



CITY OF LYNDHURST

EQUAL OPPORTUNITY EMPLOYER

# PATROL OFFICER

The City of Lyndhurst will give a written examination for the position of full time Patrol Officer on

**Tuesday, November 10, 2020  
at 6:00 p.m.,**

at the Lyndhurst Community Center,  
1341 Parkview Drive.

*Applications are available beginning  
**October 12, 2020,***

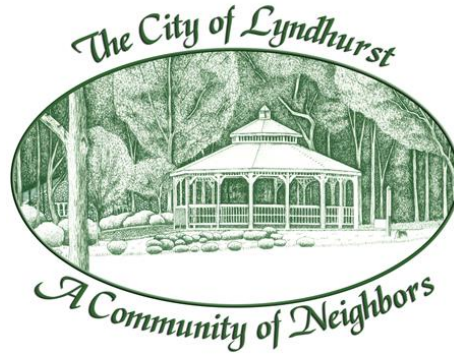
at the Lyndhurst Municipal Center,  
5301 Mayfield Road, Lyndhurst, Ohio or at

**[www.lyndhurst-oh.com](http://www.lyndhurst-oh.com)**

Applications must be submitted in person at the Lyndhurst Municipal Center with a \$25 non-refundable fee (no personal checks accepted) and will be accepted until 4:00 p.m. November 6, 2020.

Applicants must have a valid 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 21 and 34 years old. Applicants must provide a certificate of completion of the Tri-C Physical Agility Test dated no earlier than November 10, 2019. Tri-C Physical Agility Certificates from the October 18 and November 15, 2020 tests are to be submitted by November 18, 2020 at 4:00 pm. Qualified applicants will be informed of further interviews/exams at a later date.

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



## **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, participating in youth programs and collaborations, and utilizing 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 2020 provides **\$64,468.75** per annum for the first six (6) months; **\$68,897.57** per annum the second six (6) months; **\$75,793.04** per annum for service of more than one (1) year but less than two (2) years; and **\$82,684.52** for service of more than two (2) years for the position of Patrol Officer.

In addition, Officers working the 7 PM – 7AM shift will be paid the \$.35 differential for all hours worked on that shift.

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 (November 6, 2020.) 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-fourth 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 \$25.00 in cash or money order will be required.

**FILING:** Each person must file a completed application form **IN PERSON** at the Lyndhurst Municipal Center by the last day for filing applications, which is **November 6, 2020 at 4:00 P.M.** Applicant must show a current Driver's license or State of Ohio Identification card at time of filing. Applicant must have a valid Motor Vehicle Operator's license at time of appointment. **Copies of your 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.**

**THE COMPETITIVE EXAMINATIONS:**

**WRITTEN:** A written examination will be administered on **TUESDAY, NOVEMBER 10, 2020 BEGINNING PROMPTLY AT 6:00 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 6:00 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 AGILITY TEST:**

The Police Officer Standardized Physical Agility Test will be given on **SUNDAY, October 18, 2020 and November 15, 2020 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 November 10, 2019. The **ORIGINAL** certificate must be presented by November 18, 2020. Please submit your application to secure your written test prior to receiving your Physical Agility Certificate. If I do not receive your Physical Agility Certificate by 4:00 pm on November 18, you will be removed from the Eligibility List.

**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. Five (5) additional points will be added to the final point score of the applicant: (a) who has at least one continuous year of full time duty, and is currently employed full time as a Police Officer in Ohio or who is currently laid off as a Police Officer in Ohio for not more than a year from the date of receipt of the application by the Commission and who is not currently under any disciplinary action. 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 are two vacancies 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 probation period for one year from the successful completion of the Field Training Program.

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 **\$25.00** (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 **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 November 6, 2019 or later. **Please present original certificate. Please include a copy with your application.**

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.

## **ASSUMPTION OF RISK AND RELEASE OF LIABILITY RELATING TO CORONA VIRUS**

Coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. Coronavirus is extremely contagious and is believed to spread mainly from person to person contact. As a result, federal, state and local governments and federal and state health agencies recommend physical distancing and have, in many places, prohibited the assembly of large groups (usually of 10 or more).

