GENERAL REQUIREMENTS
ENTRY-LEVEL PATROL OFFICER

1. Shall attain the age of 21 on or prior to date of appointment. No person shall be eligible to receive original appointment on and after the person's 35th birthday.

2. Shall be citizen of United States.

3. Hold a valid Ohio Driver License at time of appointment with a "good driving record".

4. Must be a high school graduate or hold a GED certificate.

5. Appointee must have minimum 20/20 corrected vision.

6. Appointee must pass a comprehensive medical exam, which will include drug screening test and urinalysis along with a polygraph/voice stress analyzer and/or psychological testing. All appointees will be required to submit to 2 nonscheduled drug screening tests during probationary period.

7. The Police Department will request the candidate to produce a current and valid "certificate of completion" from Cuyahoga Community College for the Police Officer Standardized Physical Agility, BCI check (additional cost to applicant), current credit history (additional cost to applicant) and a completed application packet upon receipt of letter of notification from the Civil Service Commission. Any candidate unable to produce any of these items will be removed from the eligibility list.

8. Candidate must have a current and valid "certificate of completion" from CCC for the Police Officer Standardized Physical Agility at the time of appointment.

THE FOLLOWING ITEMS MUST BE SUBMITTED AT THE TIME OF FILING. NONE WILL BE ACCEPTED AT A LATER DATE.

1_____Completed application.

2_____$30.00 non-refundable filing fee.

3_____Original, current head and shoulders photograph at least 2" x 2" (passport type).

4_____Copy of birth certificate and proof of US Citizenship, if applicable.

5_____Copy of driver's license card.

6_____Copies of all educational diplomas.

7_____Proof of Honorable Discharge or Separation under Honorable Conditions from Armed Forces of the United States for military credit. Applicants must have served minimum 180 days.

8 _____ Copies of W2 forms to verify law enforcement experience.

All application forms must be properly completed in English before filing with the Commission Secretary. Note: City does not furnish photocopies or notarization.

At time of submission of completed application, applicant must show original driver license to Commission Secretary to verify driver's license number.

This list may not include all requirements in accordance with the Rules and Regulations of the Civil Service Commission, City of Parma Heights. Other requirements, if any will be listed in the information packet or on the application forms.

THE CITY OF PARMA HEIGHTS IS AN EQUAL OPPORTUNITY EMPLOYER

CITY OF PARMA HEIGHTS
POLICE ENTRANCE EXAMINATION
INSTRUCTION SHEET-PLEASE READ CAREFULLY

- There is a limit of applications accepted to the first 120 persons filing. Applications may only be returned between the hours of 10:00 a.m. and 3:00 p.m. weekdays beginning Monday, February 9, 2015 through Thursday, February 19, 2015. On Thursday, February 19, 2015 only, additional hours from 6:00 p.m. to 8:00 p.m. NO APPLICATIONS WILL BE ACCEPTED ON FEBRUARY 16, 2015. (Application must be filed by applicant only at 6500 Pearl Rd. Suite 104B.)

- Study the General Requirement Sheet, Instruction Sheet, and the Information Packet. The application of any applicant, who fails to meet any of the minimum qualifications listed, is subject to rejection by the Civil Service Commission. The $30.00 filing fee is non-refundable.

- Credit for military service is awarded in accordance with the rules of the Civil Service Commission. The applicant must have served a minimum of 180 days with Honorable Discharge. Applicants claiming such credit must present proof of Honorable Discharge or separation under honorable conditions from the Armed Forces of the United States at the time of filing application only. Attach photocopies to the application. All extra credit requested must be identified on application form.

- Educational credits are given in accordance with the Rules of the Civil Service Commission. All diplomas must be filed with the application. All extra credit requested must be identified on application form.

- Credit for two years actual full-time experience as a local, state, or federal law enforcement officer. W2 forms must be filed with the application.

- Mandatory disqualifying factors for police applicants shall cause removal of the applicants' name from the eligibility list.

- Any material omission, false statement or misrepresentation by an applicant in the application is sufficient cause for the exclusion of such applicant from examination and/or removal of such applicant's name from the register established as a result of examination as well as discharge if employed at any time.

- Copies of birth certificate and proof of US Citizenship if applicable, driver's license and proof of educational requirements must also be furnished with the application. An original, current head and shoulders photograph, at least 2" x 2" in size, must be furnished with the application (passport-type photo). At time of submission of completed application, applicant must show original of driver's license to Commission Secretary, to verify validity of photocopy submitted with application.

