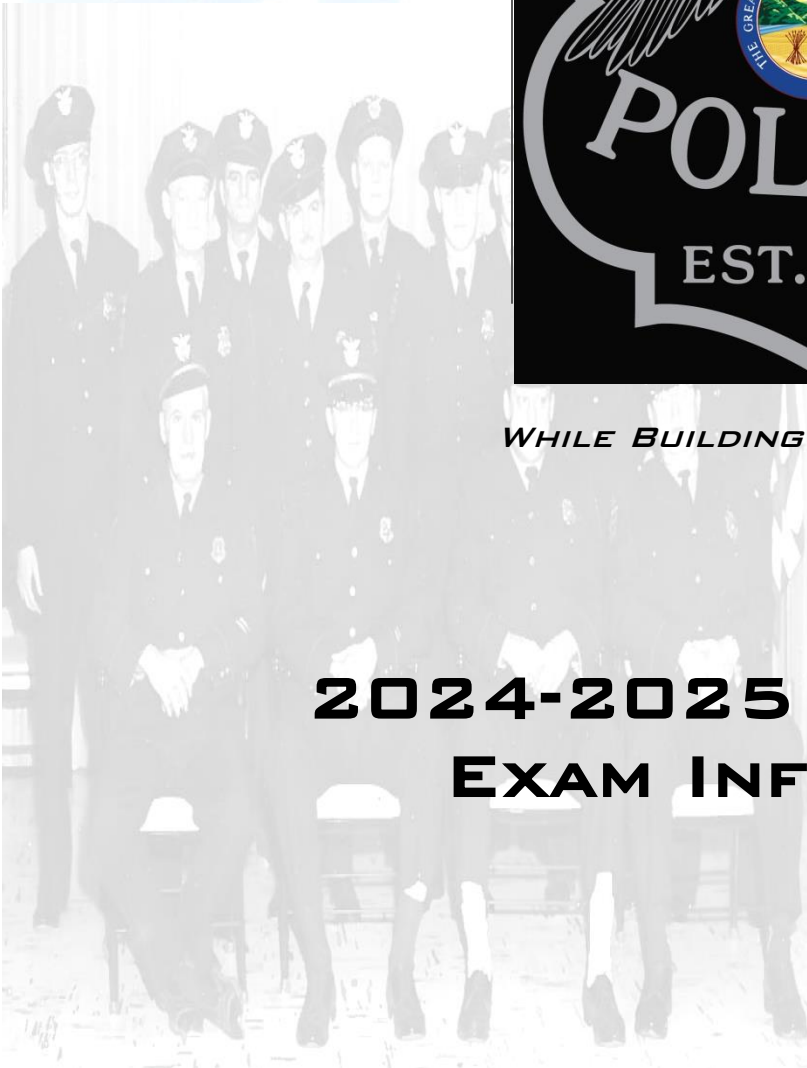


PARMA HEIGHTS POLICE DEPARTMENT



HONORING THE PAST



WHILE BUILDING FOR THE FUTURE

**2024-2025 ENTRY-LEVEL
EXAM INFORMATION**



PARMA HEIGHTS POLICE DEPARTMENT



MISSION STATEMENT

Doing the right things for the right reasons.

PERSONNEL

- 1 CHIEF
- 1 CAPTAIN
- 8 SERGEANTS
- 21 PATROLMEN
- 3 DETECTIVES
- 1 SCHOOL RESOURCE OFFICER
- 1 ANIMAL CONTROL OFFICER

BASE SALARY – PATROLMAN (EFFECTIVE 07/01/24)

- 5TH YEAR – \$78,278.30 (\$37.63)
- 4TH YEAR – \$76,604.53 (\$36.83)
- 3RD YEAR – \$66,892.59 (\$32.16)
- 2ND YEAR – \$61,396.61 (\$29.52)
- 1ST YEAR – \$55,759.81 (\$26.81)

