

## **FULL-TIME POLICE OFFICER – CITY OF WILLOUGHBY HILLS**

A Civil Service Entrance Examination for Full-time Police Officers will be given on Saturday, October 18, 2014, at 10:00 a.m. at the Willoughby Hills Community Center, 35400 Chardon Road, Willoughby Hills, OH. Applications may be picked up at Willoughby Hills City Hall, 35405 Chardon Road, from Tuesday, September 2, 2014 through Friday, September 5, 2014, from 9:00 a.m. to 4:00 p.m.

Applications must be filed **in person by the applicant** beginning on Wednesday, October 1, 2014, through Friday, October 3, 2014, at Willoughby Hills City Hall Finance Department, 35405 Chardon Road, from 9:00 a.m. to 4:00 p.m. A non-refundable filing fee of fifty dollars (\$50.00) is payable at the time the application is filed (exact cash or check only). No applications will be accepted without payment of the filing fee.

**No applications will be accepted before 9:00 a.m. on Tuesday, September 2, 2014, or after 4:00 p.m. on Friday, October 3, 2014.**

Qualifications: Applicant must be a citizen of the United States and permanently reside within twenty-five (25) miles of the city limits of Willoughby Hills, for emergency call back situations, by six (6) months after appointment; applicant must be age 21 on or before the date of the written examination and in accordance with Ohio Revised Code 124.1 “no person shall be eligible to receive an original appointment after his or her 35<sup>th</sup> birthday.” However, the Commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 25 years of service in the Police and Fire Pension System by age 65; high school education or equivalent; hold a valid Ohio Driver’s License and be insurable under the City’s Vehicle Insurance Policy; Ohio Peace Officer Training Academy (O.P.O.T.A.) Certification required; must have current Tri-C Police Officer Physical Agility Certification at time of appointment.

LIMITED TO THE **FIRST 50** QUALIFIED APPLICATIONS RETURNED TO THE  
SECRETARY OF THE CIVIL SERVICE COMMISSION

EQUAL OPPORTUNITY EMPLOYER

*We are not responsible for any misinformation that may have been provided through the publishing of the News-Herald ad.*

# CITY OF WILLOUGHBY HILLS

35405 CHARDON ROAD ♦ WILLOUGHBY HILLS, OHIO 44094  
(440) 942-9111 ♦ FAX (440) 942-1355

**FOR OFFICE USE ONLY**

RECEIVED BY \_\_\_\_\_

DATE/TIME \_\_\_\_\_

## APPLICATION TO TAKE EXAMINATION POLICE OFFICER – ENTRY LEVEL

### Instructions: (See information sheet for details)

1. Carefully read the information sheet accompanying this application before completing the application.
2. All answers must be typed or printed in ink.
3. After the application is completed, it **must be notarized.**
4. Incorrect statements or falsified information made on this application shall invalidate the applicant's application, examination and or appointment.
5. Any certificates, affidavits or other documents requested with this application must be presented with the application at the time of filing.
6. Filing fees must be paid at the time of filing.

### PLEASE PRINT OR TYPE:

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Telephone: \_\_\_\_\_ Last 4 Digits of Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_  
(MO) (DAY) (YR) (CITY) (COUNTY) (STATE)

A COPY OF BIRTH CERTIFICATE OR OTHER PROOF OF DATE AND PLACE OF BIRTH MUST BE ATTACHED.

Date you will be available to start: \_\_\_\_\_

Are you legally permitted to work in the United States?  YES  NO

ALL APPLICATIONS BECOME THE PROPERTY OF THE WILLOUGHBY HILLS POLICE DEPARTMENT

EQUAL OPPORTUNITY EMPLOYER

WHPD Form 64

**PERSONAL DATA**

Have you previously applied for a position with the City of Willoughby Hills?	<input type="checkbox"/> YES <input type="checkbox"/> NO
When: _____	
Have you ever been employed by the City of Willoughby Hills?	<input type="checkbox"/> YES <input type="checkbox"/> NO
When: _____ Reason for Leaving: _____	
Are you related to anyone employed by the City of Willoughby Hills?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name: _____ Relationship to you: _____	
Have you ever been employed by another public employer in Ohio?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Can you work rotating shifts, overtime, weekends, and holidays?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been dismissed from or asked to resign from any employment position?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain: _____	
Other than English, are you able to read or write any other language or sign?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain: _____	

