Public notice is hereby given by the Civil Service Commission of North Ridgeville, Ohio, of an open competitive examination for the position of Police Patrolman Class "C" in the North Ridgeville Police Department.

APPLICATION & FILING – Application forms are currently available and can be obtained as follows:
2) In person at City Hall, Office of the Clerk of Council, 7307 Avon Belden Road, between the hours of 9:00 AM and 3:00 PM.

Application Submittal
Office of the Clerk of Council
North Ridgeville City Hall
7307 Avon Belden Road
North Ridgeville, Ohio 44039

Beginning: Monday, July 27, 2020
Ending: Thursday, August 20, 2020
Hours: 9:00 AM – 3:00 PM

APPLICATIONS WILL NOT BE ACCEPTED OUTSIDE THIS TIMEFRAME.
NO OTHER FORM WILL BE ACCEPTED.

Copies of all documentation for extra credit must also accompany the application. No documentation will be accepted after application submittal or the deadline for filing.

Applicants will be charged a non-refundable fee of $25.00 at the time of application submittal. Payment must be in the form of certified check or money order, payable to “City of North Ridgeville”.

The "Acknowledgment" page must be notarized before you file your application.

EXAMINATION

AGILITY TEST – 8:30 AM, Saturday, August 22, 2020 at the Lorain County Community College Ewing Physical Education & Fitness Center (PE), 1005 North Abbe Road, Elyria, Ohio 44035. Check-in will begin at 8:00 AM. Candidates must produce a valid driver’s license to verify identification. Applicants will have the opportunity to complete each test one time only; repeats will not be permitted. Inability to receive the minimum score for any event will constitute a failure of the entire test. A passing score must be achieved in order to participate in the written examination.

WRITTEN EXAM – 6:30 PM, Wednesday, August 26, 2020 in the Community Room of the North Ridgeville Academic Center, located at 34620 Bainbridge Road, North Ridgeville, Ohio 44039. Check-in will begin at 6:00 PM. Candidates must produce a valid driver’s license to verify identification. A passing grade of 70% correct is required in order to qualify. The written examination will be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought.

MEDICAL EXAMINATION – Applicants who are placed on the eligibility list and are called in for an interview shall be required to pass a Computer Voice Stress Analysis, psychological examination and a physical examination as determined by the Police & Firemen’s Disability & Pension Fund and shall be conducted prior to the hiring of a candidate. Medical examination fee will be paid by the City.

MINIMUM ENTRANCE EXAMINATION QUALIFICATIONS

Age – North Ridgeville Codified Ordinance Section 246.09; Eligibility for Original Appointments; Notwithstanding Ohio Revised Code 124.41, a person who has reached the age of twenty-one but who has not yet reached the age of forty, and who otherwise meets the normal qualification requirements, shall be eligible to receive an original appointment in the Police Department (Ord. 1914-84-Passed 6-4-84; Ord. 4229-2006-Passed 3-6-06).
Education – All Applicants must be graduates of a standard four year high school or equivalent.
Citizenship – Applicants must be a United States citizen.
APPLICATION

NORTH RIDGEVILLE CIVIL SERVICE EXAMINATION
(POLICE PATROLMAN)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

NAME: ____________________________
Last First Middle

ADDRESS: ____________________________
Number Street

DATE OF BIRTH: __________ / __________ / __________

City State Zip

PHONE NO.: (_______) __________ EMAIL: ____________________________

1) Are you at least 21 years of age? ☐ YES ☐ NO
2) Are you a United States Citizen? ☐ YES ☐ NO
3) Are you an Ohio resident? – OR –
   If active military, do you have an Ohio voting residence? ☐ YES ☐ NO
4) Are you a high school graduate (diploma or GED)? ☐ YES ☐ NO
5) Do you have a valid motor vehicle operator’s license? ☐ YES ☐ NO
6) Are your extra credit documents attached? ☐ YES ☐ NO

A $25.00 MONEY ORDER OR CERTIFIED CHECK – PAYABLE TO “CITY OF NORTH RIDGEVILLE” – MUST BE SUBMITTED WITH THIS APPLICATION.

Please note that applications can only be filed between the hours of 9:00 AM and 3:00 PM, beginning Monday, July 27, 2020 and ending Thursday, August 20, 2020. Applications will not be accepted outside this timeframe.

This application, application fee, and all extra credit documentation noted above was submitted on the date and time noted above.

DO NOT SIGN THIS FORM UNTIL THE APPLICATION HAS BEEN FILED WITH DATE AND TIME NOTED.

______________________________
Signature of Applicant (or Authorized Representative)
READ BELOW
BEFORE CONTINUING:

THE NEXT PAGE
MUST BE NOTARIZED.