*****TOP TOTAL PAY** AT YEAR FIVE, INCLUDING EMERGENCY RESPONDER PAY (6%), CERTIFICATION PAY, UNIFORM ALLOWANCE, AND LONGEVITY PAY INCENTIVES OF **AT LEAST \$86,500.00*****

RAISES SCHEDULED (5TH YEAR BASE INCREASES)

- 01/01/25 – 2.5% (5TH YEAR \$80,235.17 – \$38.57)
- 07/01/25 – 2.5% (5TH YEAR \$82,241.12 – \$39.54)

CONTACT INFORMATION



POLICE PHONE: (440) 884-1235

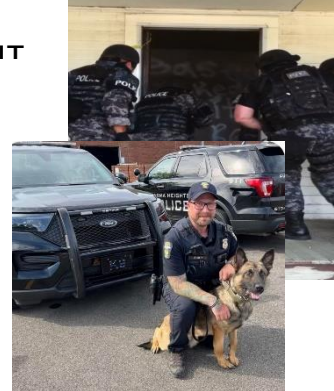
USEFUL LINKS

- CITY OF PARMA HEIGHTS HOMEPAGE
[HTTP://PARMAHEIGHTSOH.GOV](http://parmaheightsoh.gov)
- PARMA HEIGHTS POLICE DEPARTMENT HOMEPAGE
[HTTPS://PARMAHEIGHTSOH.GOV/POLICE-DEPARTMENT/](https://parmaheightsoh.gov/police-department/)
- CUYAHOGA COMMUNITY COLLEGE PHYSICAL ABILITY TEST HOMEPAGE
[HTTP://WWW.TRI-C.EDU/WORKFORCE/PUBLIC-SAFETY-INSTITUTE/LAW-ENFORCEMENT/LAW-ENFORCEMENT-ADVANCED-TRAINING/PHYSICAL-ABILITY-POLICE-OFFICER-TESTING.HTML](http://www.tri-c.edu/workforce/public-safety-institute/law-enforcement/law-enforcement-advanced-training/physical-ability-police-officer-testing.html)
- NATIONAL TESTING NETWORK
[HTTPS://WWW.NATIONALTESTINGNETWORK.COM/PUBLICSAFETYJOBS/](https://www.nationaltestingnetwork.com/publicsafetyjobs/)

SPECIALIZED UNITS

- COMMUNITY POLICING UNIT
- CRASH TEAM
- DETECTIVE BUREAU
- DRONE UNIT
- EVIDENCE TECHNICIANS
- FIELD TRAINING OFFICERS
- FIREARMS TRAINING UNIT
- HONOR GUARD
- RECRUITMENT UNIT
- K-9 UNIT
- SWAT OFFICERS

(MEMBERS OF THE SOUTHWEST ENFORCEMENT BUREAU)



BENEFITS

- 12-HOUR SHIFTS
- CERTIFICATION PAY (YEARLY)
- COMPENSATORY TIME (7 HOURS/MONTH)
- DEFERRED COMPENSATION ELIGIBILITY
- DEGREE BONUS (YEARLY)
- EDUCATIONAL STIPEND (YEARLY)
- EMERGENCY RESPONDER PAY (ADDITIONAL 6%)
- FRATERNAL ORDER OF POLICE MEMBERSHIP
- HOLIDAYS (14 PAID/YEARLY)
- LONGEVITY PAY (AFTER 4 YEARS)
- MEDICAL INSURANCE
- OVERTIME PAY
- PENSION (OHIO POLICE AND FIRE)
- PERSONAL TIME (104 HOURS/YEAR)
- SHIFT DIFFERENTIAL PAY
- SICK LEAVE / INCENTIVES
- UNIFORM ALLOWANCE (YEARLY)
- UNIFORMS / EQUIPMENT (FIRST ISSUE)
- VACATION (80-240 HOURS PAID/YEARLY)





