

NEWSPAPER AD

**POLICE PATROL OFFICER
ENTRANCE EXAM
CITY OF BROOK PARK, OH**

The Civil Service Commission will conduct an examination for the position of Police Patrol Officer on **September 6, 2014** at 9:00 a.m. Application packets will be available beginning August 11, 2014 at Brook Park City Hall, 6161 Engle Rd. between 9:00 a.m. and 4:00 p.m., weekdays or online at cityofbrookpark.com, Human Resources. Only the first **100** applications will be accepted.

By Order of the Civil Service Commission
Questions may be directed to the
Civil Service Secretary
216-433-7025

*Brook Park is an Equal Opportunity Employer strongly encouraging
Women and Minorities to apply*

News Sun: 8/7/14; 8/14/14
Plain Dealer: 8/10/14; 8/17/14

This Exam Packet contains the following:

Public Notice for Police Officer Exam

Position Description

Additional Information Sheet

Application

Authorization to Release Information

Applicant Data for Government Monitoring

Proof of Residency Form

Applicant Check List

**CITY OF BROOK PARK, OHIO
POLICE/PATROL OFFICER EXAMINATION**

The Brook Park Civil Service Commission will conduct a written examination for POLICE/PATROL OFFICER on September 6, 2014, promptly at 9:00 a.m. **Sign-In starts at 8:30 a.m.** in the Ford Intermediate School cafeteria, 17001 Holland Road, Brook Park, Ohio. Application forms will be available beginning August 11, 2014, at Brook Park City Hall, 6161 Engle Rd. between 9 a.m. and 4 p.m., Monday through Friday. A non-refundable testing fee of \$35.00 must accompany the completed application and be in the form of a money order or cashiers check payable to the City of Brook Park. No personal checks or cash will be accepted. Applicants must be a U.S. citizen, possess a high school diploma or GED equivalent and be at least twenty-one (21) years old at time of appointment. In addition, no person shall be eligible to receive an appointment when that person is thirty-five years (35) of age or older. All eligible candidates must complete and pass the CVSA test, psychological evaluation, background investigation, personal interview, and medical exam as well as the written test.

Copies of the following certifications must be returned with the application: Driver License (must have **Ohio** license by time of appointment), Proof of Citizenship (Birth Certificate, Naturalization Papers), Copy of High School Diploma or equivalent. Current certificate of successful completion of Police Officer Physical Agility Test conducted at Cuyahoga Community College within one year of date of exam. The next test date at Tri-C is August 17, 2014. Applicants who do not already possess a current Certificate should contact Tri-C directly at 216-987-3033.

ADDITIONAL CREDITS may be obtained, if you possess one or more of the following:

Military (5%), DD214 Discharge Certificate showing Honorable Discharge

Residency (3%), when proper proof of one-year current residency in the City of Brook Park is verified by the Brook Park Tax Department.

Education, Bachelor Degree (4%) or Associate Degree (2%) from an accredited institution in a police related field i.e. Law Enforcement, Criminal Justice.

Ohio Peace Officers Training Academy (OPOTA), (2%)

In order to receive credit you must have a minimum passing grade of 70% on the written exam. Maximum combined credit is **10%**.

The deadline for filing application forms will be limited to the first 100 filed or by 12:00 noon on August 29, 2014. Questions may be directed to the Civil Service Secretary 216-433-7025 between the hours of 9:00 a.m. and 12:30 p.m.

BY ORDER OF THE BROOK PARK CIVIL SERVICE COMMISSION

An Equal Opportunity Employer strongly encouraging Women and Minorities to apply!

POSITION DESCRIPTION

Class Title: **Patrol Officer**
Department of Public Safety
Division: Police
Date: 2014

GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED:

Works under the general supervision of a Police Sergeant and/or Lieutenant.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The ability to work on different shifts either permanently or rotating, performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Patrols City streets, parks, commercial and residential areas to preserve peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of accident/crime scene.

Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Log, reports of investigation, filed interrogations reports, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes community oriented police work and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigating criminal law violations occurring within City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about department activities.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

Entry Level

General:

- (A) Must be 21 years or older at time of appointment;
- (B) Must possess, or be able to obtain by time of hire, a valid Ohio drivers license without record of suspension or revocation in any state;
- (C) Felony convictions and disqualifying criminal histories within the past seven years are not allowed;
- (D) U.S. Citizen;
- (E) Must be able to read and write the English language;
- (F) Must be of good moral character and of temperate and industrious habits.

Education and Experience:

(A) High school diploma or GED equivalent; a two-year degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or related field helpful.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment;
(B) Some skill in operating the tools and equipment below;
(C) Ability to learn applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

SPECIAL REQUIREMENTS:

(A) Must possess, or be able to obtain by time of hire, a valid Ohio driver license without record of suspension or revocation in any state; (B) Ability to meet Department's physical standards.

SELECTION GUIDELINES:

Entry Level: Formal application; review of education and experience; appropriate civil service commission written examination; physical agility test; oral examination; medical examination; CVSA test, background verification and check; final selection.

