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Disqualifying Factors

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Check List

# Brook Park Police Department Officer Recruitment

## Lateral Transfer



## Join Our Team!

### How To Apply:

Applications are available at Brook Park City Hall at 6161 Engle Road, Brook Park, Ohio, 44142, and online at <http://www.cityofbrookpark.com>

Applications: Accepted year round,

**NO APPLICATION FEE**

The hiring process includes a background investigation, physical agility certificate, polygraph, oral interview, medical and psychological exams

### Benefits:

- Salary: \$73,475 - \$81,643 w/longevity
- Overtime
- 2-6 weeks vacation
- 2 weeks holiday time off
- 24 hrs personal time
- Shift Differential
- Yearly clothing allowance (\$1,100)
- Bonus for college education (2%/4%)
- 12 hour shifts
- Paid sick leave
- Medical, dental vision plan
- Professional Pay (\$2,800)



**NEWSPAPER AD**



**POLICE/PATROL OFFICER  
LATERAL TRANSFER  
CITY OF BROOK PARK, OH**

**IMMEDIATE HIRE**

Application packets for lateral transfer for the position of police patrol officer will be **available beginning immediately** at Brook Park City Hall, 6161 Engle Rd. between 9:00 a.m. and 4:00 p.m., weekdays or online at [cityofbrookpark.com](http://cityofbrookpark.com) under Departments - Civil Service. Applications will be accepted year round, and will be kept on file for 1 year from date of submission. NO APPLICATION FEE.

Applicants must be a U.S. citizen, possess a high school diploma or GED equivalent, be able to speak, read and write English fluently and be at least twenty-one (21) years of age at time of appointment. Produce a current and valid "certificate of completion" for the Police Officer Standardized Physical Agility test, completed within 1 year prior to application/prior to appointment. Have three (3) years full-time experience with a State of Ohio Certified Law Enforcement Agency. No person shall be eligible to receive an appointment when that person is forty-two (42) years of age or older.

**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  
Encouraging Women and Minorities to apply*

## **PRE-REQUISITES / REQUIREMENTS FOR LATERAL CANDIDATES:**

- Complete an application for employment
- Citizen of the United States of America
- At least twenty-one (21) years of age
- Possess a high school diploma or GED equivalent
- Valid Ohio driver's license
- Proof of current OPOTC Certification or equivalent from another state police commission which can be used towards OPOTC certification with minimal training
- Three (3) years full-time with a State of Ohio Certified Law Enforcement Agency as a peace officer
- No more than one (1) year break in service from previous employment as peace officer
- No prior felony charges or convictions or misdemeanor convictions that would disqualify a candidate as a police officer in the State of Ohio. Expunged and sealed criminal records are subject to review by the division of police for disqualifying criminal history
- Produce a current and valid "certificate of completion" for the Police Officer Standardized Physical Agility test, completed within 1 year prior to application/prior to appointment.
- Minimum 20/20 corrected vision
- No more than forty-two (42) years of age at time of appointment
- Lateral transfer candidates are subject to a thorough background investigation, polygraph/voice stress test, medical and mental health testing, and an oral interview

# **MANDATORY AND POSSIBLE DISQUALIFYING FACTORS**

## **YOU WILL BE REMOVED FROM CONSIDERATION AS A BROOK PARK POLICE OFFICER FOR:**

### **Dishonesty/Falsification**

- Any intentional falsehood or attempt to conceal disqualifying information
- Failure to answer or respond to oral or written questions during any phase of the selection process

### **Family History**

- Verified or admitted physical or emotional abuse of spouse or family member
- Non-compliance with a court order or legal contract to provide child support, alimony, or other financial responsibility within the last five years.
- Verified or admitted sexual abuse of anyone

### **Employment**

- Dishonorable. General, other than honorable or bad conduct, discharge from any branch of the Armed Forces
- Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony conviction under the ORC

