

**CITY OF NORTH RIDGEVILLE
CIVIL SERVICE COMMISSION**

**NOTICE OF ENTRANCE EXAMINATION
FULL TIME PATROL OFFICER CLASS "D"**

Starting Hourly Wage Rate: \$31.70

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

APPLICATION & FILING – Application forms are currently available and can be obtained as follows:

City of North Ridgeville offers full testing services for the position of Patrol Officer Class "D" through National Testing Network (NTN). To register with NTN and schedule a test, go to www.nationaltestingnetwork.com and select 'Find Jobs', then select 'Law Enforcement Jobs' and sign up for City of North Ridgeville.

When you visit the www.nationaltestingnetwork.com website:

- Complete the NTN registration process and schedule your test.
- Review all information related to the City of North Ridgeville's Patrol Officer Class D position, including minimum requirements, salary and benefits.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

Upon completion of your scheduled exam, scores are automatically forwarded to the Office of Clerk of Council, City of North Ridgeville. Candidates who attain a passing score on the entrance exam AND agility exam will be placed on Civil Service Commission's police entrance exam eligibility list. The North Ridgeville Police Department will contact candidates on the list and invite them to participate in further stages of the selection process.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Civil Service Commission's responsibility and decision making in the testing process. All candidates' results are provided to the office the Civil Service Commission where the final decisions are made.

Application Submittal

Beginning: April 5, 2024

Ending: May 27, 2024

APPLICATIONS WILL NOT BE ACCEPTED OUTSIDE THIS TIMEFRAME.

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.

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

AGILITY TEST – A passing score for both the Tri-C Agility test and written exam must be achieved in order to be placed on the eligibility list.

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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 21 (twenty-one) but who has not yet reached the age of 46 (forty-six), 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; Ord. 6039-2023-Passed 2-6-23).

Education – All Applicants must be graduates of a standard four year high school or equivalent.

Citizenship – Applicants must be a United States citizen.

Any assessment of physical qualifications must be scheduled before the examination or before being placed on an eligibility list or before being certified for appointment pursuant to Rule V, Section 5. The hiring authority may choose to determine when physical qualifications must be met in conformance with Rule V, Section 5, as long as it does so in a reasonable amount of time in advance of testing so that applicants are aware of the requirement.



***READ BELOW
BEFORE CONTINUING:***

**THE NEXT PAGE
MUST BE NOTARIZED.**

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

ACKNOWLEDGMENT

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

Upon appointment to the Police Department, I must have successfully completed 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-six, 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; Ord. 6039-2023-Passed 2-6-23).

This Acknowledgment must be notarized prior to filing, and returned with the completed application.

Note: Non-notarized applications/questionnaires will not be accepted.

I have read the above and all the attachments contained in this application and I acknowledge that I have been advised that I will have to comply with these requirements.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions contained in this questionnaire. I am fully aware that any such misrepresentations, omissions or falsifications will be ground for immediate rejection or termination of employment.

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 _____ 2024, at _____

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

Notary Public

FOR ADMINISTRATIVE USE ONLY

Application Filed

Money Order / Cert. Check

Agility Test: _____ : _____ / _____ points

_____/_____/_____

Acknowledgement

Written Exam: _____ points

_____ :

Total Exam Score: _____ points

EXTRA CREDIT:

Extra Credit: _____ points

Military

Final Score: _____ points

15% or 20%

College Transcript (5)

OPOTA (2)

Position: _____

**APPLICATION
NORTH RIDGEVILLE CIVIL SERVICE EXAMINATION
(POLICE PATROLMAN CLASS D)**

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

City State Zip DATE OF BIRTH: _____ / _____ / _____

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

Please note that applications can only be filed between Friday, April 5, 2024 and ending Monday, May 27, 2024. Applications will not be accepted outside this timeframe.

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

Signature of Applicant (or Authorized Representative)

APPLICANT INFORMATION

Applicant's Full Name

Home Address

Home Phone

Cell Phone

Background Investigator

Date Provided to Applicant

Date Returned by Applicant

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.

INSTRUCTIONS

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. It is essential that the information be accurate in all respects. It will be used as the basis for a pre-employment background investigation that will determine your eligibility for employment with the North Ridgeville Police Department.

- Your Personal History Statement should be printed legibly in ink. Answer all questions to the best of your ability.
- If a question is not applicable to you, enter N/A in the space provided.
- Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
- You are responsible for obtaining correct addresses and telephone numbers. If you are not sure of an address or number, then check it by personal verification. Your local library may have a directory service or copies of local telephone directories.
- If there is insufficient space on the form for you to include all information required, then attach extra sheets to the Personal History Statement. Be sure to reference the relevant section and question number before continuing your answers.
- An accurate and complete form will help expedite your background investigation. Conversely, deliberate omissions or falsifications may result in disqualification.
- Upon completion of the Personal History Statement, ensure that the document is signed and notarized on the last page prior to turning it in to the background investigator. Personal History Statements that are returned no notarized will not be accepted and may cause a delay in your background investigation.

