

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 35th 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.

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 35th 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 (\$50.00) 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

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.

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.

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.

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.

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

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.

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.

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.

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.

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.