Do you have the required licenses or certifications to perform the job for which you are applying?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have a valid Ohio driver's license? (Copy of license must be attached)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has your driver's license been suspended or revoked within the last five (10) years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you had any traffic violations in the past five (5) years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please list: (attach additional sheet(s) if necessary)	
OFFENSE	APPROXIMATE DATE (MO/YR)
Have you ever been convicted of a felony or misdemeanor (other than a minor traffic violation)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please list: (attach additional sheet(s) if necessary)	
OFFENSE	APPROXIMATE DATE (MO/YR)

## EMPLOYMENT

Begin with your most recent job and list your work history in chronological order. **Include in sequence all part-time jobs, periods of unemployment and military service for the last ten (10) years.** If presently employed, indicate so in date block. (attach additional sheet(s) if necessary)

May we contact your present employer for a reference? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
NAME OF EMPLOYER		PHONE NUMBER
ADDRESS OF EMPLOYER		POSITION HELD
DATES EMPLOYED FROM                      TO	SUPERVISOR	SALARY
REASON FOR LEAVING		
NAME OF EMPLOYER		PHONE NUMBER
ADDRESS OF EMPLOYER		POSITION HELD
DATES EMPLOYED FROM                      TO	SUPERVISOR	SALARY
REASON FOR LEAVING		
NAME OF EMPLOYER		PHONE NUMBER
ADDRESS OF EMPLOYER		POSITION HELD
DATES EMPLOYED FROM                      TO	SUPERVISOR	SALARY
REASON FOR LEAVING		

## EDUCATIONAL

NAME OF SCHOOL	LOCATION OF SCHOOL (CITY & STATE)	DEGREE	AREA OF STUDY	GRADUATE	
				YES	NO

## REFERENCES

Fill in below the names of three adults, not related to you and not former employers.

NAME	HOME PHONE (Area code/Number)
HOME ADDRESS (City, State, Zip)	Occupation
NAME	HOME PHONE (Area code/Number)
HOME ADDRESS (City, State, Zip)	Occupation
NAME	HOME PHONE (Area code/Number)
HOME ADDRESS (City, State, Zip)	Occupation

### **ALL APPLICANTS MUST READ AND SIGN THE FOLLOWING CERTIFICATE**

In consideration of the acceptance of my application for employment by the City of Willoughby Hills (hereinafter referred to as "City"), I understand, agree, and/or certify to the following:

1. I certify that all information contained in this application is true, accurate, and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission of any information on my application (including any supplemental questionnaire), resume, or any other materials, or during any interviews, will be justification for withdrawing any offer of employment or, if employed, termination from employment, regardless when the falsification, misrepresentation or omission is discovered by the City.
2. Any offer of employment I may receive from the City is contingent upon satisfactory results from the City's total pre-employment screening process. These results may include, but not be limited to the following:
  - a. Receipt by the City of references that it considers satisfactory;
  - b. Satisfactory completion of a post-offer, pre-employment medical examination that is job related and consistent with business necessity;
  - c. Passing a screening for alcohol and/or drugs;
  - d. Satisfactory completion of any pre-employment psychological examination/screening that the City may require that is job related and consistent with business necessity;
  - e. Satisfactory completion of any physical/mental skills testing or evaluation that the City may require that is job related and consistent with business necessity; and
  - f. Satisfactory completion of criminal history and background investigation.
3. I authorize the City and its agents to conduct a criminal history investigation with any or all federal, state, and local jurisdictions. This investigation may seek information on any felony and misdemeanor convictions I may have and my driving record.
4. I understand and agree that applicants for positions in the Police or Fire Departments will be subject to a more extensive background investigation. This investigation may include, but not be limited to, information as to my moral character and habits, general reputation and personal characteristics. This investigation may be conducted by the Police Department or other agents of the City and may include interviews with my friends, neighbors and associates. I hereby release the City and its agents, including employees of the Police Department, my friends, neighbors and associates, and all other parties from any and all liability for damages arising from the conduct of this investigation, and the release of information as a result thereof.

