

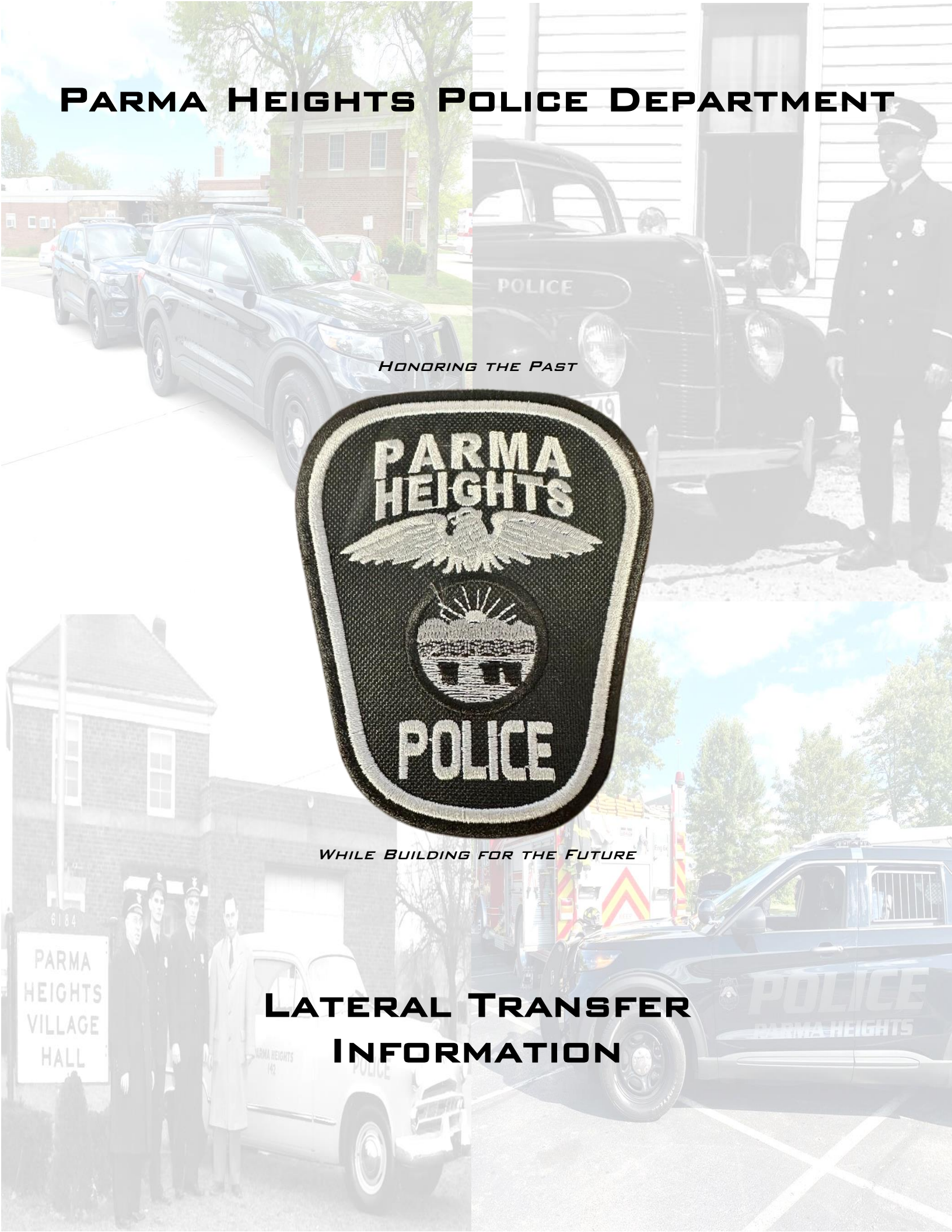
PARMA HEIGHTS POLICE DEPARTMENT

HONORING THE PAST



WHILE BUILDING FOR THE FUTURE

LATERAL TRANSFER 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 01/01/25)

- 5TH YEAR – \$80,235.17 (\$38.57)
- 4TH YEAR – \$78,519.58 (\$37.75)
- 3RD YEAR – \$68,564.91 (\$32.96)
- 2ND YEAR – \$62,931.44 (\$30.26)
- 1ST YEAR – \$57,153.82 (\$27.48)

- LATERAL TRANSFERS MAY START AT HIGHER STEP BASED ON EXPERIENCE

*****TOP TOTAL PAY** AT YEAR FIVE, INCLUDING EMERGENCY RESPONDER PAY (6%), CERTIFICATION PAY, UNIFORM ALLOWANCE, AND LONGEVITY PAY INCENTIVES OF **AT LEAST \$88,300.00*****

RAISES SCHEDULED (5TH YEAR *BASE* INCREASES)

07/01/25 – 2.5% (5TH YEAR \$82,241.12 – \$39.54)
CONTRACT NEGOTIATIONS TO OPEN IN AUGUST 2025

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/)