PARMA HEIGHTS POLICE DEPARTMENT



HIRING PROCESS (SUBJECT TO CHANGE)

STEP 1 – APPLICANTS MUST COMPLETE APPLICATION PROFILE THROUGH NATIONAL TESTING NETWORK

STEP 2 – APPLICANTS COMPLETE EXAM THROUGH THE NATIONAL TESTING NETWORK DURING ONE OF OUR OPEN TESTING WINDOWS:

- **MONDAY, AUGUST 12TH, 2024 TO SUNDAY, SEPTEMBER 22ND, 2024**
- **WEDNESDAY, JANUARY 1ST, 2025 TO SUNDAY, FEBRUARY 16TH, 2025**
- **TUESDAY, JULY 1ST, 2025 TO SUNDAY, AUGUST 17TH, 2025**

STEP 3 – ELIGIBILITY LIST IS ESTABLISHED FOR THOSE SCORING 70% OR BETTER ON THE WRITTEN AND READING PORTIONS, AND 60% OR BETTER ON THE VIDEO PORTION, OF THE NTN EXAM

STEP 4 – MEETING WITH CHIEF OF POLICE / CONDITIONAL OFFER OF EMPLOYMENT

STEP 5 – BACKGROUND CHECKS ARE CONDUCTED, INCLUDING POLYGRAPH (LIE DETECTOR) TEST

STEP 6 – A PSYCHOLOGICAL EXAMINATION IS SCHEDULED

STEP 7 – APPLICANTS ARE INTERVIEWED BY SAFETY DIRECTOR AND POLICE STAFF

STEP 8 – CUYAHOGA COMMUNITY COLLEGE PHYSICAL AGILITY TEST CERTIFICATE MUST BE OBTAINED

STEP 9 – MEDICAL EXAM AND DRUG SCREENING IS SCHEDULED

STEP 10 – SWEARING IN CEREMONY

STEP 11 – BASIC POLICE ACADEMY (IF NECESSARY)*

STEP 12 – FIELD TRAINING PROGRAM*

*- PART OF 18-MONTH PROBATIONARY PERIOD



CITY OF PARMA HEIGHTS



CITY FACTS

MAYOR: MARIE GALLO (SINCE 2022)

POPULATION: 20,846 (BASED ON 2020 CENSUS)

DESIGNATION: BUSINESS AND RESIDENTIAL

HOUSING UNITS: 10,295

TOTAL NUMBER OF BUSINESSES: 1325

LAND AREA: 4.19 SQUARE MILES

BORDERING COMMUNITIES: PARMA, MIDDLEBURG HEIGHTS, BROOK PARK

NUMBER OF PARKS/RECREATION AREAS: 7

NUMBER OF SCHOOLS: 5 (INCLUDING 3 HIGH SCHOOLS)

A PORTION OF CUYAHOGA COMMUNITY COLLEGE-WESTERN CAMPUS IS ALSO IN THE CITY





PARMA HEIGHTS POLICE DEPARTMENT



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 workloads 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.



PARMA HEIGHTS POLICE DEPARTMENT



MANDATORY DISQUALIFYING FACTORS

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).



