare for this test follow this routine.

The **first step** is to see how many pushups can be accomplished. That will become the initial training repetition dose or **ITRD**.

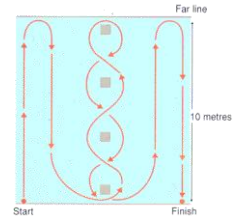
<u>Week</u>	<u>Sets</u>	<u>Repetitions</u>	<u>Frequency</u>
1	1	ITRD	3/week
2	2	ITRD divided by 1/2	3/week
3	3	ITRD divided by 1/2	3/week
4	3	ITRD divided by 1/2 plus 2	3/week
5	3	ITRD divided by 1/2 plus 4	3/week
6	3	ITRD divided by 1/2 plus 6	3/week
7	3	ITRD divided by 1/2 plus 8	3/week
8	3	ITRD divided by 1/2 plus 10	3/week

For each successful week keep adding 2 more repetitions per week.

If a regular push up can not be completed, at first, do the modified push up for several weeks following the same routine, then advance to the regular push up.

Illinois Agility Run To prepare for this test the participant will need to practice sprinting the distance of 40 feet around obstacles.

1. Set up a course.
 - The course should consist of three lanes.
 - The first lane is a straight sprint starting from the push-up position.
 - The second lane space four (4) obstacles (chairs, cardboard boxes etc.) 10 feet apart
 - The third lane is a straight sprint. (See diagram).
2. At least two days a week run through the course – two to four times non-stop.



1 RM Bench Press To prepare for this test the participant will need access to weights.

The **first step** is to determine the maximum weight the participant can push up one time.

The **second step** is to determine 60% of that weight. This will be a weight that can be done 8-10 REPS. Use the schedule below:

REPS = the number of times you do the exercise (number of lifts of the weight)

SETS = the number of times you do the series of reps.

<u>Week</u>	<u>Weight</u>	<u>Sets</u>	<u>Reps</u>	<u>Frequency</u>
1	60% of 1RM	1	8-10	3/week
2	60% of 1RM	2	8-10	3/week
3	60% of 1RM	3	8-10	3/week
4	60% of 1RM	3	8-10	3/week
5	60% of 1RM plus 5 lbs	3	8-10	3/week
6	60% of 1RM plus 5 lbs	3	8-10	3/week
7	60% of 1RM plus 10 lbs	3	8-10	3/week
8	60% of 1RM plus 10 lbs	3	8-10	3/week
9	60% of 1RM plus 10-20 lbs	3	8-10	3/week
10	60% of 1RM plus 10-20 lbs	3	8-10	3/week

300 Meter Run

To prepare for this test the participant will need to do interval training.

The **first step** is to time one's self for an all out effort at 110 yards. This is called the initial time or **IT**.

The **second step** is to divide the **IT** by .80 to get the starting training time. Then follow the schedule below:

<u>Frequency</u>	<u>Week</u>	<u>Training Distance</u>	<u>Number of Times you Sprint Repetitions</u>	<u>Time for the sprint Training Time</u>	<u>Rest period between sprints Rest Time</u>
1/week	1 & 2	110 yards	4	.80 into IT	2 min.
1/week	3 & 4	110 yards	5	.80 into IT minus 2-3 sec.	2 min.
1/week	5 & 6	110 yards	6	.80 into IT minus 5-6 sec.	2 min.
1/week	7 & 8	220 yards	4	.80 into IT times 2	2 min.
2/week	9 & 10	220 yards	4	.80 into IT times 2 minus 4 sec.	2 min.

1.5 Mile Run

To prepare for this test, the participant needs to gradually increase running endurances. The schedule below is a proven progressive routine. If applicable the participant may advance the schedule on a weekly basis and then proceed to the next level. If the distance can be accomplished in less time, then do so.

