

CITY OF WILLOUGHBY HILLS

COMPETITIVE APPLICATION PROCESS - POLICE OFFICER (LATERAL) PLEASE READ CAREFULLY

MINIMUM QUALIFICATIONS

- CERTIFICATION: Must possess current and valid OPOTA Certification or OPOTA Letter of Training Equivalency.
- POLICE EXPERIENCE: Must be currently employed as a full time law enforcement officer as defined by Ohio Revised Code Section 2901.01, or laid off from such a position within the year prior to your application and have a minimum of three (3) consecutive years of full time law enforcement experience. A current resume is requested.
- Civil Service Criteria: Must provide documentation with application verifying applicant successfully completed a prior civil service process to include a written exam and physical agility test. If not, applicant would be required to take the Willoughby Hills Civil Service Written Examination and provide a current Physical Agility Testing Certificate administered by the Police Agility Program at Cuyahoga Community College.
- FITNESS FOR DUTY: Must possess the strength and physical ability to successfully perform the essential job functions of the police officer classification and be free of any condition that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others. Emotional stability and maturity required. Applicant must pass a thorough background investigation, medical examination, psychological assessment, truth verification and any and all other tests required by the Civil Service Commission.
- U.S. CITIZEN: Applicant must be a citizen of the United States.
- AGE: Minimum of 21 years of age at time of appointment 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 (Lateral Transfer) for service 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: High School Diploma or G.E.D Required.
- DRIVER’S LICENSE: Must possess a valid Ohio Driver’s License and have an acceptable driving record at time of appointment.
- OTHER REQUIRMENTS: Must be willing to work irregular hours and days, enforce laws regardless of personal ethics or feelings, wear the uniform furnished by the department and

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comply with departmental grooming standards, carry a firearm and work under adverse or potentially hazardous conditions.

Must be of good character and free from any physical, emotional or mental condition which would preclude one from successfully performing the essential job functions; mentally and physically capable of taking the life of another if justified and necessary in terms of existing laws, policies and procedures; skill to read and interpret complex technical documents written in English such as laws, ordinances, court decisions and training bulletins.

NOTE: If you do not meet the minimum qualifications, please do not submit an application. However, if you cannot meet one or more of the minimum qualifications because of a disability, you may submit an application and we will consider your situation on an individual basis.

APPLICATIONS: Application forms are available **online** or at Willoughby Hills City Hall Finance Dept., 35405 Chardon Road, Willoughby Hills, Ohio, 44094, **Monday through Friday, from 9:00 a.m. - 4:00 p.m.**

FILING DEADLINES: Application packets are accepted at Willoughby Hills City Hall Finance Dept., 35405 Chardon Road, Willoughby Hills, Ohio, 44094, **Monday through Friday, from 9:00 a.m. – 4:00 p.m.**

DOCUMENTS NEEDED: **Photocopies** of the documents listed below must be attached/included with the application. No original documents will be accepted as they will not be returned.

1. OPOTA Certification
2. Proof of Prior Civil Service Written Exam & Physical Agility Test
3. Birth Certificate or Proof of U.S. Citizenship
4. High School Diploma or Equivalent
5. Valid Ohio Driver's License
6. College Diplomas - Associate, Bachelors, Advanced Degrees
7. Military Discharge Papers or Current Military I.D.

EXAMINATION PROCESS IF REQUIRED

WRITTEN EXAMINATION: The written police entry examination will be administered by the Willoughby Hills Civil Service Commission as needed. Details of the date, time and location of the exam will be provided prior to any testing. A valid driver's 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 exam 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

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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 prior to appointment. The cost of acquiring this certificate is at the applicant's own expense. Applicant shall be permitted to complete the Physical Agility Test prior to appointment.

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.

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.

APPOINTMENT PROCEDURE - LATERAL

THE APPOINTMENT: When the Safety Director has requested and received from the commission a Certified Eligibility 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.

THE POSITION: The purpose of this lateral transfer process is to create an Eligibility List from which applicants may be certified for appointment to the Willoughby Hills Police Department as full time police officers.

SALARY/BENEFITS: The Salary and Benefit Schedule as stated in the agreement between the City of Willoughby Hills and the Ohio Patrolmen's Benevolent Association is in effect. The current contract may be reviewed by accessing the Ohio SERB Website.

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All newly hired lateral police officers will do so in accordance with the lateral transfer provision provided in the current labor contract and will be required to serve a probationary period of twelve (12) 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.

The material provided on these pages is for information purposes only and 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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