WILLOUGHBY CIVIL SERVICE COMMISSION
PATROL OFFICER EXAMINATION

DATE: Test scores and all required paperwork must be submitted between February 2, 2026 and March 2, 2026 through National Testing Network (NTN) Test Center. (www.nationaltestingnetwork.com)

SITE: National Testing Network Test Center – see www.nationaltestingnetwork.com for testing center locations.

AGE REQUIREMENTS: No person shall be eligible for an original appointment unless he/she has attained the age of twenty-one (21) years of age. No person is eligible to receive an original appointment with the City of Willoughby on or after his/her 35th birthday (per City ordinance).

MINIMUM QUALIFICATIONS: Must be a U.S. citizen at time of appointment. Copy of a valid driver's license **from any state.** Completion of the National Testing Network test with a passing score of 70% or higher. Possession of one of the following: a valid Ohio Peace Officer's certification, equivalent State Peace Officer's Training Certification, proof of enrollment in an Ohio Peace Officer Basic Training Academy, an Associate's degree* in law enforcement (or similar major), a Bachler's degree* (any major) or an honorable discharge from the military. ***You must possess degree at time of application – no exceptions.**

PHYSICAL AGILITY EXAMINATION: You do not need a physical agility certificate to take the exam. A valid Tri-C physical agility certificate (not more than 12 months old) is required prior to a background investigation. If a current Tri-C physical agility certificate cannot be provided prior to the background investigation, your name may be removed from the Patrol Officer candidate list.

HIRING PROCESS: Only applicants with a passing total score of 70% or higher will qualify for further stages of the hiring process. Those stages include a background investigation, polygraph test and/or CVSA, psychological screening, interview and medical examination including drug screening.

If your online application is incomplete, it will be rejected and your scores will not be considered. You must upload the following documentation via the NTN website:

- Complete and upload a City of Willoughby Employment Application
- Must upload a copy of a current driver's license from any state.
- Must upload a copy of your high school diploma or GED equivalent.
- Must upload one of the following:
    - A valid Ohio Peace Officer's Certification
    - Equivalent State Peace Officer's Training Certification
    - Proof of current enrollment in an Ohio Peace Officer Basic Training Academy
    - Copy of Associate's degree in law enforcement (or similar major)*
    - Copy of Bachler's degree (any major)*
    - Copy of honorable discharge from the military (DD214)

*You must possess degree at time of application – no exceptions.

Questions should be directed to Alisa Novak, Secretary, Willoughby Civil Service Commission at anovak@willoughbyohio.com – no phone calls please.

AN EQUAL OPPORTUNITY EMPLOYER