



CITY OF CLEVELAND HEIGHTS
invites applications for the position of:

Police Officer (Classified)

SALARY: \$29.65 - \$33.72 Hourly
\$61,679.00 - \$70,138.00 Annually

OPENING DATE: 11/08/18

CLOSING DATE: 12/05/18 04:00 PM

DESCRIPTION:

An Open Competitive Recruitment Examination for POLICE OFFICER

QUALIFICATIONS: Applicants must be at least 21 years of age and not older than 36 years of age at the time of appointment. This is subject to exceptions for Basic Patrol Officers in continued service since August 1, 1997, as per Civil Service Rule III, Sections 2(e).

Applicant must be a Citizen of the United States.

APPLICATIONS: Applications for this examination will be accepted Wednesday, November 14, 2018 to Wednesday, December 5, 2018 from 9:00 a.m. to 4:30 p.m., at the City of Cleveland Heights City Hall, 40 Severance Circle, Cleveland Heights, OH 44118.

The number of applications distributed will not be limited, however, the receipt of applications will be limited to the first one hundred fifty (**150**) filed.

*****FILING HOURS*****
Monday through Friday
9:00 a.m. to 4:30 p.m. ONLY

FILING FEE AND RETURN: Application filing fee is \$25 (cash only) payable upon the return of the completed application. Fee is non-refundable.

The application must be hand delivered by applicant and sealed in the envelope provided.

Return completed application envelope to the City of Cleveland Heights, City Hall, Attn: Human Resources, 40 Severance Circle, Cleveland Heights, OH.

APRIL 1, 2017 SALARY:

1st Officer	\$70,138 plus Benefits
2nd Officer	\$67,030 plus Benefits
3rd Officer	\$61,679 plus Benefits

EXAMINATION: Saturday, December 15, 2018 at 9:30 a.m./No admittance after 9:35 a.m.

Cleveland Heights Community Center
One Monticello Boulevard (Monticello and Lee Road)

Written: Must achieve a grade of 70% or better

Physical Ability: Tri-C testing on Sunday, December 16, 2018. The certificate of passage must be turned in no later than 4:00 p.m. on Wednesday, December 19, 2018. All items must be completed satisfactorily for passage. Cost is \$60.00.

Any applicant who has passed the Tri-C physical agility test within the last six (6) months, on or after June 5, 2018, must submit a certificate.

Oral Interview To be determined and announced

EXAMPLES OF DUTIES:

THE POSITION: The Cleveland Heights Police Department wants able, ambitious personnel who desire a worthwhile career in the professional law enforcement field. Based on the opportunity to serve the public, a law enforcement career consists of duties involving preservation of general health, safety and welfare of citizens and property. After receiving thorough training, a Police Officer performs a variety of specific law enforcement assignments.

Promotions to higher ranks (Sergeant, Lieutenant, Captain and Chief) are made by competitive examinations from within the Police Department.

TYPICAL QUALIFICATIONS:

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Applicant must be a Citizen of the United States.

RESIDENCY REQUIREMENTS: The eligible applicant for admission to examination for a position in the classified service must reside in one of the following Ohio counties: Cuyahoga, Lorain, Medina, Portage, Summit, Geauga or Lake.

EDUCATION: Applicants for original appointment to the Classified Service shall be required to have at least two (2) years of successful college achievement at a college or university accredited by the North Central Association of Colleges and Secondary Schools or its equivalent regional accrediting authorities or their successor equivalent accrediting authorities as minimal education requirement for admission to examination. Two (2) years of successful college achievement is defined as at least 60 semester hours or 90 quarter hours where a grade of at least a "C" or its equivalent has been attained in each semester hour or quarter hour of credit.

Official proof of college degree must be presented at the time of application to qualify for education bonus points. Applicants seeking bonus credit for education achievement must show proof of degree (Baccalaureate or Graduate degree) conferred at the time of application. In no event shall educational credits exceed by any combination a maximum of nine points.

SUPPLEMENTAL INFORMATION:

OTHER:

Must possess a valid State of Ohio drivers or chauffeurs license. Must show for test admittance.

Applicants seeking credit for military service must have served at least one year continuous active duty in the Armed Forces of the United States and have been honorably discharged or transferred to Reserves. A copy of Form DD214 or similar proof, acceptable to the Civil Service Commission, must be submitted at the same time that the application is accepted in order to obtain the veteran's credit of five (5) points for military credit, if applicable.

Applicants shall be credited with additional points equal to 20% of the attained passing grade if the candidate at the time of the examination is then serving as a Cleveland Heights Basic Patrol Officer and has so served for at least six (6) months from the time of completion of the Cleveland Heights Police Academy training.

No applicant will be given additional points for both military service and police officer service.