DO NOT SIGN UNTIL
IN THE PRESENCE OF
A NOTARY PUBLIC.
ACKNOWLEDGEMENT

Prior to appointment, applicants must provide proof of a valid Operator’s License and be insurable under the City’s insurance carrier.

Applicants who receive a passing grade on the written exam and agility test, and whose names are placed on the eligibility list, must undergo and pass Computer Voice Stress Analysis, psychological examination, physical fitness test, and physical examination as determined by the Police & Firemen’s Disability & Pension Fund.

Upon appointment to the Police Department, the applicant must successfully complete the State required Police Training Program.

North Ridgeville Codified Ordinance Section 246.09 Eligibility for Original Appointments:

Notwithstanding Ohio R.C. 124.41, a person who has reached the age of twenty-one but who has not yet reached the age of forty, and who otherwise meets the normal qualification requirements, shall be eligible to receive an original appointment in the Police Department (Ord. 1914-84-Passed 6-4-84; Ord. 4229-2006-Passed 3-6-06).

This Acknowledgement must be notarized prior to filing, and returned with the completed application and $25.00 money order or certified check. Copies of all documentation for extra credit must also accompany the application when submitted. Applications will not be accepted after the deadline for filing. Failure to comply will result in the rejection of the extra credits and/or rejection of this application.

I have read the above and all the attachments contained in this application including the Extra Credits sheet, Physical Strength and Agility Test, Skill Set & Position Description and the Statement of Hiring Standards. I acknowledge that I have been advised that I will have to comply with these requirements.

Name

Date

NOTARY

The undersigned, being a Notary Public for the State of ________________, County of ________________, hereby certifies that ________________ did appear before me on this _______ day of ________________, 2020, at ________________,

and did acknowledge his/her signature on the foregoing document to be his or her free and voluntary act and deed.

Notary Public
# City of North Ridgeville
## Application for Employment

7307 Avon Belden Road, North Ridgeville, Ohio 44039

**Answer all questions on this application, do not write “See Resume”**

### Equal Employment Policy

The City of North Ridgeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### Personal Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Maiden/Alias</th>
<th>Middle Initial</th>
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<table>
<thead>
<tr>
<th>Home Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>Primary Phone</th>
<th>Secondary Phone</th>
<th>Email Address</th>
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</table>

**Do you have a work permit (if under 18 years of age)?**

- Yes
- No

**Do you have a valid driver’s license?**

- Yes
- No

**Driver’s license number**

**Are you legally eligible for employment in the United States?**

- Yes
- No

**Have you applied for another position with the city within the last year?**

- Yes
- No

**What position?**

**Do any of your relatives work for the city?**

- Yes
- No

If yes, who? List name(s), department, and relation

**Position(s) applied for**

**Department:**

<table>
<thead>
<tr>
<th>Position Title</th>
</tr>
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</table>

### Education, Certifications and Licenses

<table>
<thead>
<tr>
<th>Name of School and Location</th>
<th>Circle Last Year Completed</th>
<th>Type of Degree or Diploma</th>
<th>Major Area of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>9 10 11 12 Graduate? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>1 2 3 4 Graduate? Yes No</td>
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<tr>
<td>U.S. Military</td>
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</table>

**Certifications/Licenses**

### Employment History

<table>
<thead>
<tr>
<th>Present Employer</th>
<th>Address</th>
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<table>
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<tr>
<th>Date Started</th>
<th>Date Ended</th>
<th>Starting Pay</th>
<th>Ending Pay</th>
<th>Phone Number</th>
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<tr>
<th>Position Title</th>
<th>Reason for Desiring to Leave</th>
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<table>
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<tr>
<th>Duties Performed</th>
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</table>

**Name, title, and phone number of immediate supervisor**

**May we contact this employer?**

---

This application for employment shall be kept on file for one year.

Revised May 2019.
<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>ADDRESS</th>
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<tr>
<th>DATE STARTED</th>
<th>DATE ENDED</th>
<th>STARTING PAY</th>
<th>ENDING PAY</th>
<th>PHONE NUMBER</th>
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<tr>
<th>POSITION TITLE</th>
<th>REASON FOR LEAVING</th>
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<tr>
<th>DUTIES PERFORMED</th>
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</table>

<table>
<thead>
<tr>
<th>NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR</th>
<th>MAY WE CONTACT THIS EMPLOYER?</th>
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<thead>
<tr>
<th>REFERENCE 1</th>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>PHONE NUMBER</th>
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<tr>
<th>REFERENCE 2</th>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>PHONE NUMBER</th>
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<table>
<thead>
<tr>
<th>REFERENCE 3</th>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>PHONE NUMBER</th>
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<tbody>
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</table>

**REFERENCES**

Give name and telephone number of three professional references who are not related to you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone number</th>
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<tbody>
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</tbody>
</table>
ADDITIONAL INFORMATION