### **Criminal Activity**

- Any felony conviction or domestic violence conviction
- As a juvenile, any admission or conviction of a felony offense
- Conviction of gambling offense within last five years
- Any fraudulent insurance claims or fraudulent applications for welfare or worker's compensation
- Any pattern of theft offenses from an employer or during employment as an adult
- Immoral conduct, including corrupting minors, voyeurism, importuning, or other sexually related criminal offenses
- As an adult, any illegal sales of drugs of abuse, marijuana, or prescription drugs
- A pattern of abuse of alcohol, chemical agents/solvent-based substances, or prescription drugs within the past three years
- Any use of heroin/non prescribed fentanyl
- Any use of marijuana within the past year.
- Use of illegal drugs of abuse or non-prescribed prescription drugs within three years
- On probation or parole for any offense
- Any conviction for the traffic offenses of vehicular homicide or fleeing and eluding as defined by Ohio or other similar state or municipal laws regardless of law titles
- Currently under active investigation by federal, state, county or local authorities or other law enforcement agencies
- Any other traffic offenses which would make the applicant to be deemed uninsurable by the city

Any of the following MAY cause the removal of the applicant from the hiring process:

- Misdemeanor conviction (other than minor traffic offenses) within the past five years
- Conviction of any crimes not listed herein
- Termination for cause from another public safety agency
- Release from another public safety agency during the probationary period
- Convictions of driving under the influence of alcohol/drugs
- Driving record that indicates a pattern of unsafe driving
- Disciplinary history showing a pattern of negative work performance at past employers
- Undetected criminal acts, including arrests that did not result in criminal convictions
- Discharge or resignation instead of discipline or criminal charge from any criminal justice occupation.
- Driver's license suspension within the last two years

If any of the above-listed factors become applicable to the applicant, the applicant must immediately notify the background investigator conducting the applicant's background investigation.

Applicants must answer truthfully and fully all questions asked of them. Any misrepresentation or omission of any material fact on the application, during the background investigation, or in any phase of the selection/hiring process shall disqualify the applicant. Expunged and sealed criminal records are subject to review by the Brook Park Police Department for disqualifying history.

# CITY OF BROOK PARK, OHIO

## POSITION DESCRIPTION

Class Title: **Patrol Officer/Lateral Transfer**  
Department of Public Safety

Division: Police  
January 1, 2023

### **MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTION:**

- <sup>9</sup> Patrols the community to deter and detect criminal activity
- <sup>8</sup> Responds to calls for service
  - Documents allegations of a crime; protects persons and property; and advises on preventative practices
  - Performs preliminary and continued investigations (traffic and criminal)
  - Searches for and collects physical evidence; interviews witnesses and victims
  - Enforces traffic laws by monitoring traffic movement visually and with radar or laser, contacts violators, and issues traffic citations or warnings
- Enforces criminal laws by arrest or non-arrest dispositions
- Testifies in court
- Answers emergency and non-emergency calls for service
- Investigates crimes by obtaining witness statements, collecting evidence and processing crime scenes
- Writes reports on alleged criminal incidents, follow-up investigations, arrests, juvenile records, motor vehicle crashes
- Prepares criminal charges
- Serves warrants
- Handles prisoners, including booking, transporting and jailer duties
- Responds to citizen's requests for special attention and traffic enforcement in problem areas
- Efficiently uses discretionary patrol time for self-initiated work
- Maintain a condition of readiness to efficiently and effectively respond to critical incidents
- Protect the constitutional rights of citizens
- <sup>e</sup> Maintain regular and predictable attendance

### **ADDITIONAL DUTIES:**

- Directs traffic at accident scenes, malfunctioning traffic signals and community events
- Identifies and solves community problems; promotes crime prevention
- Promotes police-community relations through interaction at homeowner's association meetings, school events and block parties
- Other duties as assigned