Successful candidates will have their names placed on an eligibility list from which appointments are made. **Following** a conditional offer of employment, the candidate must pass a comprehensive medical evaluation by a physician chosen by the City. Prior to a conditional offer of employment, an applicant will be required to undergo a psychological assessment and an examination for drug usage. Any applicant whose results from the drug screening examination are determined to be positive shall be rejected unless such results can be satisfactorily related to the advice of a recognized medical practitioner. Prior to a conditional offer of employment, a candidate must certify that they have never committed a felony or a misdemeanor involving moral turpitude. This will be verified through a background investigation.

[REDACTED]
<http://www.clevelandheights.com/>

Position #8888
POLICE OFFICER (CLASSIFIED)
AS

40 Severance Circle
Cleveland Heights, OH 44118

EMPLOYMENT HISTORY

In the space provided below, give a complete record of employment for not less than the past ten years, beginning with your present or most recent employment and working back. Account for all periods, including self-employment, unemployment and service in the United States Armed Forces. Use additional sheets if necessary.

Employer	Telephone ()	Dates Employed From To
Address		
Job Title (s)	Part time _____ Full time _____	Starting salary \$ _____ Per
Immediate supervisor and title		Final salary \$ _____ Per
Reason for leaving? May we contact for reference? _____ Yes _____ No		
Summarize the nature of the work performed and the job responsibilities.		

Employer	Telephone ()	Dates Employed From To
Address		
Job Title (s)	Part time _____ Full time _____	Starting salary \$ _____ Per
Immediate supervisor and title		Final salary \$ _____ Per
Reason for leaving? May we contact for reference? _____ Yes _____ No		
Summarize the nature of the work performed and the job responsibilities.		

Employer	Telephone ()	Dates Employed From To
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Job Title (s)	Part time _____ Full time _____	Starting salary \$ _____ Per
Immediate supervisor and title		Final salary \$ _____ Per
Reason for leaving? May we contact for reference? _____ Yes _____ No		
Summarize the nature of the work performed and the job responsibilities.		

EDUCATION / TRAINING

ELEMENTARY SCHOOL

Name of Elementary School: _____

Location: _____

Years attended: From _____ To _____

HIGH SCHOOL

Name of High School: _____

Location: _____

Years attended: From _____ To _____

Graduated? Yes _____ No _____ Grade average _____

Major area of study _____

Offices, honors and extracurricular activities _____

UNDERGRADUATE SCHOOL

Name of College / University: _____

Location: _____

Years attended: From _____ To _____

Graduated? Yes _____ No _____ Date graduated: _____

Degree (s)? _____ Number of credit hours obtained: _____

Major: _____ Grade average _____

GRADUATE SCHOOL

Name of College / University: _____

Location: _____

Years attended: From _____ To _____

Graduated? Yes _____ No _____ Date graduated: _____

Degree (s)? _____

Major: _____ Grade average _____

ADDITIONAL EDUCATION OR TRAINING

Describe: _____

LIST THREE PERSONS OR BUSINESS REFERENCES NOT RELATED TO YOU

	Name	Address	Telephone #	Occupation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

My signature constitutes my certification that my responses are true and complete. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for the City of Cleveland Heights to investigate the facts submitted; and for those with relevant information (including but not limited to, schools, Police Departments, the Bureau of Motor Vehicles, military authorities, and my prior employers) to release such information to the City of Cleveland Heights. It is agreed that a photostatic copy of this authorization will be considered to be as valid as the original.

I understand and agree that any misstatement of facts, falsification or omission of information on this form or in my responses to questions asked during the interviewing process will be considered sufficient grounds for the City to disqualify me for consideration prior to employment, or grounds for immediate dismissal if such information should become known after joining the City.

I understand that it is mandatory to undergo a pre-placement medical examination, including a drug screen by a physician chosen by the City. The City does not discriminate against qualified individuals with disabilities, as defined by the Americans with Disabilities Act.

Signature of applicant

Date signed

Police Officer Candidate Application Checklist

Applicants Name: _____

Today's Date: ____/____/2018

Action Item	Done
Filing/Application timeframe: November 14, 2018 to December 5, 2018 and Application is signed	
\$25.00 Cash Fee	
Minimum of 60 semester hours or 90 quarter hours where a grade of at least "C" has been obtained.	
Residency of Cuyahoga or adjoining counties of Lorain, Medina, Portage, Summit, Geauga or Lake. (copy of utility bill in applicants name)	
Minimum of 21 years of age / Not older than 36 years of age at date of appointment	
Valid Ohio Driver's License (copy)	
Physical Agility Test Certificate not older than 6 months (06/05/2018)	
Service Credit: requires 12mnths of active duty (copy form DD214) 5pts	
Education Credit (Bachelor or Graduate degree): requires proof of degree conferred	

Approved by: _____