- All application forms must be properly completed before filing with the Commission Secretary. Note: City does not furnish photocopies or notarization.

- Written Examination: The written examination will be conducted Saturday, March 21, 2015 at Valley Forge High School. 9999 Independence Blvd., Parma Heights, Ohio at 9:00 a.m. Check-in time is between 8:00 a.m. and 8:45 a.m. No one will be admitted after 8:45 a.m.

    - Failure to pass the written examination with a score of 70% or better before extra credit will result in disqualification.

    - Applicants must bring their driver's license as identification for entrance to the test. No reference material, cellular telephones or electronic storage devices may be brought to the test.

- Physical Fitness Testing: The Police Department will request the candidate to produce a current and valid "certificate of completion" from Cuyahoga Community College for the Police Officer Standardized Physical Agility Test, BCI check, (additional cost to applicant), current credit history (additional cost to the applicant) and a completed application packet at the time they are requested to contact the police station. Any candidate unable to produce any of these items will be removed from the eligibility list. For more information see application packet. **A "current and valid" certificate of completion for CCC Physical Agility Test is required at the time of appointment.**

CITY OF PARMA HEIGHTS
POLICE OFFICER JOB DESCRIPTION

Responsibilities:

Under general supervision, enforces laws and ordinances, maintains order, prevents crime, makes arrest; performs related work as required.

Typical Tasks (Illustrative Only):

Patrols an assigned area on foot or in a vehicle; checks stores, businesses, houses, or other premises for fire, burglary, and other disturbances; investigates and reports suspicious or unsafe conditions. Responds to complaints of criminal occurrences, hazardous conditions, or breaches of the peace, submits reports or investigations of criminal or non-criminal matter; conducts continuing or follow-up investigations on reported incidents; conducts general patrol for detection and prevention of criminal acts.

Observes traffic hazards and conditions and acts or recommends corrections for their abatement; investigates traffic accidents; administers first aid; enforces traffic and parking codes; assists motorists with stalled vehicles; directs traffic; observes and reports unsafe conditions throughout the city.

Makes arrests for violations of laws or ordinances; prepares and files necessary court forms and papers; testifies in court; transports prisoners; detains and locates treatment for hazardous or self-endangering individuals; locates lost persons.

May be assigned administrative duties such as special record maintenance, procedure or rule development; assists in preparation of administrative reports; may analyze report information to enhance enforcement, investigative, or safety efforts; may assist in the training of new personnel; may perform technical or specialized duties as assigned; operates and maintains departmental equipment; may assist with supervisory tasks during supervisor's absence; attends training and/or instructional meetings; performs other related law enforcement duties as assigned; cooperates with governmental or law enforcement agencies; may be called upon to do public speaking or make public presentations; may be called on to perform traditional and non-traditional community oriented police tasks for the public; may be called on at any time for emergency duties.

Essential Knowledge, Skill, and Abilities:

Ability to deal effectively and courteously with others; ability to see and hear to accurately observe situations; ability to analyze and record scenarios analytically and objectively; ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies; ability to control situations and persons when necessary, using good judgment; ability to prioritize skills and handle multi-task situations; ability to express oneself clearly and concisely, orally, and in writing; ability to understand and interpret laws, ordinances, and regulations so as to enforce them with firmness, tact, and impartiality; ability to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment.

Minimum Qualifications:

Any combination of training and experience which indicates possession of the knowledge, skill, and abilities listed above.

General Requirements:

Appointee must hold a valid Ohio driver's license and have a "good driving record" as evidenced by; insurability, as determined by the city's motor vehicle insurance carrier; free of felony driving convictions, or six (6) point BMV administrative actions within the past five years; at time of appointment to the position. Must be able to maintain a good driving record at all times.

A police officer is expected to keep himself/herself in physical condition sufficient to engage in strenuous physical activity, involving lifting strength, endurance, or flexibility.

Appointee must have no felony convictions for any offense, or any undetected felonious criminality for which criminal liability may still invoke, no 1st or 2nd degree misdemeanor or offense of violence convictions over the past five years. Conviction(s) for any offense of domestic violence will be grounds for rejection.

Essential/Critical Functions:

The functions specified below are the fundamental job duties which an employee must be able to perform determined by supervisor-incumbent interviews about; the purpose of the position; the availability of others to perform the function; and/or the serious nature of the consequences of not requiring the incumbent to perform the function.

