



## The City Of Willoughby™

### POLICE PATROL OFFICER EXAMINATION ANNOUNCEMENT

The Willoughby Civil Service Commission announces an examination to establish an eligibility list for the position of Patrol Officer. The written exam will be administered **on Monday, February 3, 2020 at 6:30 at the David E. Anderson Willoughby Senior Center, 36939 Ridge Road, Willoughby, Ohio. Registration will be from 6:00 p.m. – 6:30 p.m. No one will be admitted after testing begins.**

#### MINIMUM QUALIFICATIONS:

- Minimum age of 20 to take exam; age 21 at time of appointment. No applicant is eligible to receive an original appointment with the City of Willoughby on or after the applicant's 35<sup>th</sup> birthday.
- Possession of one of the following: a valid Ohio Peace Officer's certification, a two-year degree in law enforcement, a four-year college degree or an honorable discharge from the military.
- Citizen of United States or legally declared intention of becoming a citizen.

#### PHYSICAL AGILITY EXAMINATION:

Applicants must have a valid Tri-C physical agility certificate **prior** to a background investigation (not more than 12 months old). **If a current Tri-C agility certificate cannot be provided prior to the background investigation, your name may be removed from the Patrol Officer Eligibility List.** This examination is administered through Tri-C and the cost for the examination is at the applicant's expense. For more information please call 216-987-5312.

#### SCREENING REQUIREMENTS:

Additional screening for eligible candidates includes a background investigation, polygraph test and/or voice stress analysis, psychological screening, interview and medical examination including drug and alcohol screening.

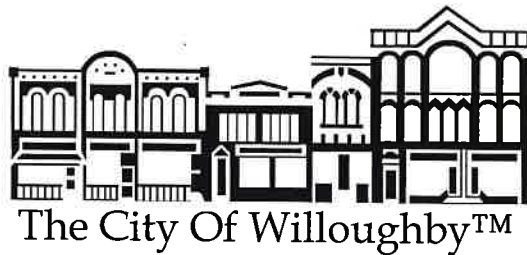
#### APPLICATION FILING:

- There is a non-refundable \$25 fee (no credit/debit cards) payable upon filing application.
- Applicants **MUST PRESENT** a valid picture I.D.
- Applicants **MUST PROVIDE A COPY OF ONE OF THE FOLLOWING:** a valid Ohio Peace Officer's certification, a two-year degree in law enforcement, a four-year college degree or an honorable discharge from the military. (Applications will not be accepted without one of the above documents).
- **ONLY THE FIRST EIGHTY (80) APPLICATIONS WILL BE ACCEPTED.**

Applications and Information Packets are available at Willoughby City Hall, One Public Square, Willoughby, Ohio or at [www.willoughbyohio.com/government/employment](http://www.willoughbyohio.com/government/employment) Applications must be filed **IN PERSON** at the office of the Civil Service Commission, Willoughby City Hall, during the following times:

**Tuesday, January 14, 2020 through January 28, 2020**  
**8:00 a.m. to 4:00 p.m.**  
**IN ADDITION TO REGULAR BUSINESS HOURS**  
**Tuesday, January 14, 2020 from 4:00 p.m. to 7:00 p.m.**

**AN EQUAL OPPORTUNITY EMPLOYER**



## **GENERAL INFORMATION FOR POLICE PATROL OFFICER APPLICANTS (APPLICATIONS LIMITED TO 80)**

### **AGE**

Applicants must have reached the age of twenty (20) as of the date of the written examination. No applicant shall be appointed to the position of Patrol Officer until such time applicant has reached the age of twenty-one (21). No applicant is eligible to receive an original appointment with the City of Willoughby on or after the applicant's 35<sup>th</sup> birthday.

### **EDUCATION**

Applicants must provide a copy of one of the following requirements at the time of filing application:

1. Valid Ohio Peace Officer's Certification
2. Two-year Degree in Law Enforcement
3. Four-year College Degree
4. Honorable Discharge from the Military

### **CITIZENSHIP**

Applicants for examination must be citizens of the United States or have legally declared intention of obtaining United States citizenship through naturalization. No applicant shall be appointed to the position of Police Officer if not a United States citizen.

### **DRIVER'S LICENSE**

A valid picture ID is required at time of application and at time of examination issued by the State of Ohio or otherwise. However, the applicant must possess a valid State of Ohio Driver's License at time of appointment.

### **WRITTEN EXAMINATION**

The written examination will be administered at 6:30 p.m. on Monday, February 3, 2020, at the David E. Anderson Willoughby Senior Center, 36939 Ridge Road, Willoughby, Ohio. Registration for the exam will be from 6:00 p.m. to 6:30 p.m. No one will be admitted after testing begins.

### **GRADING**

In order to continue in the screening process for Patrol Officer, a minimum score of 70% on the written examination is required.

### **PHYSICAL AGILITY EXAMINATION**

Applicants must have a valid Tri-C physical agility certificate **prior** to a background investigation (not more than 12 months old). **If a current Tri-C agility certificate cannot be provided prior to the background investigation, your name may be removed from the Patrol Officer Eligibility List.** This examination is administered through Tri-C and the cost for the examination is at the applicant's expense. Upcoming test dates are 1/19/2020 and 2/16/2020. For more information please call 216-987-5312.

### **ADDITIONAL SCREENING PROCEDURES**

Applicants will be ranked by score following the written examination. Prior to certification and/or appointment, those under consideration will be processed in the following manner as scheduled by the Commission. A candidate not complying as required by the Commission will be removed from the list of candidates.

### **BACKGROUND INVESTIGATION**

Applicants will be required to furnish an extensive personal history statement which will serve as a basis for the background investigation. Previous employers, current employer, neighbors, schools, etc. may be contacted and requested to furnish information regarding the applicant's performance and general character. Applicants are required to authorize the release of pertinent information to City investigators.

Further screening includes a psychological evaluation, polygraph and/or voice stress analysis, and an interview conducted by the Civil Service Commission. Eligibility for appointment requires that the candidates successfully complete each phase of the screening process.

Final selection of candidates from the certified eligibility list will be made by the Mayor/Safety Director after a review of the screening results. The selected candidate must satisfactorily complete a post-conditional psychological exam and medical exam including drug and alcohol screening before appointment.

### **ELIGIBILITY LIST**

The eligibility list established as a result of this examination process will be valid for a period of at least one year from the date of establishment. Ranking for tie scores are determined by time-stamp of application.