List skills, interests, languages spoken or read, licenses, certifications, gaps in employment, etc., you feel is important for the position in which you are applying.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE STATEMENTS OR OMISSIONS ON THIS APPLICATION ARE GROUNDS FOR IMMEDIATE DISQUALIFICATION OR DISMISSAL UPON DISCOVERY THEREOF. I AUTHORIZE ALL PERSONS, SCHOOLS, COMPANIES, AND GOVERNMENT AGENCIES TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY BACKGROUND, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM LIABILITIES FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU. I UNDERSTAND THAT I MAY BE REQUIRED TO UNDERGO MEDICAL EXAMINATIONS BEFORE BEGINNING WORK TO DETERMINE MY ABILITY TO PERFORM THE DUTIES OF THE POSITION APPLIED FOR AND FAILURE TO UNDERGO SUCH MEDICAL EXAMINATIONS SHALL BE GROUNDS FOR DISQUALIFICATION.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO ABIDE BY THE CITY OF NORTH RIDGEVILLE’S ORDINANCES, POLICIES, PROCEDURES, RULES, AND REGULATIONS. I UNDERSTAND THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE CITY OR MYSELF. I UNDERSTAND THAT NO MANAGER OR SUPERVISOR OTHER THAN THE MAYOR HAS ANY AUTHORITY TO EMPLOY PERSONS ON BEHALF OF THE CITY, BUT NOT CONTRARY TO THE FOREGOING.

Signature of applicant ___________________________ Date ___________________________

Outside applicants for employment may be required to submit to fingerprinting for a background check. The following types of employee background checks may be performed: prior employment verification; personal and professional references; educational verification; BCI (Ohio Bureau of Criminal Investigation); and motor vehicle. Full drug screen/breath alcohol testing is also required for employment.
City of North Ridgeville
EQUAL EMPLOYMENT OPPORTUNITY

Responses to these questions are OPTIONAL. These questions are included to assist our equal employment opportunity efforts. Providing this information is VOLUNTARY and will in no way affect the processing of your application or your being considered for employment. We will process your responses to these confidential questions separately. Responses will be used for statistical purposes only.

Position Applied For _________________________________ Date _________________________________

1. OPTIONAL: Please indicate your sex: ___Male ___Female

2. OPTIONAL: Please select your age group:
   ___ Under 18  ___ 18-25  ___ 26-39  ___ 40-54  ___ 55-69  ___ 70+

3. OPTIONAL: Please indicate your Race/Ethnicity:
   ___ WHITE: A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
   ___ BLACK or AFRICAN AMERICAN: A person having origins in any of the Black racial groups of Africa.
   ___ HISPANIC or LATINO: A person of Mexican, Chicano, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
   ___ ASIAN: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
   ___ NATIVE HAWAIIAN or PACIFIC ISLANDER: A person having origins in any of the original peoples of the Hawaii, Guam, Samoa or other Pacific Islands.
   ___ AMERICAN INDIAN or ALASKAN NATIVE: A person having origins in any of the original peoples of North America (including Central America), and who maintains tribal affiliation or community attachment.
   ___ TWO OR MORE RACES: A person who primarily identifies with two or more of the above race/ethnicity categories.

4. OPTIONAL: Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities? ___Yes ___No

5. OPTIONAL: Are you a veteran? ___Yes ___No

Please indicate if one or more of the following apply.

___ MILITARY STATUS: The performance of duty in a uniformed service, to include active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty.
___ DISABLED VETERAN: A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
___ DESERT STORM/SHELTER VETERAN: A person whose active duty was performed after August 2, 1990, in the Persian Gulf Conflict.
___ VIETNAM ERA VETERAN: A person served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975.
PHYSICAL FITNESS TESTING

Number _____000_____

Description of Event

1.5-Mile Run: The 1.5 mile run measures cardiovascular endurance and endurance of the leg muscles. You must complete the run without any help. Walking is allowed if necessary. The goal is to cover the distance as quickly as possible.

<table>
<thead>
<tr>
<th>Laps</th>
<th>9 minutes</th>
<th>10 points</th>
<th>Time: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>9 points</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>10 points</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>11 points</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>8</td>
<td>12 points</td>
<td></td>
</tr>
</tbody>
</table>

Pull-up Test (See Hang Test alternative below): The pull-up test measures upper body strength and endurance. The test starts with the applicant in a full hang from the overhead bar, with the palms facing away from the body. Without excessive kicking or swinging, the applicant pulls his body up until the chin is over the bar. The applicant then returns to the full hang position with the arms completely extended. Once the test begins, the feet cannot touch the ground. The object is to do as many as possible, up to 14.