**QUALIFICATIONS, JOB RELATED SKILLS, KNOWLEDGE AND ABILITIES REQUIRED:**

- Efficiently, effectively and productively complete the essential work function of the position without direct supervision the majority of the time
- Thorough knowledge of the accepted practices of delivering police service
- Thorough knowledge of Department Policies, Procedures, Regulations and Directives
- Good knowledge of human relation techniques
- Training and proficiency in firearms, defensive tactics, less lethal force equipment, Intoxilyzer operator, defensive driving, LEADS, radar and laser operation, domestic violence and legal updates
- Thorough knowledge of state and local laws, recent court rulings, case law, search and seizure, and laws of arrest
- Proper use and care of department equipment and vehicles
- Ability to write comprehensive and detailed crime reports, accident reports, and administrative reports
- Be able to effectively communicate orally
- Must be able to render credible testimony in a court of law
- Personal conduct and behavior (on and off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members



**POLICE/PATROL OFFICER**  
**LATERAL TRANSFER**  
**ADDITIONAL INFORMATION**

**Starting Salary: \$73,475 - \$81,643 w/longevity**

**General:** 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 felony 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. Employees 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:** Produce a current and valid "certificate of completion" for the Police Officer Standardized Physical Agility test, completed within 1 year prior to application/prior to appointment. For additional information on physical agility testing, please call Cuyahoga County Community College at 216-987-3033.

City of Brook Park  
Civil Service Commission

# **Application for Employment City of Brook Park, Ohio**



**Edward A. Orcutt, Mayor**

**Donna Bogar, Civil Service Secretaty  
6161 Engle Road, Brook Park, OH 44142  
216-433-7025  
216-433-0822**

## City of Brook Park Pre-employment Application/Police Lateral Transfer

You must complete this form to apply for employment. Answers must be complete and legible.

Applications lacking sufficient information will not be processed.

*The City of Brook Park is an Equal Opportunity Employer and provider of ADA services.*

<b>Applicant Information</b>				
Applicant's Name (last/first/M.I.)			Position/Department interested in employment	
Street Address			Area Code/Telephone #	
City	State	Zip Code	Alternate Telephone #/Mobile #	
Email Address			County	Referral Source
Are you a citizen of the United States or an alien authorized to work in the United States on a full or part-time basis?				
<b>Yes      No      If no, explain:</b>				
Have you ever been employed by the City of Brook Park?		If yes, when?	Driver's License #/State (attach a copy)	
<b>Yes      No</b>				
Are any of your employment records under a different name?		If yes, please provide name		
<b>Yes      No</b>				
Are you at least 18yrs of age?				
<b>Yes      No</b>				
<b>Education and Training</b>				
<b>Check all applicable boxes</b>		<b>School</b>	<b>Highest grade completed</b>	
Elementary				
High School Graduate/GED				
<b>Active Military Duty</b>		<b>Branch of Service</b>	<b>Dates of Service</b>	
Yes                  No				
<b>Degrees</b>		<b>College &amp; Major</b>	<b>Date of Completion</b>	
Associates				
Bachelor's				
Master's				
Other				
<b>Occupational Licenses, Registration, Certificates</b>				
License/Certificate Issued By	Field/Trade/Specialization	License/Certification #	Issue Date	Expiration Date
<b>Yes      No      Can you travel if the job requires it?</b>				
<b>Yes      No      Do you have the use of a motor vehicle? (if required in the performance of job duties)</b>				
<b>Yes      No      Have you ever been discharged or suspended by an employer or resigned in lieu of dismissal?</b>				
If yes, explain:				
<b>Yes      No      Do you have supplemental employment that could be a potential conflict with the position you are applying for?</b>				
If yes, explain				
<b>Yes      No      Are you related to anyone who currently works for the City of Brook Park?</b>				
If yes, please indicate names of relatives and where they work.				

