

This Application Packet contains the following:

Disqualifying Factors

Position Description

Additional Information Sheet

Application

Authorization to Release Information

Applicant Data for Government Monitoring

Check List

**CITY OF BROOK PARK, OHIO
POLICE/PATROL OFFICER
ACADEMY ENTRY**

Brook Park City Hall, 6161 Engle Rd. between 9 a.m. and 4 p.m., Monday through Friday and online at cityofbrookpark.com under Departments - Civil Service.

Applicants must be a U.S. citizen, possess a high school diploma or GED equivalent, have current physical agility certificate, be able to speak, read and write English fluently 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 (35) years of age or older. All eligible candidates must complete and pass the polygraph 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 (Ohio license by time of appointment), Proof of Citizenship (Birth Certificate, Naturalization Papers, and Passport), Copy of High School Diploma or equivalent.

In order to be on the Academy Entry list, Applicant must graduate from an accredited academy.

NOTE: COPIES OF DOCUMENTS CANNOT BE MADE AT CITY HALL.

Direct questions to the Civil Service Secretary, Amanda Konery 216-433-7025 between the hours of 9:30 a.m. and 1:30 p.m.

BY ORDER OF THE BROOK PARK CIVIL SERVICE COMMISSION

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

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

-1-

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.

-2-

POSITION DESCRIPTION

CITY OF BROOK PARK, OHIO

Class Title: **Patrol Officer**
Department of Public Safety
Division: Police
Date: February 2022

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, perform security patrols, traffic control, traffic enforcement, traffic accident investigation, first aid, jailer duties, detection, criminal investigation and arrest of persons involved in crimes or misconduct.

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

Maintains normal availability by radio or cell phone 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)

Interrogates suspects, witnesses and operators. 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, interrogations reports, alcohol use reports, OVI 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 at least twenty-one (21) years of age and not yet thirty-five (35) years of age at time of appointment;
- (B) 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;
- (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, write and speak the English language fluently;
- (F) Must be of good moral character and of temperate and industrious habits.

Education:

Requirement: High school diploma or GED equivalent

Desirable: 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 policies, 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.
- (D) Ability to learn and maintain proficiency with police department computer software programs. Abilities to drive police pursuit vehicles, pass firearm proficiency annually and to testify in court

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; assessment process (if applicable), final selection.

TOOLS AND EQUIPMENT USED

Police vehicles, 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.

-4-

WORK ENVIRONMENT (continued)

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.

Because of the public records law in Ohio, the identity of applicants and application materials cannot be considered confidential.

Per Civil Service Rules & Regulations, Rule VI, Eligible Lists, 6. Each person on an Eligible List shall file with the Commission a written notice of any change of address. Failure to do so may be considered sufficient reason for not certifying his name to appointing authorities for future appointments.

The City of Brook Park provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

-5-

POLICE/PATROL OFFICER **ADDITIONAL INFORMATION**

Starting Salary:

\$63,218

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.

Please call Tri-C at 216-987-3033 or Lorain Community College at 440-366-4021. For Physical Agility Testing

City of Brook Park
Civil Service Commission

Application for Employment

City of Brook Park, OH

Civil Service Commission



Edward A. Orcutt, Mayor

Amanda Konery, Civil Service Secretary

6161 Engle Road, Brook Park, OH 44142 PH 216-433-7025 Fax 216-433-0822

Personal Information

Name: _____ Date: _____

Social Security Number: _____

Home Address: _____

City, State Zip: _____

Home: _____ Business Phone: _____

Cell: _____ Email: _____

US Citizen? _____ Currently Eligible to Work in the US? _____

Position Applying For

Title: Police/Patrol Officer Entry 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 _____

Do you have a valid driver's License? Yes _____ No _____

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.****

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 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: _____

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

**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**

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 with Honorable Discharge.

___ **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.

**POLICE/PATROL OFFICER
ACADAMEY ENTRY
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 _____

Applicant Data for Government Monitoring _____

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

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