5. I hereby grant the City and its agent's permission to contact all of my present and former employers and those individuals I have provided as personal references (unless otherwise specified on this application). I authorize and request that such employers and references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. Furthermore, I understand I may be requested to provide the City with certified copies of transcripts from all educational institutions I have attended. I also grant the City and its agent's permission to conduct whatever investigation that may be needed to obtain or verify information regarding statements contained in my application, resume, any other materials, or any interviews, or concerning my qualifications for employment. I hereby release the City and its agents, my present and former employers, my personal references, and all other parties from any and all liability for damages arising from furnishing the request information.
6. This application is subject to the Civil Service Rules of the City, as applicable.

**NOTARIZATION**

**STATE OF OHIO**

**COUNTY OF \_\_\_\_\_**

\_\_\_\_\_, Being first duly sworn, on oath say that the statements made and subscribed to in this application are true.

**SIGNATURE OF APPLICANT**

Subscribed in my presence by the said affiant and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_.

Written Signature: \_\_\_\_\_

Typed or printed: \_\_\_\_\_

(Notary Stamp and Seal Here)

**FOR INTERNAL USE ONLY**

Arrange Interview:  YES  NO

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Interviewer's Signature

Date

Employed:  YES  NO Starting Date: \_\_\_\_\_ Starting Rate: \_\_\_\_\_

Job Title: \_\_\_\_\_

*The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.*

**INFORMATION FOR OPEN COMPETITIVE  
APPLICATION and EXAMINATION PROCESS FOR POLICE OFFICER**

**PLEASE READ CAREFULLY – NO EXCEPTIONS**

**QUALIFICATIONS**

- U.S. CITIZEN:** Applicant must be a citizen of the United States and permanently reside within twenty-five (25) miles of the city limits of Willoughby Hills by six (6) months after appointment.
- AGE:** To be eligible for appointment to the Willoughby Hills Police Department, applicant must be age 21 on or before the date of the written examination and in accordance with Ohio Revised Code 124.1 “no person shall be eligible to receive an original appointment after his or her 35<sup>th</sup> birthday.” However, the commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 25 years of service in the Police and Fire Pension System by age 65.
- EDUCATION & TRAINING:** Completion of a high school education or equivalent and a valid Ohio driver license is required. Applicant must have their Ohio Peace Officer Training Academy (OPOTA) Certification to apply.
- PHYSICAL CONDITION:** To be certified, applicant must be able to pass a physical agility test, medical examination, psychological assessment, and any and all other tests required by the Commission.
- APPLICATIONS** Application forms will be available at Willoughby Hills City Hall, 35405 Chardon Road, Willoughby Hills, Ohio, beginning on Tuesday, September 2, 2014, through Friday, September 5, 2014, from 9:00 a.m. to 4:00 p.m.
- FILING DEADLINES:** Application packets will be accepted beginning at 9:00 am on Wednesday, October 1, through Friday, October 3, from 9:00 a.m. to 4:00 p.m. **The first 50 applicants will be processed. NO APPLICATIONS WILL BE ACCEPTED AFTER 4:00 p.m. on Friday, October 3, 2014.**
- NOTARIZATION:** **All applications must be NOTARIZED.**
- FILING FEE:** A non-refundable filing fee of twenty-five dollars (\$25.00) is payable at the time the application is filed. **(EXACT CASH ONLY)** No applications will be accepted without payment of filing fee.
- REFERENCES:** Every application must be accompanied by letters of reference from not less than three (3) reputable citizens, preferably residents of Lake County, registered voters, not holding any elected or appointive city, state or county offices, each certifying that he/she has been personally acquainted with applicant for at least the last two (2) years and believes the applicant to be of good moral character, of correct and orderly deportment, of temperate and industrious habits, and in all respects fit for the service he/she wishes to enter. Additional information

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concerning the applicant may be sought from these citizens. Additional references may be required in any case at the discretion of the Commission or Appointing authority.

DOCUMENTS TO BE  
ATTACHED:

Applications must be accompanied by **photocopies** of all documents requested in the information form.

1. Birth Certificate or Proof of U.S. Citizenship
2. High School Diploma or Equivalent
3. Valid Ohio Driver's License
4. Three (3) Letters of Reference
5. Ohio Peace Officer Training Certification (OPOTC)
6. Police Officers Physical Agility Test (If unavailable at the time of application, it must be obtained, at the candidates expense, before appointment.)
7. College Diplomas (Associate, Bachelors, Advanced Degrees)
8. Military Discharge Papers or Current Military I.D.