Current OPOTA certified Ohio Peace Officer employer within the past 36 months	
Name of Employer	Dates of Employment
ATTACH COPY OF RESUME	

Employment History		
Please list below all work-related experience, starting with the most recent employment and working backwards. Provide a detailed description of regularly assigned ongoing duties for each job. Additional sheets may be attached if necessary.		
Classification	Job Title	Dates of Employment (month/year)
Employer		Supervisor Name/Title
Business Address		Starting/Current Salary      Phone #
Description of job duties and give approximate percentage of major duties		Reason for leaving

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Employer		Supervisor Name/Title
Business Address		Starting/Current Salary      Phone #
Description of job duties and give approximate percentage of major duties		Reason for leaving

Yes      No      Do we have permission to contact your present employer?
What is the earliest date that you are available for employment?

**References (List three PROFESSIONAL references who we may contact)**

Name and Address (Number/Street/City/State/Zip)	Telephone #	Occupation
Name and Address (Number/Street/City/State/Zip)	Telephone #	Occupation

Name and Address (Number/Street/City/State/Zip)	Telephone #	Occupation
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The City of Brook Park will not discriminate against any individual or group because of race, gender, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs or disability. Applicants with a disability who may need an accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of Brook Park Human Resources Department.

Visit our internet site <https://www.cityofbrookpark.com/>

## **Applicant Certification**

I certify that all information above is true and complete and I agree and understand that any falsification of material facts will result in forfeiting any rights to consideration for employment with the City of Brook Park. I understand that if accepted by the City of Brook Park, my employment is voluntarily entered into and I am free to resign at any time. Similarly, the City of Brook Park is free to conclude my employment at any time. I further recognize that this application is not a contract and cannot create a contract, and that if hired, I will be an employee at will, subject to discharge without cause unless otherwise specified by law.

Because of Ohio's Public Records Act, the identity of applicants and application materials cannot be considered confidential.

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Applicant Signature

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Date

**CITY OF BROOK PARK**  
**EQUAL EMPLOYMENT OPPORTUNITY**

Responses to the questions below are **OPTIONAL**. These questions are included to assist our equal employment opportunity efforts. Providing this information is **VOLUNTARY** and will in no way affect the processing of your application or your being considered for employment. Civil Service will process your responses to these confidential questions separately. Responses will be used for statistical purposes only.

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Sex:      Male      Female

Please select your age group.

Under 18      18-25      26-39      40-54      55-69      70+

Race/Ethnicity

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 American 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 (China/India/Japan/Korea/etc...).

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

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

OTHER: Please self-define: \_\_\_\_\_

Are you an individual with a physical or mental impairment, which substantially limits one or more of your major life activities?

Yes      No

Are you a veteran?

Yes      No

If you answered Yes to the previous question, please indicate if one or more of the following apply:

MILITARY STATUS: The performance of duty in a uniformed service, to include active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty.

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

DESERT STORM/SHIELD VETERAN: A person whose active duty was performed after August 2, 1990, in the Persian Gulf Conflict.

VIETNAM ERA VETERAN: A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975.

**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.

I have read and understand the above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (Printed)

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Phone/Cell Number

**City of Brook Park, Ohio  
Civil Service Commission  
Equal Employment Opportunity**

## POLICE/PATROL OFFICER - LATERAL TRANSFER APPLICANT'S CHECK LIST

Name \_\_\_\_\_

Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

Email Address \_\_\_\_\_

### *REQUIRED COPIES:*

Signed Application \_\_\_\_\_

Valid Driver License \_\_\_\_\_ Must have **Ohio** License by Time of Appointment

Proof of Citizenship (Birth Certificate, Naturalization Papers, U.S. Passport) \_\_\_\_\_

H.S. Diploma/GED Certificate \_\_\_\_\_

Physical Agility Certificate (Dated within one year of application /appointment) \_\_\_\_\_

Release of Information Form \_\_\_\_\_

Applicant Data for Government Monitoring \_\_\_\_\_

**NOTE: COPIES OF DOCUMENTS CANNOT BE MADE AT CITY HALL!**

***PLEASE RETURN THIS COMPLETED FORM WITH APPLICATION  
PACKET.***