

PATROL OFFICER  
CITY OF LYNDHURST

EQUAL OPPORTUNITY EMPLOYER

The City of Lyndhurst will give a written examination for the position of full time Patrol Officer on Tuesday, **August 16, 2016** at 6:30 p.m., at the Lyndhurst Community Center, 1341 Parkview Drive.

Applications are available beginning **July 18, 2016**, at the Lyndhurst Municipal Center, 5301 Mayfield Road, Lyndhurst, Ohio or at [www.lyndhurst-oh.com](http://www.lyndhurst-oh.com).

All applications must be submitted in person at the Lyndhurst Municipal Center with a \$20 non-refundable fee (no personal checks accepted) and will be accepted through 4:00 p.m. August 12, 2016.

Applicants must have a valid Ohio Motor Vehicle Operator's license, be a U.S. citizen and resident of Ohio, have a high school degree (or equivalent), and must be between the ages of 21 and 35 years of age. Applicants must also provide a certificate of completion of the TRI-C physical agility test within one year prior to August 16, 2016. Qualified applicants will be informed of further interviews/exams at a later date.

By order of the Civil Service Commission, Clarice J. White, Secretary.



**CITY OF LYNDHURST  
CIVIL SERVICE COMMISSION**

**APPLICATION FOR THE PATROL OFFICER EXAMINATION**

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**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 \_\_\_\_\_

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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, on or prior to August 16, 2016. 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.***

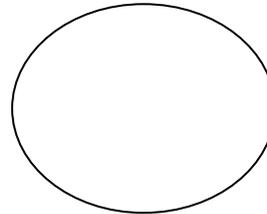
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant Signature)

Sworn to and subscribed before me, \_\_\_\_\_ this \_\_\_\_\_ day of  
Name of Applicant  
\_\_\_\_\_, 2016.

\_\_\_\_\_  
(Notary Signature)

\_\_\_\_\_  
(Commission Expires)



Notary Seal

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

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HS DIPLOMA \_\_\_\_\_ GED \_\_\_\_\_ FORM N-550 \_\_\_\_\_  
OPOTA (+10) \_\_\_\_\_ Associates Degree or higher (+5) \_\_\_\_\_ DD-214 (+5) \_\_\_\_\_  
Lyndhurst SPO (+5) \_\_\_\_\_  
Application Fee of \$20: Cash \_\_\_\_\_ Money Order \_\_\_\_\_



## **THE CITY OF LYNDHURST**

### **AN EQUAL OPPORTUNITY EMPLOYER**

### **AN EMPLOYMENT OPPORTUNITY FOR A CAREER AS A PROFESSIONAL PATROL OFFICER**

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, credibility and adherence to an oath of office, code of conduct, and statements of mission and core values (attached). 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 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 challenging 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 excellent physical and mental health 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 2016 provides **\$58,550.39** per annum for the first six (6) months; **\$62,572.64** per annum the second six (6) months; **\$68,835.10** per annum for service of more than one (1) year but less than two (2) years; and **\$75,093.93** 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 salary and benefits as covered by the current collective bargaining agreement.

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 12, 2016.) 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](http://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 12, 2016 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 must be attached to the application. Application form must be notarized.**

**THE COMPETITIVE EXAMINATIONS:**

**WRITTEN:** A written examination will be administered on **TUESDAY, AUGUST 16, 2016 BEGINNING PROMPTLY AT 6:30 P.M. (registration begins at 5:30 P.M.)** in the Lyndhurst Community Center, 1341 Parkview Drive, Lyndhurst, Ohio 44124. **THERE WILL BE NO ADMITTANCE AFTER 6:30 P.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, July 17, 2016 and SUNDAY, August 14, 2016 at the Cuyahoga Community College Western Campus, 11000 Pleasant Valley Road, Parma, Ohio 44130. YOU MUST CALL TO REGISTER FOR THE PHYSICAL AGILITY TEST (216) 987-3033.** 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 15, 2015. 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. Five (5) 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

**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 eligibility 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 15, 2015 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.

# **Lyndhurst Police Department**

## Statements of Vision, Mission, and Core Values

### **Statement of Vision:**

Our vision is a Lyndhurst with the lowest crime rate of any similarly sized Ohio city, and a consistently positive community/police relationship.

### **Statement of Mission:**

Our mission is to protect and serve all with integrity, in collaboration with the community.

### **Statement of Core Values:**

#### **Integrity:**

We are committed to the highest standards of honesty and ethical conduct. We will uphold the public's trust and our commitment to our core values.

#### **Compassion:**

We have empathy for the problems of others and a desire to help people. We are compassionate whenever we can be, and firm when we must be.

#### **Courage:**

We recognize the dangers inherent in our chosen profession and place the safety of others above that of our own. We are willing to confront challenges.

#### **Professionalism:**

We embody professionalism in all aspects of our conduct and performance by our commitment to proficiency, competency, reliability and excellence.

#### **Respect:**

We recognize the authority we are entrusted with. We respect the law, the people we serve, and their constitutional rights. We respect our organization and ourselves.