**\*NO ORIGINAL DOCUMENTS WILL BE ACCEPTED AS THEY CANNOT BE RETURNED. SUBMIT PHOTOCOPIES OF DOCUMENTS ONLY.**

**EXAMINATION PROCESS**

WRITTEN EXAMINATION:

A written examination will be given at The Willoughby Hills Community Center, 35400 Chardon Road, Willoughby Hills, Ohio, on Saturday, October 18, 2014, at 10:00 a.m. A valid driver license with photo will be required at sign-in. The wearing of any form of uniform by applicants is prohibited. Any changes will be clearly explained before the beginning of the testing process. No one will be admitted to the examination after it has started.

The Commission will use the Ohio Law Enforcement Selection Inventory (OH-LESI) Written Examination from I/O Solutions, Westchester, IL. The OH-LESI is a two-part examination that provides a comprehensive assessment of job-related personality traits and problem-solving abilities. Study materials are available through I/O Solutions at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com).

PHYSICAL AGILITY TEST:

Applicants will be required to successfully complete a physical agility test consistent with the physical requirements of the position description. Currently, the City of Willoughby Hills is accepting the Police Officers Physical Agility Test offered by Cuyahoga County Community College. Candidates must have successfully completed the Test within one year prior to the date of the exam. The cost of acquiring this certificate is at the applicant's own expense.

ORAL BOARD INTERVIEW:

Applicants may be required to complete one or more oral board interviews with department staff members, civil service commission members, and city administrators.

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**OTHER EXAMINATIONS:** An extensive background investigation, a truth verification exam, and upon a conditional offer of employment, applicants will be required to successfully complete a psychological screening and a medical examination consistent with the requirements of the position description and the Ohio Police and Fire Pension Board.

**GENERAL INFORMATION:** The entire applicant evaluation process and examinations will be based on the requirements specified in the position description provided to each applicant. Applicants should carefully review this information to ensure they meet the necessary requirements.

Because of the public records laws of the State of Ohio, the identity of applicants and application materials cannot be considered to be confidential.

### **ESTABLISHMENT OF LISTS AND APPOINTMENT PROCEDURE**

**ELIGIBILITY LISTS:** A list of applicants ranked according to their scores from which the certified list is drawn is called the "ELIGIBILITY LIST". Total score consists of the score on the written examination plus any such extra credit points as applicant has applied for and been granted.

**CERTIFIED LISTS:** When a vacancy occurs in the Police Department, the Commission is required to submit to the Safety Director a "CERTIFIED LIST" of the ten (1) highest ranking applicants from the ELIGIBILITY LIST. The Safety Director may appoint anyone on the CERTIFIED LIST, after said person has successfully completed all other examinations.

**PLACEMENT ON LIST:** An applicant must receive a passing score on the testing process in order to be placed on the ELIGIBILITY LIST. Standing on the list will be based on the applicant's composite score (including extra credits described below). Applicants with identical scores will be listed in the order in which their applications were filed.

**DURATION OF ELIGIBILITY LIST:** ELIGIBILITY LISTS shall remain in force for not longer than two (2) years, however, after one (1) year the Commission may abolish the standing list and hold new examinations as they see fit. The Commission may also combine two or more ELIGIBILITY LISTS to create one large list.

**THE APPOINTMENT:** When the Safety Director has requested and received from the commission a CERTIFIED LIST of applicants for a position, he/she may select any one or more of the applicants so certified for the appointment. He/she may require personal interviews and/or additional testing if deemed necessary to make the best choice.

**EXTRA CREDIT:** Applicants eligible for and wishing to claim extra credit for college-level study in any field must file appropriate documentation with the Commission at the time of application. Failure to do so will forfeit claim to such extra credit. College-level study in any field will include any successfully completed courses normally

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required for attainment of an Associate (law enforcement) or Baccalaureate degree (in any field) at any accredited college or university. Proof of such achievement shall be a photocopy of an Official School Diploma, NOT a report card or other such notice.

The City of Willoughby Hills only considers as acceptable those degrees from degree granting institutions approved by one of two nationally recognized accredited organizations – either the U.S. Department of Education or the Council for Higher Education.