GUYAHOGA COMMUNITY COLLEGE PHYSICAL AGILITY TEST HOMEPAGE

[HTTP://WWW.TRI-C.EDU/WORKFORCE/PUBLIC-SAFETY-INSTITUTE/LAW-ENFORCEMENT/LAW-ENFORCEMENT-ADVANCED-TRAINING/PHYSICAL-AGILITY-POLICE-OFFICER-TESTING.HTML](http://www.tri-c.edu/workforce/public-safety-institute/law-enforcement/law-enforcement-advanced-training/physical-agility-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 OBTAIN AND COMPLETE APPLICATION PACKET
- STEP 2** – APPLICANTS RETURN ATTACHED APPLICATION
- STEP 3** – APPLICANTS ARE INTERVIEWED BY POLICE STAFF
- STEP 4** – BACKGROUND CHECKS ARE CONDUCTED, INCLUDING VOICE STRESS (LIE DETECTOR) TEST
- STEP 5** – A PSYCHOLOGICAL EXAMINATION IS SCHEDULED
- STEP 6** – A CURRENT CUYAHOGA COMMUNITY COLLEGE PHYSICAL AGILITY TEST CERTIFICATE MUST BE OBTAINED PRIOR TO HIRING
- STEP 7** – MEETING WITH CHIEF OF POLICE / CONDITIONAL OFFER OF EMPLOYMENT
- STEP 8** – MEDICAL EXAM AND DRUG SCREENING IS SCHEDULED
- STEP 9** – SWEARING IN CEREMONY
- STEP 10** – FIELD TRAINING PROGRAM*
 - *- PART OF 18-MONTH PROBATIONARY PERIOD



CITY OF PARMA HEIGHTS



CITY FACTS

- MAYOR:** MARIE GALLO (SINCE 2022)
 - POPULATION:** 20,045 (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:** 6 (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, stepchild, 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 Offenses

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



LATERAL TRANSFER INSTRUCTIONS

-- PLEASE READ CAREFULLY --

- Those interested in being considered for lateral transfers into the Parma Heights Police Department shall print, complete, and return pages seven (7, this page) through twelve (12, last page) of this packet, available on the City of Parma Heights website (<https://parmaheightsoh.gov/police-department/>).
- Applications can be returned in one of three ways:
 - 1. By scanning and e-mailing the completed application to sshort@phpd.us with “Lateral Transfer Application” in the subject line.
 - 2. By mailing the application in a full-size (10x13) brown envelope to:

Chief’s Office / Lateral Transfer
Parma Heights Police Department
6184 Pearl Road
Parma Heights, Ohio 44130
 - 3. By dropping off the application in a full-size (10x13) brown envelope at the Parma Heights Police Department, 6184 Pearl Road, Parma Heights, Ohio 44130, with applicant’s name and “Lateral Transfer” written on it. Applications can be dropped off 24 hours a day, 7 days a week.
- Mandatory disqualifying factors for lateral transfer applicants shall cause removal of the applicants’ name from consideration.
- Any material omission, false statement, or misrepresentation by an applicant in the application is sufficient cause for the exclusion of such applicant from consideration as well as discharge if employed at any time.
- THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE SUBMISSION OF THE LATERAL TRANSFER APPLICATION, NONE WILL BE ACCEPTED AT A LATER DATE.
 1. _____ Completed application.
 2. _____ Original, current head and shoulders photograph at least 2” x 2” (passport type).
 3. _____ Copy of birth certificate and proof of U.S. citizenship, if applicable.
 4. _____ Copy of valid driver’s license.
 5. _____ Copies of all educational diplomas.
 6. _____ Copy of OPOTA certificate.
- All forms must be properly completed in English before the application is submitted. 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. Other requirements, if any, will be listed in the information packet or on the application forms.
- Completed applications will be kept on file for one year after application date.



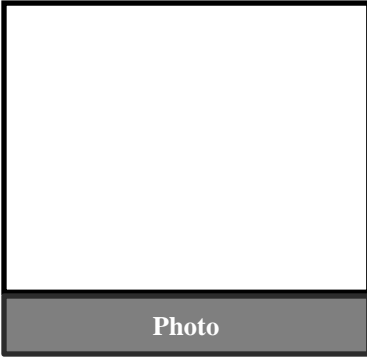
PARMA HEIGHTS POLICE DEPARTMENT



LATERAL TRANSFER GENERAL REQUIREMENTS

Applicants shall:

1. 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 46th birthday.
2. Be a citizen of United States.
3. Hold a valid Ohio driver's license at time of appointment with a "good driving record".
4. Be a high school graduate or hold a GED certificate.
5. Have minimum 20/20 corrected vision.
6. 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. Produce a current and valid "certificate of completion" from Cuyahoga Community College for the Police Officer Standardized Physical Agility (applicant must have a valid certificate at the time of appointment), BCI check (additional cost to applicant, by the time of appointment), current credit history (additional cost to applicant, by the time of appointment) and a completed application packet prior to hiring.
8. Be currently employed or previously employed within the past twelve months, as a full-time peace officer working a minimum of 30 hours per week in a jurisdiction in the State of Ohio. The definition of jurisdiction shall include full-service college or university police department established pursuant to Ohio Revised Code 3345, as well as service as a commissioned officer with a hospital police department.
9. Be OPOTA certified, including a current certification in firearms training, with a minimum of one year of full-time experience with an Ohio state certified law enforcement agency including having completed any probation period.
10. Must have successfully completed the probationary period at the current or most recent place of employment as a peace officer. Upon request by the Civil Service Commission, the applicant must submit certification and/or documentation from the current or most recent employer establishing such completion. The Civil Service Commission, at its option, may confirm that the applicant has completed such probationary period through its own independent background investigation.



PARMA HEIGHTS POLICE DEPARTMENT



LATERAL TRANSFER APPLICATION

The City of Parma Heights is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment. All answers to questions in this application, except for required signatures, must be **printed** and in **ink**. Answer all questions in this application **carefully, correctly** and **completely**. Knowingly falsifying any information provided by the applicant, or with the knowledge of the applicant, shall be grounds for **removal** from consideration or dismissal if appointed to a position with the City of Parma Heights. **FOR ADDITIONAL INFORMATION, REQUIREMENTS and DISQUALIFIERS, VISIT www.parmaheightsoh.gov.**

Applicant Information

Name _____
Last First Middle

Address _____

City _____ State _____ Zip _____

Telephones: Home _____ Cell _____

E-Mail _____

Driver's License Number _____ Social Security Number _____

If you have ever been charged with, or convicted of, any violation of the law in either Ohio or any other state, provide the date and location, the charges, and the disposition of the charges. Any felony conviction is a disqualifier (See list of disqualifiers).

Applicant's Signature _____

Professional References – Please list three (3) non-relative professional references

Name: _____ Phone: _____ How Known: _____

Address: _____

Name: _____ Phone: _____ How Known: _____

Address: _____

Name: _____ Phone: _____ How Known: _____

Address: _____



PARMA HEIGHTS POLICE DEPARTMENT



LATERAL TRANSFER APPLICATION - BACKGROUND

Educational Background

High School: _____ From: _____ To: _____

Address: _____ Graduate (circle one) YES / NO

College: _____ From: _____ To: _____

Address: _____ Graduate (circle one) YES / NO

Other: _____ From: _____ To: _____

Address: _____ Graduate (circle one) YES / NO

Military Experience

Branch: _____ From: _____ To: _____ Discharge Date: _____

Rank at Discharge: _____ Discharge Classification: _____

Employment History

Name: _____ Phone: _____

Address: _____

Job Title: _____ From: _____ To: _____

Supervisor: _____ May we contact as a reference? YES / NO

Name: _____ Phone: _____

Address: _____

Job Title: _____ From: _____ To: _____

Supervisor: _____ May we contact as a reference? YES / NO

Name: _____ Phone: _____

Address: _____

Job Title: _____ From: _____ To: _____

Supervisor: _____ May we contact as a reference? YES / NO



PARMA HEIGHTS POLICE DEPARTMENT



AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Parma Heights Police Department, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions; including records of loans; the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans' Administration; employment and pre-employment records, including background reports, polygraph and/or Computerized Voice Stress Analyzer reports, charts and tapes; efficiency ratings, complaints or grievances filed by or against me; and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or part, upon this release authorization will be considered in determining my suitability for employment by the Parma Heights Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photo copy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Full Name: _____ / _____ / _____
Please Print Social Security Number Date of Birth

Address: _____, _____, _____
Number Street Name City State Zip Code

Signature: _____ Phone: _____ - _____ - _____

Sworn to and subscribed before me this _____ day of _____, 20__

In the county of Cuyahoga and the state of Ohio

Affix seal here

_____ My Commission Expires: _____
Signature of Notary



PARMA HEIGHTS POLICE DEPARTMENT



WAIVER / AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I hereby certify that I have given the Parma Heights Police Department permission to obtain a copy of any arrest or conviction record pertaining to me now in the files of the Ohio Bureau of Criminal Identification, London, Ohio.

I hereby release the Ohio Bureau of Identification and Investigation and all individuals connected therewith from all liability in connection with the dissemination of such arrest and conviction data.

Signature: _____ Date: _____

Full Name – typed or printed: _____

STATE OF OHIO

COUNTY OF CUYAHOGA

_____ Being first duly sworn on his/her oath say that the statements made and subscribed by him/her in the forgoing application are true.

Signature of Applicant

Subscribed in my presence by the said affiant and by him/her sworn to before me this

_____ day of _____, 20____.

Notary

Witness and Signature of Person Taking Prints

Date