<table>
<thead>
<tr>
<th>Number</th>
<th>Score: ________________ points</th>
<th>Examiner’s Initials: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1 point</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2 points</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>3 points</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>4 points</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>5 points</td>
<td></td>
</tr>
</tbody>
</table>

Hang Test (Pull-up Test alternative): The hang test measures upper body strength. The applicant hangs from an overhead bar with the palms facing away from the body and the feet off the ground. At no time during the test can the feet touch the ground. The object is to hang for 30 seconds.

<table>
<thead>
<tr>
<th>Time: __________________</th>
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<tbody>
<tr>
<td>30 seconds</td>
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<tr>
<th>Score: ________________ points</th>
<th>Examiner’s Initials: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 point</td>
<td></td>
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</table>

Sit-up Test: The sit up test measures endurance of the abdominal muscles. The test starts with the applicant on their back with the knees bent. The arms must remain folded across the chest. When the test starts, the applicant lifts the upper body by bending at the waist to at least an upright position. The upper body is then lowered to the starting position with the shoulder blades touching the ground. The goal is to do as many as possible up to 80.

<table>
<thead>
<tr>
<th>Number</th>
<th>Score: ________________ points</th>
<th>Examiner’s Initials: ____________</th>
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<tbody>
<tr>
<td>40</td>
<td>1 point</td>
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<tr>
<td>50</td>
<td>2 points</td>
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<td>60</td>
<td>3 points</td>
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<tr>
<td>70</td>
<td>4 points</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>5 points</td>
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</table>

Push-up Test: The push up test measures muscular strength and endurance of the upper body. The test starts with the hands on the ground approximately shoulder width apart and the arms extended. The body is in a straight line from shoulders to ankles and must remain that way during the event. At the start of the test, the elbows are bent and the body lowered until it meets the tester’s fist. The arms are then straightened, returning the body to the starting position, however no piking. The object is to do as many as possible up to 50.

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<thead>
<tr>
<th>Number</th>
<th>Score: ________________ points</th>
<th>Examiner’s Initials: ____________</th>
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<tr>
<td>20</td>
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<td>30</td>
<td>3 points</td>
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<tr>
<td>40</td>
<td>4 points</td>
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<tr>
<td>50</td>
<td>5 points</td>
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</table>

**WARNING**

If an applicant has any concerns about their ability to train for or participate in this test, or if they have any medical problems such as heart disease, family history of heart disease, shortness of breath, chest pains, dizziness, diabetes, or any orthopedic condition restricting movement, they should contact a physician before training for or participating in this test.

Before leaving today and before turning in your Agility Test form, you must stop with the paramedic squad for a heart rate check. (See reverse side for paramedic verification.)
CITY OF NORTH RIDGEVILLE

POLICE DEPARTMENT PHYSICAL STRENGTH AND AGILITY TEST

CANDIDATE NAME _____________________________ DATE ________________

ADDRESS _____________________________ CITY ________________ STATE _____ ZIP CODE ______

HEIGHT ______feet _______inches WEIGHT ________ pounds

➢ The purpose of this test is to determine the minimum physical aptitude of applicants.
➢ Score sheets will be made for each applicant and will be available for applicant's inspection.
➢ Applicants will have the opportunity to complete each test one time only. (No repeats.)
➢ Inability to receive the minimum score for any event will constitute a failure of the entire test.

WARNING

If an applicant has any concerns about their ability to train for or participate in this test, or if they have any medical problems such as heart disease, family history of heart disease, shortness of breath, chest pains, dizziness, diabetes, or any orthopedic condition restricting movement, they should contact a physician before training for or participating in this test.

ACCIDENT WAIVER

Whereas, I have been informed that as a part of the examination given for this position, it will be necessary for me to demonstrate my strength, endurance, and physical agility in a series of tests.

Now, therefore, I for myself, my heirs, executors, administrators or assigns, hereby waive any or all claims against the Municipal Civil Service Commission of this City, the Board of Education of the City, the City itself and the North Ridgeville Police Department, or employee thereof, now or hereafter to occur for, on account of, because of any injury or damage that I may sustain because of, in connection with or on account of this physical strength and agility test and hereby release the Municipal Civil Service Commission, the Board of Education, the City itself and the North Ridgeville Police Department, or employee thereof, from any or all liability or claims for damages for any injury occurring as a result of these tests.

Candidate Signature ___________________________________________________________ 000

Candidate Number

TOTAL SCORE

BEFORE LEAVING TODAY AND BEFORE TURNING IN YOUR AGILITY TEST FORM, YOU MUST STOP WITH THE PARAMEDIC SQUAD FOR A HEART RATE CHECK.

Paramedic: Check box when heart rate has been taken ✔
EXTRA CREDITS

ANY POINTS FOR EXTRA CREDIT ARE ADDED ONLY TO THE COMBINED TOTALS OF THE EXAMINATIONS, PROVIDED THAT THE WRITTEN EXAMINATION, THE ASSESSMENT, AND THE AGILITY TEST ARE ALL PASSING GRADES.