You acknowledge that the Police Department of The City of Lyndhurst have put into place certain “coronavirus rules, and taken certain preventative measures, to reduce the spread of coronavirus within the facility; however, The City of Lyndhurst cannot guarantee that you will not be exposed to or become infected with coronavirus. You understand that by accessing The City and its facilities, before, during and after taking the entrance exam, you may be putting yourself at increased risk for contracting coronavirus. You further acknowledge that individuals with health conditions such as heart disease, cancer or diabetes may be more likely to suffer more severe symptoms as a result of contracting the coronavirus.

By signing below, you (referred to below as “I”) understand, acknowledge and agree to the following statements:

- ❖ I assume the risk that I, and/or my spouse or child(ren) and/or guests may be exposed to or become infected with coronavirus and that such exposure and/or infection may result in personal injury; illness, causing mild symptoms such as, fever or body aches, or more severe complications, such as pneumonia or organ failure; permanent disability or death; and
- ❖ I understand that the risk of exposure to or infections with coronavirus may result from the acts, omissions, or negligence of myself or others, including but not limited to, the employees of The City; and
- ❖ I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself, my guests or my family (including, but not limited to personal injury, disability or death), illness damage, loss, claim, liability or expense (including medical bills, attorney’s fees and court costs), or any kind, that I, my guests or my family may experience or incur in connection with my access to The City or participation in the services provided by The City (collectively, “Claims:”); and
- ❖ I hereby release, covenant not to sue, discharge and hold harmless The City, its employees, agents, representatives, and affiliates (collectively “Releasees”), of and from all Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or related to my access to The City and its facilities or participation in the services provided by The City, whether arising out of the negligent or grossly negligent acts or omissions of any Releasee or otherwise, and whether any coronavirus

infection or exposure occurs before, during or after success to The City or participation in any of the services provided by The City; and

- ❖ I understand that by signing this release, I am waiving any and all Claims, including those Claims that may be unknown to me, or which I do not suspect to exist at this time.
  
- ❖ If any provision of this agreement is held to be unenforceable, then this agreement will be deemed amended to the extent necessary to render the otherwise unenforceable provision and the rest of the agreement, valid and enforceable. If a court or arbiter declines to amend this agreement as provided herein, the invalidity or unenforceability of any provision of this agreement shall not affect the validity or enforceability of the remaining provisions, which shall be enforced as if the offending provision had not been included in this agreement. Releasees are third-party beneficiaries to this agreement and shall have the right to enforce this agreement as if releasees were a party hereto.

I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTOOD ALL OF THE TERMS OF THIS AGREEMENT, HAVE BEEN GIVEN THE OPPORRTUNITY TO REVIEW ITS TERMS, AND AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE COMPANY FOR CLAIMS, WHETHR KNOWN OR UNKNOWN, ARISING OUT OF THE ACTIVITIES.

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**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)

Primary Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Email: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ CURRENT AGE: \_\_\_\_\_

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?

\_\_\_ N/A  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) Driver's License Number: \_\_\_\_\_

5) 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.

*My signature below will signify that I have reached the age of twenty-one (21), on or prior to November 10, 2020. 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)

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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) \_\_\_\_\_  
Valid Physical Agility Certificate dated no earlier than November 10, 2019 \_\_\_\_\_  
Lyndhurst SPO (+5) \_\_\_\_\_ Current Patrol Officer (+5) \_\_\_\_\_  
Application Fee of \$25: Cash \_\_\_\_\_ Money Order \_\_\_\_\_



**CIVIL SERVICE COMMISSION  
OF THE  
CITY OF LYNDHURST**

**APPLICATION FOR FULL TIME PATROL OFFICER SERVICE EXTRA CREDIT**

I, \_\_\_\_\_ certify that I am or have been employed as a full-time sworn Ohio Police officer as indicated below, and am/was employed on regular duty for at least one year, within one year of the date of this application, and that I am not currently under disciplinary action.

Agency Name \_\_\_\_\_

Date of original appointment \_\_\_\_\_

Have you had a separation of service greater than one year? If so, explain:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

*Pursuant to Section 2921.13 of the Ohio Revised Code, making a false statement is Falsification, a first degree misdemeanor punishable by up to six months in jail and/or up to a fine of \$1,000.*