

City of Richmond Heights, Ohio

Lateral Entry Police Officer Entrance Exam Application Packet

The Richmond Heights Police Department is an accredited law enforcement agency staffed with 22 full-time officers and 15 support and part-time personnel. We partner with the community to make Richmond Heights a safe and enjoyable place to live. Our officers are active in a variety of community and school-related events and programs.

Job Responsibilities

The position of patrol officer is multifaceted as it involves many functions under the general supervision of the Sergeant, Lieutenant, and the Chief of Police. The main objective of patrol work is to facilitate the basic tenets of domestic security through the protection of life and property by the enforcement of laws and ordinances. This mission is accomplished by individuals willing to work independently and as part of a team.

To meet these objectives patrol officers must possess good character, judgment, and good overall self-department. Patrol Officers must be able to exercise excellent independent judgment and tact in meeting emergency and stress enhancing situations. Moreover, basic patrol work consists of observing assigned zone areas; investigating motor vehicle crashes, citizen complaints and criminal activity; establishing positive relationships with residents and business owners; serving warrants on suspects; controlling/directing traffic; testifying and presenting evidence in court; and performing other duties as assigned.

Community Policing

Richmond Heights Police Department values its contact with the community it serves. Doing so makes us more accountable to the community, builds partnerships, and tackles the root causes of neighborhood crime in a manner that builds trust in law enforcement.

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MINIMUM QUALIFICATIONS

Carefully read over the following minimum qualifications before you begin to fill out the application. If you do not meet the minimum qualifications, please do not submit application.

CERTIFICATION: Must possess current and valid OPOTA certificate or OPOTA letter of training equivalency.

POLICE EXPERIENCE: Must be currently employed as a law enforcement officer, as defined by Ohio Revised Code Section 2901.01, or laid off from such a position within the year prior to your application and have a minimum of two (2) consecutive years **beyond any probationary period** of full-time law enforcement experience.

CITIZENSHIP: Must be a U.S. or naturalized citizen or have legally declared your intention to become a United States citizen.

AGE: Applicants for lateral hire police officer positions shall not be more than age forty-five (45) at the time of appointment to a patrol officer position with the City of Richmond Heights.

EDUCATION: High school graduate or GED certificate.

FITNESS FOR DUTY: Must possess the strength and physical ability to successfully perform the essential job functions of a police officer. Emotional stability and maturity also required. At minimum, a medical examination, psychological evaluation, fitness evaluation, drug screen and polygraph/voice stress examination will be required prior to appointment.

VISION: Correctable vision to 20/20

DRIVER'S LICENSE: Must possess a valid Ohio driver's license and have an acceptable driving record at time of appointment.

GOOD CHARACTER: Must be of good moral character, having never been convicted of a felony, and free from any physical, emotional, or mental condition which would preclude one from successfully performing the essential functions of the job. Must not be addicted to the habitual use of any intoxicating liquors or drugs or dismissed from any branch of the public service for delinquency or misconduct.

OTHER REQUIREMENTS: Must be willing to work irregular hours and days, enforce law regardless of personal ethics or feelings, wear the uniform furnished by the department and comply with departmental grooming standards, carry a firearm and work under adverse or potentially hazardous conditions. Must be mentally and physically capable of using deadly force if justified and necessary in terms of existing laws, policies, and procedures, and have skill to read and interpret complex technical documents written in English, such as laws, ordinances, court decisions, and training bulletins.

INSTRUCTIONS for APPLICATION

If you meet the minimum qualifications, carefully read and comply with the following instructions:

1. Read and follow all instructions on **each page**.
2. Print or type all responses clearly and legibly.
3. Make sure responses are as complete and detailed as possible. Use extra paper as needed. Include your name, the date, and the position you are applying for on all extra pages. The information you provide will help us determine the extent of your qualifications.
4. Pages 4 through 11 must be returned with required documents and any other information you think relevant to our consideration of your application.
5. Applications may be emailed to hr.department@richmondheightsohio.org or via US Mail or in person. If returning by mail, completed packet Application Packet must be returned **via certified mail** to City of Richmond Heights, Human Resources, 26789 Highland Road, Richmond Heights, Ohio 44143. In-person returns can be made to Richmond Heights City Hall during normal business hours.

All information included with the application packet is subject to verification through interview(s), background investigation, reference check, and polygraph examination. Submission of false information will result in disqualification from the process, eligibility list, appointment, and/or employment if discovery of falsification occurs after appointment.

If you change residence address or telephone number at any stage of the application process, you must immediately notify the Civil Service Commission at csc@richmondheightsohio.org. The City of Richmond Heights assumes no responsibility for locating candidates who have changed their contact information.