CREDIT FOR MILITARY SERVICE

(a) Pursuant to Section 124.23 of the Ohio Revised Code, any person who has completed service in the uniformed services, and who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than one hundred eighty days (180) of active duty service pursuant to an executive order of the president of the United States or an act of the congress of the United States may file with the Civil Service Commission a certificate of service or honorable discharge, and, upon this filing, the person shall receive additional credit of twenty per cent (20%) of the person’s total grade given in the examination in which the person receives a passing grade. A person who receives an additional credit under section (a) shall not receive an additional credit under section (b).

(b) A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member’s initial entry-level training, shall receive a credit of fifteen per cent (15%) of the person’s total grade given in the examination in which the person receives a passing grade.

(c) Requests for additional credit for military service, together with an honorable discharge, or if still in the military other proof of honorable service, or proof of completion of initial entry-level training in the Ohio national guard and proof of such membership in good standing in a reserve component of the armed forces of the United States, shall be submitted to the Commission with the application for examination only and at no other later time. Any copy of the DD214 submitted must be the long form which shows the type of discharge obtained.

(Amended 08/18/2015)

CREDIT FOR MILITARY SERVICE IN ENTRANCE EXAMINATIONS

Military service credit as provided for and as defined in Section 124.23 of the Ohio Revised Code, and in Section 12 above, shall be added to the applicant’s earned grade resulting from the competitive examinations, provided that and after the applicant receives a passing grade in the competitive examinations.

(Amended 08/18/2015)

NOTE: YOUR DD214 MUST BE IN LONG FORM AND MUST SHOW LENGTH OF SERVICE ALONG WITH HONORABLE DISCHARGE.
COLLEGE CREDIT

Total credit of five (5) points will be given for a minimum of ninety (90) quarter hours or sixty (60) semester hours of college credit, provided the cumulative grade point average for such credit is 2.0 or higher. All college credit must be from an accredited college or university and will be provided upon receipt of proper documentation. Credit will only be given upon the applicant receiving a passing grade in the competitive entrance written examinations and agility test. Five (5) points will be the maximum awarded for education. (Amended 07/15/2003)

CREDIT FOR OHIO STATE CERTIFICATION

Ohio State Certification of Peace Officer will receive an additional credit of two (2) points with proper documentation from the State of Ohio (Ohio Department of Public Safety), if certification is current, provided the applicant receives a passing grade in the competitive entrance examination. Two (2) points will be the maximum awarded for Ohio Peace Officer certification. (Amended 07/15/2003)
JOB DUTIES AND TASKS (INCLUDED BUT NOT LIMITED TO THE FOLLOWING)

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Record facts to prepare reports that document incidents and activities.
- Review facts of incidents to determine if criminal act were involved.
- Testify in court to present evidence or act as a witness in traffic, criminal and civil cases.
- Evaluate complaint and emergency request information to determine response requirements.
- Patrol specific areas on foot and/or by vehicle, responding promptly to calls for assistance.
- Monitor, note, report and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity.
- Investigate traffic crashes to determine cause.
- Photograph or draw diagrams of crime or crash scenes and interview principals and eyewitnesses.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Relay complaint and emergency requests to proper agencies.
- Issue citations or warnings to violators of motor vehicle laws/ordinances.
- Direct traffic flow and reroute traffic in case of emergency.
- Assist the motoring public.
- Process prisoners and prepare records of prisoner bookings.
- Oversee, control, and care for prisoners within our jail.
- Inspect public establishments to ensure compliance with rules and regulations.
- Serve orders of the court (search warrants, arrest warrants, etc).
- Use justifiable/applicable amounts of force to apprehend offenders.
- Assist the mentally ill.
- Disperse crowds or quell disturbances.
- Perform community relation tasks (talks at schools, community groups, etc).
- Drive vehicles in a variety of conditions and responses.
- Observe, receive, and otherwise obtain information from all relevant sources.
- Handle complaints, settle disputes and resolve conflicts.
- Provide needed information to supervisors and co-workers by telephone, in written form, e-mail, or in person.
- Use the following equipment when needed: Handcuffs, handguns, long guns, police vehicles and all related emergency equipment, two way radios, computers, baton(s), OC Spray, flashlight, electrical energy devices, tire deflation devices, safety equipment, evidence collection equipment, software data collection/extraction data bases, cameras, animal traps, dog noose, speed determination devices, measuring devices, fingerprint processing equipment, telephones.
- Communicate with people outside the organization by telephone, in written form, e-mail, or in person.
- Entering, transcribing, or recording information in written or electronic form.
- Developing constructive and cooperative working relationships with others and maintaining them over time.
- Patrol for the purpose of actively looking for criminal and traffic related offenses.
- Interact with the public in a non-law enforcement capacity.
- Transport, regulate and care for prisoners
- Performs other duties as assigned
- Carry out orders and directives given by higher ranking officers.
NRPD POLICE OFFICERS