PARMA HEIGHTS POLICE DEPARTMENT



ENTRY-LEVEL EXAM INSTRUCTIONS

-- PLEASE READ CAREFULLY --

- Those interested in taking the entry-level exam for the Parma Heights Police Department shall complete an application profile through the National Testing Network (<https://www.nationaltestingnetwork.com/publicsafetyjobs/>). Incomplete applications will be subject to disqualification. All required documents must be uploaded with your test scores, or e-mailed directly to Chief Tanya Czack (tczack@phpd.us), or the candidate will be disqualified.
- The NTN Personal History Questionnaire and Personal Information tabs, as well as the Public Safety Self Assessment (PSSA) score must be completed prior to appointment, but are suggested to be completed before the test window closes.
- Other required documents include: birth certificate, driver license, high school diploma/GED certificate, and any extra credit documents (*military discharge, OPOTA certificate, W2 showing two years prior law enforcement experience, college diploma/degree*) as indicated below and on following page.
- **Examination:** The examination will be conducted via the National Testing Network (<https://www.nationaltestingnetwork.com/publicsafetyjobs/>). Applicants must complete their examination and select to have their scores forwarded to “Parma Heights, City of” during one of the following testing windows:
 - **Monday, August 12th, 2024 to Sunday, September 22nd, 2024**
 - **Wednesday, January 1st, 2025 to Sunday, February 16th, 2025**
 - **Tuesday, July 1st, 2025 to Sunday, August 17th, 2025**
- Candidates with a current National Testing Network test score may submit their existing profile to Parma Heights through the National Testing Network site.
 - Failure to pass the NTN testing with a score of 70% on the written and reading portion and a score of 60% on the video portion (or better) *before* extra credit will result in disqualification.
- **Physical Fitness Testing:** A “current and valid” certificate of completion for the Cuyahoga Community College Physical Agility Test is required **at the time of appointment**.
- In addition to a current and valid certificate of completion from Cuyahoga Community College for the Police Officer Standardized Physical Agility Test, a BCI check and current credit history check will be performed after the candidate is contacted by the police department. Applicants will be required to provide verification of any documents uploaded to the National Testing Network site. Candidates who are unable to produce any of these items will be removed from the eligibility list.
- The application of any applicant who fails to meet any of the minimum qualifications listed in this packet is subject to rejection by the Civil Service Commission.
- 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 attach proof of Honorable Discharge or separation under honorable conditions from the Armed Forces of the United States to their National Testing Network application profile.
- Educational credits are given in accordance with the rules of the Civil Service Commission. All diplomas must be uploaded to the applicant’s National Testing Network application profile.
- Credit for two years actual full-time experience as a local, state, or federal law enforcement officer. W2 forms must be uploaded to the applicant’s National Testing Network application profile.
- Mandatory disqualifying factors for police applicants shall cause removal of the applicant’s 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 U.S. citizenship, if applicable, driver’s license and proof of educational requirements must also be furnished during the verification process.



PARMA HEIGHTS POLICE DEPARTMENT



ENTRY-LEVEL PATROL OFFICER – GENERAL REQUIREMENTS

- 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 41st 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 require the candidate to produce a current and valid “certificate of completion” from Cuyahoga Community College for the Police Officer Standardized Physical Agility (candidate must also have a valid certificate at the time of appointment). In addition to a current and valid “certificate of completion” from Cuyahoga Community College for the Police Officer Standardized Physical Agility Test, a BCI check and current credit history check will be performed after the candidate is contacted by the police department. Applicants will be required to provide verification of any documents uploaded to the National Testing Network site. Candidates who are unable to produce any of these items will be removed from the eligibility list.

THE FOLLOWING ITEMS MUST BE SUBMITTED AND/OR VERIFIED DURING THE PROCESS:

- 1 _____ Completed application on National Testing Network.
2 _____ Copy of birth certificate and proof of U.S. citizenship, if applicable.
3 _____ Driver license and a copy of driver license.
4 _____ Copies of all educational diplomas.
5 _____ 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.
6 _____ Copies of W2 forms to verify law enforcement experience.

EXTRA CREDIT BREAKDOWN

*** The maximum total for extra credit is 15% ***

- 10% - Honorable Military Discharge (proof w/DD214)
10% - Certification with Ohio Peace Officer Training Academy (OPOTA)
10% - 2 Years experience in United States as a sworn police officer
10% - Bachelor’s Degree in Criminal Justice
7% - Bachelor’s Degree in other fields of study
5% - Associate’s Degree

All application forms must be properly completed in English before filing. Note: The city/department does not furnish photocopies or notarization.

This list may not include all requirements in accordance with the Rules and Regulations of the Civil Service Commission, City of Parma Heights.