REQUIRED DOCUMENTS

Please provide copies of the following when submitting application.

1. Birth certificate or naturalization papers
2. Current valid U.S. driver's license
3. High school diploma from an accredited high school or GED certificate
4. **Two (2) written character reference letters with original hand-written signature, date, and name, address, and phone number of the reference.**
5. Copy current and valid OPOTA certificate.
6. Other documents as described in the Application Packet.

EXAM INFORMATION

BPAD LOGO

This is a BPAD multi situation-based exam that records your responses. It is not a test of knowledge. It is a test of interpersonal competence in dealing with different types of people in different job-specific situations. Qualified candidates shall be notified of the date(s) of upcoming exam(s) via email and given instructions on how to access the BPAD exam. Candidates will need a computer with a webcam, microphone, and a stable internet connection. If a candidate does not have access to a computer with the required equipment, limited appointments are available at the Richmond Heights Police Department by contacting Chief Thomas Wetzel at (216)-383-6305.

APPLICATION BEGINS HERE

PLEASE RETURN APPLICATION PAGES 4 - 11 ALONG WITH REQUIRED DOCUMENTS

CITY OF RICHMOND HEIGHTS
26789 Highland Road, Richmond Heights, Ohio 44143
An Equal Opportunity Employer

APPLICATION FOR THE POSITION OF POLICE OFFICER - LATERAL TRANSFER

INSTRUCTIONS: To be filled out by applicant only. Answer all questions. Print or type neatly and accurately. Attach supplements if necessary.

(Please Print or Type)

NAME _____
(Last) (First) (Middle)

ADDRESS _____
(Number, Street, City, State & Zip)

PHONE: HOME (____) _____ CELL (____) _____ WORK (____) _____

E-MAIL ADDRESS _____

SOCIAL SECURITY NUMBER _____

I. EDUCATION AND TRAINING

A. Associate's Degree: Yes ____ No ____

Major: _____

College/University: _____ Date: _____

B. Bachelor's Degree: Yes ____ No ____

Major: _____ Minor: _____

College/University: _____ Date: _____

C. Advanced Degree(s): Yes ____ No ____

Major: _____ Minor: _____

College/University: _____ Date: _____

D. Please describe any other law enforcement related education, training, or professional seminars you have successfully completed. Be sure to include name of institution and dates. Add pages if necessary.

II. EXPERIENCE

Please describe your work experience beginning with your current or most recent employer. If necessary, attach additional sheets using the same format.

A. Current or Most Recent Position

Title _____ From _____ To _____

Employer _____

Address _____

City _____ State _____ Zip _____

Supervisor’s Name, Title, and Phone No. _____

Annual Salary/Wage _____

Reason(s) for leaving _____

Describe your job duties and specific responsibilities.

B. Previous Position

Title _____ From _____ To _____

Employer _____

Address _____

City _____ State _____ Zip _____

Supervisor's Name, Title, and Phone No. _____

Annual Salary/Wage _____

Reason(s) for leaving _____

Describe your job duties and specific responsibilities.

C. Previous Position

Title _____ From _____ To _____

Employer _____

Address _____

City _____ State _____ Zip _____

Supervisor's Name, Title, and Phone No. _____

Annual Salary/Wage _____

Reason(s) for leaving _____

Describe your job duties and specific responsibilities.

III. PERSONAL CHARACTER REFERENCES (Two required minimum)

Please provide the name, phone number, and address for two (2) character references from reputable citizens of the State of Ohio not holding any public office or position in a political party organization. **Each reference must provide a written character reference letter with original hand-written signature** certifying that he/she has been personally acquainted with you for at least one year and believes you to be of good moral character, of temperate and industrious habits and in all respects qualified for the service you desire to enter and that each such reference is willing that his or her certificate be made public. **The letters must be dated.**

NAME _____ PHONE _____

ADDRESS _____

(Number, Street, City, State Zip)

NAME _____ PHONE _____

ADDRESS _____

(Number, Street, City, State Zip)

IV. OTHER BACKGROUND QUESTIONS

A. Have you ever been warned or disciplined for any of the following occurrences in your previous or current employment? If you check "Yes" please explain in the space provided.

Yes No Attendance

Yes No Performance Problems

Yes No Inability to get along with others

Yes No Safety Violations

Yes No Harassment

Yes No Violent Behavior

Yes No Inappropriate use or possession of alcohol

Yes No Inappropriate use or possession of a drug

Explanation of any of the above items you checked "Yes"

B. Have you ever been suspended or discharged from any position? Yes No

If you checked "Yes," please explain, including date, location, employer, and situation.