(To Include: Chief, Captain, Lieutenants, Sergeants, and Patrol Officers)

Required Cognitive Skills (included but not limited to the following):

- Judgment and decision making – Ability to consider costs and benefits of potential actions and choose the most appropriate one.
- Critical Thinking – Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience. Ability to write reports that reflect accuracy, details and proper sequence.
- Reading Comprehension – Ability to understand written sentences and paragraphs in work related documents.
- Active Learning – Understanding the implications of new information for both current and future problem solving and decision making.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Service Orientation – Actively looking for ways to help people.
- Team orientation – The ability to work with others to obtain a mutual goal/task.
- Time Management – Ability to manage one’s own time and complete tasks in a timely manner.
- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation.
- Ability to keep up-to-date technically and applying new knowledge to your job.
- Equipment selection – Ability to determine the best kind of tools and equipment needed to do a job.
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Active Listening – Ability to give full attention to what people are saying, taking time to understand the points being made, and asking questions as appropriate for clarification.
- Inductive Reasoning – The ability to combine pieces of information to form conclusions.
- Oral Expression – The ability to communicate information and ideas in speaking so others will understand. The ability to convey information effectively.
- Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. The ability to recognize there is a problem.
- Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
- The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- The ability to process information and continue to function in high stress conditions.
- Ability to understand principles of officer safety without being overly paranoid or overconfident.
- Have the ability to perceive accurately, form valid conclusions and make proper decisions.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Required Personality Traits (included but not limited to the following):

- Composure -Ability to keep control of one’s emotions/actions in stressful conditions.
- Compassion - The ability to sympathize and understand other’s feelings and respond accordingly.
- Assertiveness - Being able to take charge of a situation and make relevant decisions throughout.
- Courtesy – Being sincere, respectful and considerate of others.
- Positive Attitude – Ability to possess a positive outlook and finds satisfaction in life.
- Dependability – Takes responsibility for their actions. Follows through with commitments. Reliable
- Seeks Improvement – Seeks opportunities for training, self evaluation and professional improvement
- Initiative – Having a strong work ethic and motivation to succeed. Ability to be a self starter.
- Integrity – Ability to follow good conscience, moral and ethical standards. Being trustworthy and honest.
- Being Objective – The ability to think clearly through the decision-making process.
- Safety Minded – Having a propensity for avoiding risks makes safety a priority.
- Service Oriented – Possessing the willingness and dedication to serve the public
- Teamwork Oriented – Working with others to meet the overall needs of the group. Being cooperative.
Required Physical Skills (included but not limited to the following):

- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, carrying, running, jumping, dragging, pushing, use of force, defending self, etc. To do so officers must possess the following physical abilities:
  - Possess muscle groups that can sustain repeated contractions against a resistance for an extended period of time.
  - Muscle groups that can produce adequate, single maximal effort.
  - The ability to exert yourself physically over a period of time (cardiovascular endurance/aerobic capacity) without getting winded or out of breath.
  - Muscle groups that can produce adequate dynamic strengths (to include core muscles)

- Physically be able to use the following equipment: Handcuffs, handguns, long guns, police vehicles and all related emergency equipment, two way radios, computers, baton(s), OC Spray, flashlight, electrical energy devices, tire deflation devices, safety equipment, evidence collection equipment, software data collection/extraction data bases, cameras, animal traps, dog noose, speed determination devices, measuring devices, fingerprint processing equipment, telephones, etc.
- The ability to see details at close range - Near Vision.
- The ability to see details at a distance - Far vision.
- The ability to see objects or movements of objects to one’s side when the eyes are looking ahead - Peripheral Vision.
- The ability to see under low light conditions – Night Vision.
- The ability to hear at acceptable standards.
- Speech Recognition – The ability to hear, identify and understand the speech of another person.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Ability to quickly and repeatedly adjust the controls of a motor vehicle.

Required Knowledge (included but is not limited to the following):

- Knowledge of modern police work.
- Knowledge of departmental rules, regulations, and polices and ability to apply them correctly.
- Knowledge of methods of departmental operations.
- Knowledge of court procedures.
- Knowledge of state and local criminal/traffic laws and be able to apply them correctly in the field.
- Knowledge of the geography of the city
- Knowledge of investigative techniques and ability to apply them correctly.
- Knowledge of constitutional laws and ability to apply them correctly.
- Knowledge of standard forms and their proper use.
- Knowledge of available resources.
MISSION STATEMENT OF THE NORTH RIDGEVILLE POLICE DEPARTMENT

The mission of the North Ridgeville Police Department is to work in alliance with our citizens in providing professional police services that will enhance the quality of life for this community. We believe that this is best accomplished through the fair and impartial application of the law administered in a caring and responsible manner.

