

PATROL OFFICER ENTRANCE EXAMINATION
CITY OF NORTH ROYALTON, OHIO

The City of North Royalton Civil Service Commission will conduct an examination for the position of PATROL OFFICER to establish an eligibility list. Starting Salary is \$50,481.60. Applications are available at the City of North Royalton Mayor's Office, 13834 Ridge Road, North Royalton, OH and must be **obtained and returned in person** between the hours of **9:00 a.m. and 4:00 p.m.** weekdays only **Monday, February 22, 2010 through Friday, March 5, 2010. DEADLINE FOR SUBMISSION OF APPLICATION IS FRIDAY, MARCH 5, 2010 AT 4:00 P.M.**

Successful completion of the Police Standardized Physical Agility/Fitness Test offered by Cuyahoga Community College (CCC) is a **pre-requisite** and the Certificate is due at the time of filing your application. There are test dates for the Physical Agility/Fitness Test on **02/21/10** and **02/28/10**. Applicants who do not already possess a **current** Certificate should **contact CCC directly at 216-987-3075 to register** to participate in the test (at their own expense).

Written examination will take place THURSDAY, MARCH 25, 2010 at 7:00 p.m. at the North Royalton High School Cafeteria #2, 14713 Ridge Road, North Royalton, OH. Proper identification (drivers license/picture I.D.) required for admittance.

Qualifications and Procedures: Must be a U.S. citizen; possess valid Drivers License; minimum of 21 years of age prior to appointment; possess a High School Diploma or equivalent G.E.D. certificate; must achieve a minimum passing grade of 70% on the written examination; possess current CCC Physical Agility/Fitness Certificate.

A member appointed to any position in the Police Department shall be a resident of Cuyahoga County or any adjoining counties, within one year after the member's date of hire. (NRCO 240.01)

The following **MUST** accompany the application form: \$25.00 fee (non-refundable) cash, check or money order payable to the City of North Royalton; copy of valid Drivers License; copy of current CCC Physical Agility/Fitness Certificate.

Applicants achieving the 70% minimum passing grade will receive extra credit upon proof presented as defined in the Application Packet. Proof must be filed at the time of application. Any candidate eligible for consideration for appointment must submit to polygraph exam and background investigation, must pass psychological examination and medical exam including drug testing. Additional details/requirements may be found in the application packet and at **www.northroyalton.org**.

The City of North Royalton is an Equal Opportunity Employer
Timothy Lewandowski, President, Civil Service Commission

APPLICANT CHECKLIST
to be handed in with application

Required Items:

- _____ Signed Application
- _____ Copy of Drivers License
- _____ Copy of Physical Agility/Fitness Test Certificate from CCC Public Safety Training Institute.
- _____ \$25.00 non-refundable fee (cash, check or money order)

If you possess any and/or all of the following, in order to receive credit upon 70% passing of written examination copies must be attached to your application:

- _____ Military DD214 Discharge Certificate (showing Honorable Discharge)
- _____ College Degree in Law Enforcement and/or Criminal Justice (and/or Official College Transcript showing degree earned)
- _____ N.R. Reserve Officer/Dispatcher/Correction Officer in good standing - Letter from Chief
- _____ Valid O.P.O.T.A. State Certificate

Applicant's signature

Date

PATROL OFFICER APPLICANTS:

YOUR APPLICATION PACKET CONTAINS THE FOLLOWING:

1. Application
2. Notice of Examination
3. Applicant Notice
4. Excerpts from:
 - a. North Royalton Civil Service Commission Rules and Regulations
 - b. Current Collective Bargaining Agreement between the City of North Royalton and the Fraternal Order of Police Lodge 15
 - c. North Royalton Codified Ordinances
 - d. Police Department Job Descriptions
5. Tri-C Public Safety Training Institute Information Packet

WHEN FILING YOUR APPLICATION, THE FOLLOWING MUST BE ATTACHED:

*****MAKE SURE ALL YOUR DOCUMENTS ARE COPIED, NO COPYING WILL BE DONE AT TIME OF FILING**

1. Application
2. Copy of Drivers License
3. If you have Military Time - copy of Dept. of Defense DD214 Discharge (must show honorable discharge)
4. If you have a College Degree in Law Enforcement and/or Criminal Justice - copy of degree and/or official transcript showing degree earned (equivalent to Cuyahoga Community College [CCC] Courses in Law Enforcement). If you are submitting only the degree, make sure it specifies Law Enforcement and/or Criminal Justice on the degree.
5. If you are a Reserve Police Officer, Dispatcher, Correction Officer in good standing of the North Royalton Police Department - attach a letter from the Chief of Police
6. If you have a valid O.P.O.T.A. state certificate - attach a copy
7. Physical Agility/Fitness Test Certificate from CCC. Those needing to take test should contact CCC Public Safety Training Institute at 216-987-3075 to register for February 21 or 28, 2010 test (at your own expense). Certificate must be submitted at time of filing application.
8. \$25.00 non-refundable fee must be paid at time of filing application

**FILING DEADLINE: FRIDAY, MARCH 5, 2010, 4:00 P.M.
NO APPLICATIONS WILL BE ACCEPTED AFTER THAT DATE AND TIME**

IT IS YOUR RESPONSIBILITY TO MAKE SURE ALL THE REQUIRED ITEMS ARE ATTACHED WITH YOUR APPLICATION AND TO REMEMBER THE DATE OF TESTING - NO NOTICES WILL BE MAILED OUT. YOU MUST NOTIFY THE COMMISSION IN WRITING OF ANY ADDRESS OR PHONE NUMBER CHANGE. FAILURE TO DO SO WILL RESULT IN YOUR NAME BEING REMOVED FROM THE ELIGIBILITY LIST. ANY QUESTIONS, CONTACT THE COMMISSION SECRETARY AT 440-237-5686, EXT. 102.

PLEASE READ CAREFULLY

- AGE: Minimum of 21 years of age PRIOR to appointment.
- RESIDENCY: A member appointed to any position in the Police Department shall be a resident of Cuyahoga County or any adjoining counties, within one year after the member's date of hire. (NRCO 240.01)
- CITIZENSHIP: Applicants must be citizens of the United States. If foreign born, proof of citizenship shall be submitted upon request.
- DRIVERS LICENSE: Applicants must have a valid Drivers License. Each applicant shall submit a copy of same at time of filing application.
- EDUCATION: Each applicant must have a High School Diploma or equivalent (ie. G.E.D.)
- CREDITS: Credits will be given as defined in the North Royalton Civil Service Commission Rules and Regulations, at the discretion of the Civil Service Commission, when the applicant achieves at least the minimum passing grade of 70%. Credits are as follows:
- [1] Military Services - copy of Dept. of Defense Form (DD214) Discharge required at time of filing application. (must show honorable discharge)
 - [2] College Degrees in Law Enforcement and/or Criminal Justice (equivalent to Cuyahoga Community College (Tri-C) Course in Law Enforcement) - copy of degree, official transcript and/or official letter from College or University applicant attended stating that degree is equivalent to Tri-C courses required at time of filing application. **(If submitting a copy of degree, it must indicate Law Enforcement and/or Criminal Justice on the degree.)**
 - [3] Service as a Reserve Police Officer, Dispatcher, Correction Officer of the North Royalton Police Department in good standing - official letter from Police Chief stating member is in good standing required at time of filing application.

-
- CREDITS: (cont'd) [4] Ohio Peace Officer Training Academy (O.P.O.T.A.) - copy of state certification required at time of filing application.
- (Copies of the above Civil Service Commission Rules and Regulations sections are attached for your reference.) To receive credit, proof must be presented at the time of filing application.
- PHYSICAL EXAMS: Qualified candidates will be subject to and must pass strict physical examination (cardiovascular and pulmonary diseases) and drug testing by qualified physician prior to appointment.
- PSYCHOLOGICAL TEST: Qualified candidates will be subject to and must pass psychological testing by qualified psychological testing agency.
- POLYGRAPH EXAMS: Qualified candidates will be subject to polygraph (lie detector) examination by a qualified polygraph operator.
- AGILITY TESTING: Applicants must possess valid Patrol Officer Physical Agility/Fitness Test from Cuyahoga Community College (CCC) Public Safety Training Institute in order to take the written examination. Applicants shall be responsible for taking this test, at their own expense, on their own initiative. Next test dates are scheduled for Sunday, February 21 and 28, 2010 at 11:00 a.m. (registration required). Those needing to take the test should contact CCC Public Safety Training Institute at 216-987-3075 to register. Copy of Certificate must be submitted at time of filing application.
- FEE: A \$25.00 NON-REFUNDABLE fee is due at time of filing application.
- INVESTIGATION: All candidates will be subject to strict background investigations of social activities, employment, schooling, memberships and other activities that might reflect upon the candidate's qualifications for appointment.