C. Since your 18th birthday, have you EVER been convicted of any violations of law (or as a juvenile, been waived into adult court and convicted), or are you now subject to a pending charge? Please list all convictions and pending charges, including relevant dates. [Note: "violations of law" includes felonies, misdemeanors, and other offenses (e.g., traffic citations, municipal violations, etc.), as well as conviction by a military court-martial.]

No _____

Yes _____ Explain: _____

NOTE: The City routinely verifies conviction, driving record, and other information listed in this application. If you do not respond correctly or if you commit errors of omission of fact, either intentionally or unintentionally, you will not be eligible for City of Richmond Heights employment. If you are unsure of how to respond to this or any other question, IT IS YOUR RESPONSIBILITY to check with the Civil Service Commission for information or clarification.

What is your driver's license number? _____

D. Have you received any moving traffic violations over the past five years? ____ Yes ____ No

If yes, please explain: _____

E. Have you had any DUI convictions, diversions, expungements, or breath test refusals over the past five years? ____ Yes ____ No

If yes, please explain: _____

F. Have you been convicted of DUI more than once? ____Yes ____No

G. Has your driver's license been suspended in the past five years (not including suspensions under the financial responsibility act)? ____Yes ____No

Before signing this application, review your answers to each question to determine the accuracy and completeness of your responses. **YOU MUST SUBMIT ALL DOCUMENTS REQUIRED WHEN FILING THIS APPLICATION. MISSING DOCUMENTS ARE REASON FOR REJECTION OF APPLICATION OR, IN CASE OF QUALIFICATION FOR EXTRA CREDIT, DENIAL OF THAT CREDIT.**

DOCUMENT CHECKLIST

DOCUMENTS REQUIRED TO MEET MINIMUM QUALIFICATIONS:

- _____ A copy of your birth certificate, passport, or nationalization certificate;
- _____ A copy of your current valid U.S. driver's license;
- _____ A copy of your HS diploma or a letter from your HS stating the date of graduation or your GED Certificate;
- _____ A copy of your valid OPOTA certificate or OPOTA letter of training equivalency;
- _____ Two (2) personal reference letters, dated and with an original hand-written signature, including name, address, and phone number of the sender;

DOCUMENTS REQUIRED FOR EXTRA CREDIT:

- _____ A copy of your college diploma for an Associate's degree (2%) or Bachelor's Degree (3%); (if applicable)
- _____ A copy of your DD-214 Form, with an honorable discharge, for Veteran's credit (2%); (if applicable)

DOCUMENTS SUPPORTING TRAINING AND EXPERIENCE:

- _____ Any other documents you want us to consider.

AUTHORIZATION AND CERTIFICATION

Initial: _____ I, the undersigned applicant, being first duly sworn, declare that I am the person mentioned herein, and that all answers, statements, and information are true, accurate, and complete to the best of my knowledge and belief. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and other supplemental materials submitted by me become the property of the City, which reserves the right to accept or reject them. I further agree to observe all rules, regulations, and policies of the City now in force and effect, or as they may change during my employment if I am employed by the City.

Initial: _____ I hereby authorize the City to conduct work history, professional and personal reference, police record, and motor vehicle record inquiries and to conduct a polygraph and/or voice stress exam to determine my acceptability for employment, and I hereby authorize all persons, schools, companies, and government agencies to give you any and all information, personal or otherwise, that they may have in response to your inquiries. I hereby agree to participate in an Ohio Bureau of Criminal Identification (BCI) fingerprint criminal history check and in a Federal Bureau of Investigation (FBI) fingerprint criminal history check and understand that employment may be terminated based on the revealed criminal history.

Initial: _____ I understand that I will be required to successfully pass a drug test, a psychological assessment, and a pre-employment physical exam to gain employment or continue employment with the City of Richmond Heights. I consent freely and voluntarily to participate in required drug tests and pre-employment physical exams at a location selected by the City of Richmond Heights, and consent to the release of the test results to the City of Richmond Heights. I hereby release and hold harmless the City of Richmond Heights, its officials, agents, and employees, and the persons, schools, companies, and government agencies providing the information, from any liability whatsoever arising from the drug tests or pre-employment physical exam and decisions concerning employment based upon the results of these tests.

Initial: _____ If accepted for employment, I agree that my status as an employee depends upon my successful performance during a probationary period and that I am an “at-will” employee during this probationary period and may be terminated by the City of Richmond Heights at any time for any reason. In addition, I understand that the City of Richmond Heights maintains a drug-free and violence-free workplace.

Initial: _____ I further understand and agree that this application is not a promise of or contract for employment.

Signature of Applicant: _____ Date: _____

STATE OF OHIO
CUYAHOGA COUNTY,SS:

Sworn to and subscribed in my presence this ____ day of _____, 2021.

NOTARY PUBLIC

My commission expires _____

[SEAL]