OUR VISION

To help make this community better and safer by providing professional police services fairly and impartially.

OUR VALUES

Employee integrity, demonstrated through honesty, strength of character, commitment to duty and open dialogue.

Our oath of office and all of the duties commensurate with that oath. This is demonstrated by continual professional development, flexibility to a changing society, and embracing the rights of those entrusted to our care.

Respect, for one another, our citizens, and the lawful authority with which we have been entrusted.

OUR MOTTO

“Committed to Excellence in Service to the Community”

INTRODUCTION

The city of North Ridgeville is committed to hiring ethical, honest and moral employees who will treat all citizens with respect, dignity and understanding. The occupation of police officer carries with it an expectation of being held to a “higher standard” when viewed by the public in general. Specifically, the public expects its officers to obey the laws they enforce, they expect them to serve as role models in their moral character and social behavior, they expect them to refrain from acts such as abusive use of alcohol and drugs. In short, the public expects its officers to stand behind their oath of office and execute their duties in a truthful and conscientious manner.

These standards are non-exclusive and other facts may be discovered about an applicant through a subsequent background investigation, which are not contained in any of the described categories. These facts may make the applicant an unsuitable choice for employment with the City of North Ridgeville. Such information will be fully investigated and brought to the attention of the Chief of Police where it will be examined in the totality of circumstances before a decision is made regarding an applicant’s potential for employment with the department.

STANDARDS FOR DISQUALIFICATION/NON-FAVORABLE CONSIDERATION

A) CRIMINAL CONDUCT

Commission of criminal acts is inimical to the respect for law required of a police officer. A list of representative criminal offenses that are cause for disqualification are described in the following pages. This list is intended to be illustrative of the types of offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not infer that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it must be remembered that it is the criminal conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification. In this regard, the fact that an arrest occurred does not prove that criminal conduct occurred, but only that probable cause existed for that arrest. The arrest is a starting point in the investigation; ultimately, evidence and/or witness statements must be secured that demonstrate that the applicant committed criminal acts.
The following are those criminal offenses that, except as expressly noted, may result in disqualification from consideration as a police officer for the City of North Ridgeville.

1. Any offense of violence committed as an adult directed against a person as defined in the Ohio Revised Code, Chapter 2903. This shall include homicide, assault, menacing, stalking, hazing and patient abuse or neglect, related offenses. However, a single incident of assault or menacing will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

2. Any kidnapping and extortion related offenses as defined in the Ohio Revised Code Chapter 2905 committed as an adult.

3. Any sex offenses as defined in the Ohio Revised code Chapter 2907. This includes sexual assaults, prostitution, solicitation and obscenity offenses. Note: The offense must have been committed in a jurisdiction where the act was a criminal offense.

4. Any arson and related offense directed against property as defined in the Ohio Revised Code Chapter 2909 committed as an adult. This shall include disruption, vandalism, damaging and endangering related offenses. However, a single incident of criminal damaging or criminal mischief that occurred at least three (3) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

5. Any robbery, burglary, trespass, related offense as defined in the Ohio Revised Code Chapter 2911 committed as an adult. This shall include safecracking related offenses. However, a single incident of criminal trespass or tampering with coin machines which occurred at least three (3) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

6. Any theft or fraud offense as defined in the Ohio Revised Code Chapter 2913. This shall include passing bad checks, misuse of credit cards, forgery and receiving stolen property related offenses. However, a single incident of a theft offense or conspiracy or solicitation to commit such an act, which occurred at least three (3) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment. Note: Simply having a check refused or “bounced” for nonsufficient funds does not apply.

7. Any offense involving the applicant’s participation in illegal gambling as defined in the Ohio Revised Code Chapter 2915. However, a single incident of public gaming which occurred at least three (3) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

8. Any offense committed as an adult directed against the public peace as defined in the Ohio Revised Code Chapter 2917. This shall include inciting, riot, disorderly conduct, harassment, false alarms and misconduct involving a public transportation system. However, a single incident of disorderly conduct or misconduct at an emergency that was committed at least three (3) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.

9. Any offense committed as an adult against the family as defined in Ohio Revised Code Chapter 2919. This shall include bigamy, abortion, non-support (2 or more incidents), child endangering and domestic violence, related offenses. However, a single incident of interference with custody that was committed at least three (3) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered along with other matters, in determining suitability for appointment.

10. Any offense committed as an adult against justice and public administration as defined in Ohio Revised Code Chapter 2921. This shall include bribery, intimidation, perjury, compounding, disclosure of confidential information, obstruction, escape, conveyance of prohibited items, peculation, dereliction and impersonation of officers, related offenses.