<u>WEEK</u>	<u>ACTIVITY</u>	<u>DISTANCE</u>	<u>TIME</u>	<u>FREQUENCY</u>
1	Walk	1 mile	17-20 min.	5/week
2	Walk	1.5 mile	25-29 min.	5/week
3	Walk	2 miles	32-35 min.	5/week
4	Walk	2 miles	28-30 min.	5/week
5	Walk/jog	2 miles	27 min.	5/week
6	Walk/jog	2 miles	26 min.	5/week
7	Walk/jog	2 miles	25 min.	5/week
8	Walk/jog	2 miles	24 min.	5/week
9	Jog	2 miles	23 min.	4/week
10	Jog	2 miles	22 min.	4/week
11	Jog	2 miles	21 min.	4/week
12	Jog	2 miles	20 min.	4/week

INFORMATION PACKET

THE CITY OF LYNDHURST

AN EQUAL OPPORTUNITY EMPLOYER

AN EMPLOYMENT OPPORTUNITY FOR A CAREER AS A PROFESSIONAL POLICE OFFICER

WHOM WE NEED:

The City of Lyndhurst Police Department requires persons of high character with intelligence and sound judgment, and an aptitude for police work; persons who can work together in a disciplined organization and persons of 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 behave (on-duty as well as off-duty) in a manner that does not cause damage or endanger the loss of trust and credibility with the public, the court systems, co-workers and other law enforcement and public safety agencies.

The incumbent 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 applicant must have the competency, initiative and willingness to work a majority of the assigned hours without direct supervision. He or she must have cognitive ability and desire 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 incumbent, 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. This means, in many instances, the incumbent must be able and willing to know what to do before having to be told what to do.

The incumbent must be able to interact comfortably, lawfully, efficiently and often quickly, with a wide variety of citizens' groups who have a variety of problems and have need for enforcement and safety related services.

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 tax extremes of the incumbent's physical and mental resources. For these reasons, it is imperative that the incumbent possess and maintain a physical and mental condition which will enable him 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 incumbent reports directly to the first-line supervisor.

WHAT WE OFFER:

SALARY AND BENEFITS:

Current salary schedule for 2010 provides **\$53,954.60** per annum for the first six (6) months; **\$57,661.13** per annum the second six (6) months; **\$63,432.03** per annum for service of more than one (1) year but less than two (2) years; and **\$69,199.59** for service of more than two (2) years for the position of Patrolman.

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 coverage in hospitalization 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 final date of filing application (February 24, 2010). Appointments of police 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: Applicant must be in good physical condition. Must pass the medical examination 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. 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 **February 24, 2010 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, FEBRUARY 27, 2010 BEGINNING PROMPTLY AT 10:00 A.M.** (registration begins at 9:15 A.M.) in the cafeteria at Brush High School, 4875 Glenlyn Road, Lyndhurst, Ohio 44124. Parking lot and cafeteria are located on Farnhurst Rd. (off of Richmond Rd.) – Use side entrance. **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, FEBRUARY 21, 2010 (check in time is 11:00 a.m. and no later than 12:00 noon) 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 FEBRUARY 21, 2010, (216) 987-3075.** 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 February 27, 2009. 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 fifteen (15) 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. 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 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 minimum of twenty-one (21) years of age, but no more than 35 years of age as of the final date for filing of the application (**February 24, 2010**). **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 February 27, 2009 or later. **Please present original, notarized certificate. Please include a copy with your application.**

APPLICATION MUST BE NOTARIZED.

**CITY OF LYNDHURST
CIVIL SERVICE COMMISSION**

APPLICATION FOR THE POLICE OFFICER EXAMINATION

THIS APPLICATION MUST BE FILLED OUT WITH PEN OR TYPEWRITER

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.

- 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.

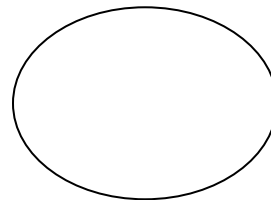
"My signature below will signify that I have reached the age of twenty-one prior to February 24, 2010. I swear/affirm that all statements made by me in this application are true and complete to the best of my knowledge. I am aware that any false statements made by me will be sufficient cause for excluding 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 _____, 2010.

 (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 _____

FORM DD-214 _____ Application Fee: Cash _____ Money Order _____