**COMPUTING CREDIT:**

To receive extra credit, applicant must first attain a passing score of 70% or more on the written examination. Credit will be determined by adding the following points to the score and shall be added to the total score as follows:

**2 POINTS:** U.S. Military Service (Honorable discharge or active service)

**3 POINTS:** Completion of an Associate Degree (Criminal Justice Related)

**6 POINTS:** Completion of a Baccalaureate Degree or Higher (Any Discipline)

**Maximum Education Points allowed is six (6) points.**

**\*\*\*\*MAXIMUM EXTRA CREDIT ALLOWED TO ANY ONE APPLICANT IS EIGHT (8) POINTS**

**THE POSITION:**

The purpose of this examination is to create an ELIGIBILITY LIST from which applicants may be certified for appointment to the Willoughby Hills Police Department as police officers.

**SCALE:**

The Salary Schedule as stated in the agreement between the City of Willoughby Hills and the Ohio Patrolmen's Benevolent Association is in effect.

All newly hired employees will start at step 1 and will be required to serve a probationary period of sixteen (16) months. During such period, the Employer shall have the sole discretion to discipline or discharge such employee and any such action shall not be subject to appeal through any grievance or appeal procedure to the Civil Service Commission. New hires may petition the appointing authority for a lateral transfer on a case by case basis

The material provided on these pages is for information purposes only the information provided is that currently available to the Civil Service Commission, which is not responsible for any errors.

Any person desiring information regarding the position of Police Officer and/or details regarding this test or procedures that are not covered herein, should submit his/her question(s) in writing to the secretary of the Civil Service Commission at the address shown on the first page. **Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.** No telephone inquiries will be accepted.

Neither the Civil Service Commission nor the City of Willoughby Hills are intending to create a contract and the contents of this form are for informational purposes only.

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CITY OF WILLOUGHBY HILLS, OHIO  
**POSITION DESCRIPTION**

JOB CLASSIFICATION: **POLICE OFFICER**  
CIVIL SERVICE STATUS: Classified  
EMPLOYMENT STATUS: Full Time, Non-Exempt  
IMMEDIATE SUPERVISOR: Police Sergeant  
ISSUED DATE: December 20, 2002      Revised: December 2010

**Job Responsibilities:**

Under general supervision, the police officer alertly patrols an assigned area of the City, prevents the commission of crimes, conducts preliminary investigations, proactively enforces laws and ordinances, maintains law and order, makes arrests, testifies in court, uses electronic equipment, computers and law enforcement software systems, completes assigned training to maintain state certifications, and performs related work and duties as assigned or required.

**Qualifications:**

High school diploma; current Ohio Peace Officer Training Academy Certification; must be a citizen of the United States of America and at least 21 years of age at time of appointment. Must possess a valid Ohio Driver License with an acceptable driving record.\* Must have a credible personal background free of any felony or misdemeanor criminal activity or arrests.\* Must meet annual state and department qualification standards for firearm use and possession.\* Must be able to work rotating shifts as assigned. Any combination of training and experience that indicates possession of the knowledge, skills, and abilities identified within this position description. (\*Refer to special requirements section for additional qualifications information).

**Illustrative Job Duties:** (The duties listed below are intended to depict essential functions of this job classification)

Alertly patrols an assigned area on foot or in a vehicle; familiarizes self with citizens and residential and business areas; promptly answers radio calls from dispatch and responds quickly and safely; checks stores, businesses, houses, or other premises for fire, burglary, and other disturbances; investigates and reports suspicious or unsafe conditions. Quickly responds to complaints of criminal occurrences, hazardous conditions, or breaches of the peace; submits reports of investigations of criminal or non-criminal matters using department computers and software; conducts continuing or follow-up investigations on reported incidents; conscientiously conducts general patrol for detection and prevention of criminal acts. Uses non-assigned patrol time for proactive traffic enforcement and police-community relations.

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

Makes arrests for violations of laws or ordinances; promptly prepares and submits required reports; prepares and files necessary court forms and papers; testifies in court; transports

**Illustrative Duties (continued)**

prisoners to the police station, court, or jail; registers and books 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 and computers; 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 on at any time for emergency duties.

**Essential Job Knowledge, Skills and Abilities:**

The functions specified below are the fundamental job duties, which an employee must be able to perform, based on supervisory-incumbent interviews relative to; 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.