ADDITIONAL BACKGROUND
INFORMATION:

Applicants passing the written test with a minimum passing grade of 70% must submit to a polygraph test, and oral interviewing, shall be required to submit additional background information upon investigation by a qualified agency on forms that will be provided at that time. Qualified candidates must pass a psychological examination, doctor's physical and drug testing prior to appointment.

APPLICATIONS:

Applications must be picked up and filed in person (no applications accepted by mail, fax or e-mail) at the North Royalton City Hall Mayor's Office, 13834 Ridge Road, North Royalton, OH 44133 between the hours of **9:00 a.m.** and **4:00 p.m.** during the following weekdays **ONLY**:

FEBRUARY 22, 2010 – FEBRUARY 26, 2010
MARCH 1 – MARCH 5, 2010

FILING DEADLINE:

NO APPLICATIONS WILL BE ACCEPTED FOR FILING AFTER:
FRIDAY, MARCH 5, 2010, at 4:00 p.m.

WRITTEN TEST

DATE AND LOCATION:

The written test will be given on **THURSDAY, MARCH 25, 2010 at 7:00 p.m.** at the North Royalton High School 14713 Ridge Road, North Royalton, OH. Applicants are to report to High School Cafeteria #2 and must present proper identification (Drivers License or picture I.D.) for admittance. **Test administered by Daniel T. Clancy & Associates.**

WAGES: Effective first full pay period in January 2009:
(currently in negotiations for 2010)

First 12 months (Probation)	\$24.27 hour
Second 12 months (Probation)	26.15 hour
Third 12 months	28.08 hour
Thereafter	30.01 hour

OVERTIME: Time and one half; optional in cash or time off (comp. time)

HOSPITALIZATION: Hospitalization and dental care as per contract; vision care annually as per contract.

CLOTHING: Uniforms to be issued within 30 days of hire per present Collective Bargaining Agreement. Upon completion of probation, and thereafter, \$950.00 per year payable as follows:
\$475.00 issued first pay period in January and \$475.00 issued first pay period in July.

LONGEVITY: Beginning after five years of full-time service, \$100.00 per year longevity paid annually the first pay period ending after the anniversary date of hire up to the maximum of \$2,000.00.

SICK LEAVE: Sick leave accumulated at the rate of 4.6 hours of each 80 hours worked.

PAID HOLIDAYS: 15 paid holidays as per present Collective Bargaining Agreement.

VACATION:

After 1 year	2 weeks
After 5 years	3 weeks
After 10 years	4 weeks
After 15 years	5 weeks
After 20 years	6 weeks

DEATH BENEFIT: Life Insurance Policy paid by City as per current contract.

WORK WEEK: 40 hours per week, permanent shifts or as assigned by the Chief of the Police Department. Holidays worked when scheduled.

RETIREMENT: State of Ohio, Police and Firemens Pension Plan.

EDUCATION BENEFIT: As per present Collective Bargaining Agreement.

TRAINING: All appointees must attend and pass the State of Ohio Basic Police Course at the designated school.

PROBATIONARY PERIOD: All newly hired employees in the Police Department will be required to serve a probationary period of two (2) years.

RESIDENCY: A member appointed to any position in the Police Department shall be a resident of Cuyahoga County or any adjoining counties, within one year after the member's date of hire. (NRCO 240.01)

***SALARY AND BENEFITS SUBJECT TO CHANGE

NORTH ROYALTON CIVIL SERVICE COMMISSION
PHYSICAL AGILITY/FITNESS TEST FOR PATROL OFFICER

The Civil Service Commission no longer conducts a Physical Agility/Fitness Test for Patrol Officer. The Commission accepts current Certification of the Physical Agility/Fitness Test for Patrol Officer administered by Cuyahoga Community College (CCC) Public Safety Training Institute.

In order to take the written examination, each applicant must present current Physical Agility/Fitness Test Certification from CCC Public Safety Training Institute. Those needing to take the test (at applicant's expense) should contact CCC Public Safety Training Institute at 216-987-3075 to register for the February 21 or 28, 2010 test. A copy of the certificate must be submitted at time of filing application.

Timothy Lewandowski
President
North Royalton Civil Service Commission

TL/djt