TOOLS AND EQUIPMENT USED

Police vehicle(s), police radio, radar/laser, handgun and other weapons as required, police baton, taser gun, OC spray, handcuffs, restraints, breathalyzer, cell phone, first aid equipment including AED computers and computer software, tactical police gear.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and taste or smell. The employee is frequently required to talk or hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**POLICE/PATROL OFFICER
ADDITIONAL INFORMATION
Test Date September 6, 2014
Ford Intermediate School Cafeteria
17001 Holland Road
Exam 9:00 a.m.
Sign-In 8:30 a.m.**

Starting Salary: \$54,919

General: The top ten candidates will be interviewed for each opening and are subject to an extensive background investigation. Under Ohio Revised Code section 124.25, the Commission may refuse to certify as eligible for appointment an applicant "...who is addicted to the habitual use of intoxicating liquors or drugs to excess, who has a pattern of poor work habits and disgraceful conduct, who has been dismissed from either branch of the civil service for delinquency or misconduct, or who has made false statements of any material fact, or practiced, or attempted to practice, any deception or fraud in the application or examination, in establishing eligibility, or securing an appointment." In addition, applicants convicted of domestic violence will not be eligible for appointment.

Probationary Period: All newly hired employees will be required to serve a probationary period of two (2) years. During said period, the Employer shall have the right to discipline or discharge such employee and any such action shall not be appealable. Employee shall have no seniority during such probationary period; however, upon completion of the probationary period, seniority shall start from date of hire.

Benefits: Hospitalization, Dental, Vision, Life Insurance, Personal Days, Uniform Allowance, Retirement Plan and Nine Paid Holidays per year.

Physical Agility Test: If you do not have a current certificate, Cuyahoga Community College will hold the next test on August 17, 2014. For additional information please call Tri-C at 216-987-3033.

City of Brook Park
Civil Service Commission

Application for Employment

City of Brook Park, OH



Thomas J. Coyne, Mayor

Jennifer Sinatra, Commissioner, Human Resources
6161 Engle Road Brook Park, OH 44142 216-433-1300 Fax 216-433-1511

Personal Information

Name: _____ Date: _____
Social Security Number: _____
Home Address: _____
City, State Zip: _____
Home: _____ Business Phone: _____
Cell: _____ Email _____
US Citizen? _____ If Not Give Visa No. & Expiration: _____

Position Applying For

Title: Police Officer _____ Salary Desired: _____
Referred By: _____ Date Available: _____

Education

High School (Name, City, State): _____
Graduation Date: _____
Business or Technical School: _____
Dates Attended: _____ Degree, Major: _____
Undergraduate College: _____
Dates Attended: _____ Degree, Major: _____
Graduate School: _____
Dates Attended: _____ Degree, Major: _____

References

Former Employers List below the last three employers, starting with the most recent first.

Name of Present or Last Employer: _____

Address: _____

Starting Date: _____ Leaving Date: _____ Job Title: _____

Starting Salary: _____ Ending Salary: _____ May we contact your supervisor? _____

Description of Work: _____

Reason for Leaving _____

Name of Previous Employer: _____

Address: _____

Starting Date: _____ Leaving Date: _____ Job Title: _____

Starting Salary: _____ Ending Salary: _____ May we contact your supervisor? _____

Description of Work: _____

Reason for Leaving _____

Name of Previous Employer: _____

Address: _____

Starting Date: _____ Leaving Date: _____ Job Title: _____

Starting Salary: _____ Ending Salary: _____ May we contact your supervisor? _____

Description of Work: _____

Reason for Leaving _____

Service Record

Branch of Service _____ Discharge Date & Rank _____

Present Membership National Guard/ Reserves _____ Date Obligation Ends _____

**You must attach discharge papers or other proof of service to receive credit.

Do you have a valid driver's license? _____ Have you been convicted of a felony in the last 5 years? _____

Authorization

I understand and agree that I may be required to take one or more of the following: Physical examination (including drug and alcohol screening); lie detector tests (safety forces only) as a condition of hiring or continued employment. I agree to consent to take such tests at such time designated by the City and to release the City, its Director's, officers, agents, or employees from any claim arising in connection with the use of such tests.

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you. I also agree to have a credit check done if deemed necessary for my employment.

I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Date: _____

Signature: _____

**AUTHORIZATION TO RELEASE INFORMATION
APPLICANT FOR EMPLOYMENT WITH THE
CITY OF BROOK PARK, DIVISION OF POLICE**

The undersigned hereby authorizes and requests release of any and all information concerning me including, but not limited to, my employment, military credit, psychological, criminal, medical, educational (including the transcript of any academic record) and any other records relating to achievement, attendance, personal history, disciplinary records and credit records. I hereby authorize you to release this information upon request to the bearer of this document. This release is executed with full knowledge and for the City of Brook Park Division of Police to furnish this information as described above to third parties in the course of fulfilling its official responsibilities relative to my employment with the City of Brook Park, Division of Police.