11. Any offense committed as an adult involving conspiracy, attempt, complicity or weapons control related offenses, as defined in Ohio Revised Code Chapter 2923. This shall include corrupt activity related offenses. However, as related to Section 2923.12, carrying concealed weapons, a single incident of improperly handling a firearm in a motor vehicle, Section (C)(4), which occurred three (3) or more years before investigation, will not automatically disqualify the applicant. Similarly, any single incident of failure to report to law enforcement authorities the loss or theft of any firearm or dangerous ordinance, Section 2923.20(A)(5), which occurred three (3) or more years before investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.

12. Any offense committed as an adult involving the applicant’s participation in drug related offense, as defined in the Ohio Revised Code Chapter 2925.11 (C)(3)(a), possession of marijuana, a minor misdemeanor, involving ONLY personal use, all which occurred more than three (3) years prior to investigation, will not automatically disqualify the applicant. Similarly, a single incident of abusing harmful intoxicants, Section 2925.31, which occurred three (3) years prior to investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.
13. Any violation committed as an adult of a miscellaneous offense, as defined in the Ohio Revised Code Chapter 2927. This shall include offenses against a human corpse, interfering with housing, desecration and ethnic intimidation.

B) DRIVING RECORD

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant’s suitability for appointment. A safe driving record will be evaluated on a case by case basis considering the frequency and type of violation.

The following will automatically disqualify the applicant.

1. Applicants with a driving record that would preclude the city from insuring them while operating a department owned vehicle.

2. Any single conviction, obtained as an adult, involving non-minor misdemeanor reckless operation (4511.20), operating a motor vehicle while under suspension (4507.02)(B)(1), or leaving the scene of an accident (4549.02) within five (5) years of investigation.

3. Any single conviction as an adult involving driving while under the influence of alcohol, a drug of abuse, or alcohol and a drug of abuse (4511.19) within five (5) years of investigation.

4. More than one DUI or reckless driving conviction as an adult, regardless of the dates of the incidents (minor misdemeanor reckless driving does not apply).

5. Any other offenses committed as an adult which resulted in suspension or revocation of driving privileges on two (2) or more occasions within five years of investigation.

6. As an adult driver a demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.

7. As an adult driver involvement in traffic accidents to the degree that the average person would question the applicant’s ability to safely operate a motor vehicle.

C) JOB HISTORY

A poor employment history may result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in substantial discipline if the applicant were a member of the North Ridgeville Police Department may be grounds for disqualification.

D) MILITARY HISTORY

All persons who have received a dishonorable discharge, a bad conduct discharge or other than an honorable discharge from the armed forces of the United States shall be disqualified. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case-by-case basis.

E) FINANCIAL RESPONSIBILITY

Non-favorable consideration may be given to an applicant that has established a pattern of failing to meet financial obligations in a timely fashion, such as the following.

1. Established a pattern of expending more finances than they are receiving, resulting in debts being turned over for collection on multiple occasions.

2. A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in repeated bad debts or bankruptcy.

3. Repeated failure to meet the requirements of Ohio Child Support Statues or court orders relating to child support. Violations of this item may be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

4. All applicants who have current non-business personal debts, exclusive of home mortgage and auto loans, in excess of one-half (1/2) of the annual starting salary for the position being applied for may be suspended from consideration.
F) FALSIFICATION/FAILURE TO COOPERATE WITH APPLICATION PROCESS

Any applicant who willfully fails to cooperate with the North Ridgeville Police in the processing of his/her application for the position of police officer shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, or the purposeful failure to include any information or documents requested by the North Ridgeville Police Department.

G) OTHER CONDUCT

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

1. Abused a position of trust through a theft of time or service.
2. An act or pattern of violating any of Ohio’s ethics laws.
3. An act or pattern of engaging in acts of discrimination against persons because of their sex, race, religion, ethnic origin, sexual preference, age or handicap.
4. Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant’s neighbors, the applicant’s family or the applicant’s associates.
5. Failure to correct behavior of an antisocial nature.
6. Any pattern of repeated abuse of authority, lack of respect for authority or law or lack of respect for the dignity and rights of others.
7. Demonstrated a pattern of substance abuse which has impaired the applicant in the pursuit of everyday life, resulting in marital problems, employment problems, financial problems, etc.

CONCLUSION

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense or material discovered through a subsequent background investigation under the proper circumstances can result in disqualification from employment as a North Ridgeville Police Officer, if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a police officer.

The North Ridgeville Police Department, through careful and thorough applicant processing procedures, can ensure that the highest quality candidates are employed and retained. When used properly, these standards for hiring will ensure only those applicants meeting and exceeding the “higher standard” expectations of the public are met. The citizens of North Ridgeville are entitled to this at a minimum.