

APPLICATION INFORMATION SHEET FOR POLICE OFFICER

QUALIFICATIONS:

- ❖ Must be a Citizen of the United States
- ❖ Must have attained the age of 21 on or prior to the date of appointment
- ❖ Must have a valid Ohio Driver's License and be insurable under any City Vehicle Insurance Policy
- ❖ Must possess a bachelor's degree **or** active military service with honorable discharge by the time of appointment

The application of any applicant who fails to meet any of the minimum qualifications is subject to rejection by the Civil Service Commission.

EXTRA CREDIT:

Applicants passing the written exam (passing grade of 70%) shall be granted the following additional credit for higher education, training and military service providing the applicant has furnished proof of successful **completion** of the following:

- 10% Military Service (Copy of DD214 with Honorable Discharge) Service of less than 180 consecutive days shall not be eligible for credit
- 5% Bachelor's Degree in Criminal Justice, Law Enforcement, Criminology or Justice Studies (Certified Transcript)
- 2% Current Ohio Police Officer Training Academy (OPOTA) certification for full-time officer

DOCUMENTS REQUIRED:

The following documents **must** be submitted with the application:

- ❖ Copy of **valid** Ohio Driver's License
- ❖ Copy of official transcript showing degree earned from an accredited college or university
- ❖ Copy of high school diploma or an official high school transcript certified by the school
- ❖ Copy of Current Cuyahoga Community College (Tri-C) Police Officer Physical Agility Certificate (If you do not have a current agility certificate, one will be required before hire)
- ❖ Department of Defense Form DD214, if applicable.
- ❖ OPOTA Certification, if applicable.

Any material omission, false statement, or misrepresentation by an applicant in the application is sufficient cause for the exclusion of such applicant's name from the register established as a result of examination as well as discharge of employment at any time.

FILING DEADLINE:

Applications with all necessary attachments will be accepted through Wednesday, June 1, 2022. **All material must be submitted through National Testing Network. Please do not submit your application and required documents to the Police Department.**

PLEASE NOTE:

In the event two or more applicants receive the same final score in an entry-level examination, the order in which their names shall be placed on the eligible list shall be determined in accordance with the following priorities listed in descending order: 1) Veteran or active military over non-veteran, 2) priority in time of filing the application, applicable to locally administered tests or 3) earliest time recorded for the completion of a written examination, applicable to nationally administered tests, 4) by lottery, coin flip or such other random method as determined by the Commission.

ADA ACCOMMODATIONS:

An applicant can request special accommodations directly through the NTN website.