I hereby release you as custodian of such records and employer, educational institutions, physicians, psychologist, psychiatrist, hospital, or other repository of medical records, credit bureau, consumer reporting agency, or other military or government entity, including its officers, employee or related personnel, both individually and collectively from any and all responsibility or liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

I am aware that this application is a 'Public Record' and will be handled in accordance with Ohio Public Records law. I further understand that this is an application for employment and that no employment contract is being offered.

Signature of Applicant

Date

Full Name (Printed)

Current Address

Social Security Number

Date of Birth

Phone/Cell Number

APPLICANT DATA FOR GOVERNMENT MONITORING

Please help us comply with government record keeping by filling out the information requested below. The data is for periodic government reporting and will be kept in a **Confidential File** separate from the Application for Employment.

PLEASE PRINT

Position Applied For _____

Date _____

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary. If you choose not to furnish it, under federal regulations, this employer is required to note race and sex on the basis of visual observation or surname.

I wish to furnish this information _____
information _____

I do not wish to furnish this

Name _____
Male _____

Female _____

___ **WHITE:** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

___ **BLACK/AFRICAN AMERICAN:** All persons having origins in any of the Black racial groups of Africa.

___ **HISPANIC/LATINO:** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

___ **ASIAN:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent (for example China, Japan, Korea, India).

___ **NATIVE HAWAIIAN/PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Hawaiian Islands and Pacific Islands (for example Hawaii, Philippine Islands and Samoa).

___ **AMERICAN INDIAN/ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

___ **OTHER:** Please self define _____

Please check if any of the following are applicable:

VETERAN ELIGIBILITY: Served in armed forces.

DISABLED VETERAN: A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

HANDICAPPED INDIVIDUAL: Any person who (1) has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment; (3) is regarded as having such an impairment. A handicap is “substantially limiting” if it is likely to cause difficulty in securing, retaining or advancing in employment.

PROOF OF BROOK PARK RESIDENCY

*****IF YOU ARE A BROOK PARK, OHIO RESIDENT AND QUALIFY FOR RESIDENT SPECIAL CREDIT, PLEASE HAVE THE LOWER PORTION OF THIS FORM VERIFIED AT THE CITY OF BROOK PARK TAX OFFICE PRIOR TO FILING YOUR APPLICATION*****

**Release of information from City Income Tax Files to Verify Residency for
Civil Service Exam Special**

Credit. _____ (Name)

RULE IV, EXAMINATIONS, 6. CREDITS FOR COMPETITIVE EXAMINATIONS of the Brook Park Civil Service Commission Rules: **b.RESIDENCY CREDIT** – When proper proof of one-year current residency in the city of Brook Park is presented to the Commission (verification by Brook Park Tax Department), being otherwise eligible has received a passing grade of seventy percent (70%) in any competitive entrance examination, he or she shall be granted additional credit in an amount equal to three percent (3%) of his or her examination grade. (Rev. 11/2012)

Following to be completed in ink or typewritten

Applicant's Name Social Security
Number

This is to verify my residency in the City of Brook Park, Ohio from _____ to _____.
Further, this is to give permission to the City of Brook Park to obtain information from the City Income Tax files to verify my residency in the City of Brook Park as stated above. Verification of my residency for this time period will result in a three percent (3%) additional credit to my exam score of seventy percent (70%) or higher.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE STATEMENT IS TRUE, CORRECT AND COMPLETE. I FURTHER UNDERSTAND THAT ANY FALSIFICATION, OMISSION OR CONCEALMENT OF MATERIAL FACT MAY RESULT IN MY DISQUALIFICATION FROM EXAMINATION, REMOVAL OF MY NAME FROM CONSIDERATION FOR A POSITION, OR DISMISSAL IF APPOINTED AND THAT I SHALL NOT BE PERMITTED TO MAKE FUTURE APPLICATION FOR ANY POSITION IF I MAKE ANY WILLFUL FALSE STATEMENT.

Date

Applicant's Signature

APPLICANT PLEASE DO NOT WRITE BELOW THIS LINE

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For City of Brook Park's Division of Taxes:

This is to verify the residency of the above applicant during the time period indicated.

Name & Title____

Date

Signature

**POLICE/PATROL OFFICER EXAM
APPLICANT'S CHECK LIST**

Name _____

Phone # _____ **Cell #** _____

Email Address _____

\$35.00 Money Order/Cashiers Check Payable to City of Brook Park _____

COPIES:

Signed Application _____

Valid Driver License _____ Must have **Ohio** License by Time of Appointment

Proof of Citizenship (Birth Certificate, Naturalization Papers) _____

H.S. Diploma/GED Certificate _____

Physical Agility Certificate (Dated 9/7/13 or later) _____

Release of Information Form _____

Applicant Data for Government Monitoring _____

OPTIONAL- EXTRA CREDIT:

U.S. Military Proof of Honorable Discharge (DD214) _____ (5%)

Residency Form verified by Brook Park Tax Department _____ (3%)

Ohio Peace Officer Training Academy (OPOTA) _____ (2%)

Associates Degree i.e. Law Enforcement, Criminal Justice _____ (2%)

Bachelor Degree i.e. Law Enforcement, Criminal Justice _____ (4%)

**PLEASE RETURN THIS FORM WITH APPLICATION
PACKET**