Physical Requirements

The majority of work is done while sitting with intermittent periods of standing and walking. Requirements include:

- Ability to communicate information both orally and in writing.
- Ability to run, walk, stand, or sit for extended or intermittent periods of time.
- Ability to listen, comprehend, and respond to discussions involving either one-on-one or group settings.
- Ability to remain alert and watchful during assigned duty hours.
- Ability to transport individuals, paperwork, or material evidence for short distances which may involve climbing stairs.
- Ability to address groups of assorted sizes in diverse settings.
- Ability to withstand extremes of climate exposure and potential exposure to health and safety hazards.
- Ability to demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 lbs. and performing such functions as lifting, pulling, or pushing.
- Ability to operate job-related equipment, including a motor vehicle, while performing multiple tasks such as radio operations, observation, and note taking.
- Ability to distinguish frequencies and sound sources.
- Ability to make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception.
- Sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, cameras, etc.
- Ability to affect physical restraint of angry or violent people.
- Ability to pass and maintain the standards of the department's general fitness examination as it relates to the essential functions of the position.
- Ability to control personal anger and prejudices.

Mental Requirements

- Ability to demonstrate mature judgment and reasoning at all times.
- Ability to inspire the trust and confidence of others.
- Ability to make decisions with limited information under stress.
- Ability to cope with and diffuse situations involving angry or difficult people.
- Ability to operate in the absence of clear expectations, precedence, or procedures.
- Ability to concentrate on a given task for extended periods of time.
- Ability to perform basic math functions (e.g., add, subtract, multiply, and divide whole numbers, fractions and decimals, and to calculate percentages).
- Ability to compute job-related formulas in order to accurately measure distances and to complete investigations.
- Reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature.
- Ability to prioritize work loads while coordinating multiple demands.
- Ability to visualize scenarios when presented as written plans or oral instructions.
- Ability to compare letters, numbers, or patterns quickly and accurately.
- Ability to logically order information to report on or react to a given situation which may include serious consequences.

MANDATORY DISQUALIFYING FACTORS FOR POLICE OFFICER APPLICANT

YOU WILL BE REMOVED FROM CONSIDERATION AS A PARMA HEIGHTS POLICE OFFICER FOR:

Honesty/Falsification

Any intentional falsehood or attempt to conceal disqualifying information during the selection process, to include omission of pertinent information.

Failure or refusal to answer or respond to oral or written questions during any phase of the selection process.

Use or attempted use of political influence to secure employment.

Family History

Verified or admitted physical or emotional abuse of one's spouse, child, stepchild, parent or other relative, or person with whom one has lived with or has had a relationship with, within the last ten (10) years.

Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.

Intentional violation of any protective or temporary restraining order as determined by a court of law with seven (7) years.

Verified or admitted sexual abuse of one's spouse, ex-spouse, child, step-child, parent or other relative or person with whom one lives/has lived or has had a relationship with.

Employment

Discharge or resignation in lieu of discipline from any criminal justice occupation.

Military History

Dishonorable discharge from military service.

Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony conviction under the Ohio Revised Code (O.R.C.).

Traffic Related Offense

Not possessing a valid driver's license or having valid insurance as required by the residence state on owned vehicle, at the time of application.

Any conviction of vehicular homicide.

Any other traffic offense(s) which would make the applicant to be deemed uninsurable by the City.

Gambling Offenses

Conviction of a gambling offense within the last (5) five years.

Conviction of, or admission of, engaging in the promotion of illegal gambling activity where the applicant gains a financial benefit.

Criminal Activity

Any fraudulent insurance claims or fraudulent application for welfare or worker's compensation.

As a juvenile, any admission or conviction of an offense of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.

As an adult, any conviction of any offense which would be defined as any offense of Domestic Violence as defined by the federal, state or local law of the jurisdiction where the offense occurred.

As an adult, any conviction of any offense which would be defined as a felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.

Any pattern of theft offenses from an employer or during the course of employment as an adult.

Immoral conduct, to include corrupting minors, voyeurism, importuning and other sexually related criminal offenses.

Substance Abuse

As an adult, any illegal sales of drugs of abuse, marijuana or prescription drugs.

A pattern of abuse of alcohol, chemical agents/solvent based substances or prescription drugs within the last (3) three years.

General

Failure to submit certificate(s) or proof of required certification.

Unexcused failure to respond for a scheduled testing appointment (including but not limited to CVSA/Polygraph, interview and evaluation).