**Knowledge of:**

- Federal, state and local laws and ordinances
  - Department polices and procedures\*
  - Department rules and regulations\*
  - City streets, businesses and public areas\*
  - Arrest, search and seizure procedures
  - Criminal apprehension techniques
  - Self defense techniques
  - Rules of criminal law and evidence
  - Techniques for collecting and preserving evidence
  - Investigative techniques
  - Traffic enforcement and accident investigation techniques
  - Interview and interrogation techniques
  - Community policing philosophy and techniques
  - Crime prevention techniques
  - Inter-personal Communications
  - Court procedures
  - Civil disobedience control techniques
  - First aid procedures
  - Documentation requirements and report writing techniques
  - Police radio communications
  - Basic typing and computer skills
- \*May be acquired after hire

**Skills and Abilities to:**

Interpret and apply laws, regulations and policies to enforce them with firmness, tact, and impartiality

Define problems, collect data, establish facts and draw valid conclusions

Logically order information to report on or react to a given situation, which may include serious consequences

Compute job-related formulas in order to accurately measure distances and to complete investigations

Communicate effectively in written and oral form

Resolve problems involving several variables

Cope with and diffuse situations involving angry or difficult people

Deal effectively and courteously with others

Develop and maintain effective working relationships with the public, officials, co-workers and supervisors

Present a positive image to the public

Demonstrate sound judgment under stress and to react quickly and calmly in emergencies

Meet and maintain performance standards established for the position

Safely and effectively use firearms

Drive a motor vehicle safely and effectively

Use and care for department equipment (computers, radios, Datamaster, radars, lasers, etc.)

Engage in strenuous physical activity

Work rotating shifts, as assigned

Maintain consistent, regular, punctual and predictable attendance

Maintain confidentiality

Inspire the trust and confidence of others

Possess reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature

Prioritize workloads while coordination multiple demands

Visualize scenarios when presented as written plans oral instructions

Compare letters, numbers, or patterns quickly and accurately

Demonstrate mature judgment and reasoning at all times

**Physical Requirements:**

The majority of work is done while sitting with intermittent periods of standing and walking and includes the potential to engage in strenuous physical activity. Requirements include the ability to:

Have and maintain a high level of physical agility and fitness sufficient to engage and endure strenuous physical activities

Demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 pounds while performing such functions as lifting, carrying, pulling, pushing, walking, jogging, running, jumping, climbing, kneeling, squatting, bending, and maneuvering fixed obstacles

Run, walk, stand, or sit for extended or intermittent periods of time

Listen, comprehend, and respond to discussions involving either one-on-one or group settings

Remain alert and watchful during assigned duty hours

**Physical Requirements (continued)**

Transport individuals, paperwork, or material evidence for short distances, which may involve climbing stairs

Address groups of assorted sizes in diverse settings

Withstand extremes of climate exposure and potential exposure to health and safety hazards

Communicate information both orally, in writing and by typing

Operate job related equipment, including a motor vehicle, safely and while performing multiple tasks such as radio operations, observation, and note taking

Make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception

Possess sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, cameras, handheld radars, computers, etc

Affect physical restraint of angry or violent people

Pass and maintain the standards of the Department's general fitness examination as it relates to the essential functions of the position

**Qualifications: Special Requirements**

Must possess and maintain a good driving record. A "good driving record" is defined as having no more than two (2) two-point moving violations or their equivalent within the preceding three (3) years, and no convictions for six-point moving violations and/or felony traffic violations, or their equivalent, within the previous ten (10) years.

Must be legally qualified to own and carry a firearm or sidearm.

Must not have been convicted in a court of law of lesser misdemeanors including assault, attempted assault, stalking, menacing, and all other offenses which have as an element "the use or attempted use of any physical force or threatened use of a deadly weapon towards those persons that are generally covered by those statutes as related to family members."

Must not have been convicted in a court of law of any felony for any offense of violence.

Must not have any undetected criminality for which criminal liability may invoke.

Must have, within one hundred twenty (120) days prior to appointment, and during continued employment, passed a physical examination given by a licensed physician which examiner certifies that the applicant meets the physical requirements necessary to perform the duties of a Police Officer, and meets the qualifying medical requirements established by the Police and Fire Disability and Pension Fund of Ohio.

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