Application for Employment and
Background Investigation Questionnaire
POLICE DEPARTMENT



- Duties: _____
Supervisor: _____ Co-Worker: _____
Reason for leaving: _____
2. From: _____ To: _____ Employer: _____
Address: _____
Phone Number: _____ Job Title: _____
Duties: _____
Supervisor: _____ Co-Worker: _____
Reason for leaving: _____
3. From: _____ To: _____ Employer: _____
Address: _____
Phone Number: _____ Job Title: _____
Duties: _____
Supervisor: _____ Co-Worker: _____
Reason for leaving: _____
4. From: _____ To: _____ Employer: _____
Address: _____
Phone Number: _____ Job Title: _____
Duties: _____
Supervisor: _____ Co-Worker: _____
Reason for leaving: _____
5. From: _____ To: _____ Employer: _____
Address: _____
Phone Number: _____ Job Title: _____
Duties: _____
Supervisor: _____ Co-Worker: _____
Reason for leaving: _____
Supervisor: _____ Co-Worker: _____
Reason for leaving: _____
6. From: _____ To: _____ Employer: _____
Address: _____
Phone Number: _____ Job Title: _____
Duties: _____
Supervisor: _____ Co-Worker: _____
Reason for leaving: _____

**Application for Employment and
Background Investigation Questionnaire**
POLICE DEPARTMENT



7. From: _____ To: _____ Employer: _____
 Address: _____
 Phone Number: _____ Job Title: _____
 Duties: _____
 Supervisor: _____ Co-Worker: _____
 Reason for leaving: _____

Note: If you have more former employers to list, do so on a separate sheet, using the above format. It is important to list all previous employment, to include periods of unemployment.

8. Have you ever falsified any information on an employment application for any employer?
 Yes: _____ No: _____
 If yes, what information was falsified and to whom? _____

D. Educational History

	<u>School</u>	<u>City/State</u>	<u>From/To</u>
1.	<u>High Schools:</u> _____		

	High School graduated from:	_____	Year: _____

2. **Colleges/Universities Attended**

College: _____ City/State: _____
 Dates Attended: _____ Units Completed: _____
 Major/Minor: _____ Degree & Date: _____

College: _____ City/State: _____
 Dates Attended: _____ Units Completed: _____
 Major/Minor: _____ Degree & Date: _____

College: _____ City/State: _____
 Dates Attended: _____ Units Completed: _____
 Major/Minor: _____ Degree & Date: _____

3. **List All Other Schools Attended:** (Trade, vocational, business, etc.)

<u>School</u>	<u>Address</u>	<u>From/To</u>	<u>Course of Study/Certificate</u>
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E. Special Qualifications and Skills

1. List any special licenses you hold (pilot, radio operator, scuba, etc.) showing licensing authority, original date of issue and date of expiration.

<u>License</u>	<u>Date of Issue</u>	<u>Date of Expiration</u>
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2. List any specialized machinery or equipment which you can operate:

3. If you are fluent in any foreign language, indicate in each area your degree of fluency (excellent, good, fair):

<u>Language</u>	<u>Reading</u>	<u>Speaking</u>	<u>Writing</u>	<u>Understanding</u>
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4. List any other special skills or qualifications you may possess: _____

F. Military

1. Have you ever served in the U.S. Armed Forces? Yes: _____ No: _____

**Application for Employment and
Background Investigation Questionnaire**
POLICE DEPARTMENT



2. Branch of military service: _____ Date from: _____ To: _____

3. Last unit designation/assignment (include city/state): _____

4. Highest rank held: _____ Primary MOS: _____

5. Do you have any security clearances? _____ What type? _____

6. List duty stations served at:

<u>Duty Station</u>	<u>City/State</u>	<u>Dates</u>

7. Type of discharge: _____ Reserve Status: _____

8. If you received a discharge other than honorable, give complete details below:

9. Were you ever disciplined while in military service? (Include court martial, Captain’s Mast, company punishment, etc.): Yes: _____ No: _____

<u>Charge</u>	<u>Agency</u>	<u>Date</u>	<u>Age at Time</u>	<u>Disposition</u>

G. Criminal Section

1. Have you ever been detained or arrested by police, summoned into court or convicted of any criminal act? Yes: _____ No: _____

2. If yes, complete the following section. (List all juvenile as well as adult offenses):

<u>Offense</u>	<u>Date</u>	<u>City/Department</u>	<u>Disposition</u>

3. How many times have you carried a concealed weapon on your person without having a permit to do so?

4. How many times have you forged someone else's name on any document without their permission?

5. Have you ever planned a crime, but didn't do it? Yes: _____ No: _____

If yes, explain: _____

6. Have you ever been involved as a party in civil litigation? Yes: _____ No: _____

If yes, explain: _____

H. Motor Vehicle Operations

1. Has your driver's license ever been suspended or revoked? Yes: _____ No: _____

If yes, provide date, city/state, police agency and court, along with the reason(s): _____

2. With what company do you carry auto insurance? _____

3. Did you ever have any hit and run accidents? Yes: _____ No: _____

If yes, provide date, city/state, and details: _____

4. Have you ever done anything to "fix" a traffic ticket? Yes: _____ No: _____

If yes, provide and explanation: _____

5. List, to the best of your memory, all driving citations you have received, excluding parking tickets (include all juvenile and adult violations):

**Application for Employment and
Background Investigation Questionnaire**
POLICE DEPARTMENT



<u>Charge</u>	<u>Date</u>	<u>City/Department</u>	<u>Disposition</u>

6. List any traffic accidents in which you were at fault:

<u>Charge</u>	<u>Date</u>	<u>City/Department</u>	<u>Disposition</u>

I. Marital and Family Information

1. Are you (check one):

- Single _____
- Married _____
- Separated _____
- Divorced _____
- Widowed _____

2. If married, spouse's name (wife's maiden name): _____

Date of Marriage: _____ City/State: _____

3. If separated/divorced, spouse's name (wife's maiden name): _____

Date of Marriage: _____ City/State: _____

Spouse's present address and phone number: _____

Indicate if separated, divorced or annulled: _____

Date of court order or decree: _____

4. How many times have you been separated from your spouse overnight or longer, due to a disagreement or other marital problems? _____

5. How many times have you physically restrained or assaulted your spouse? _____

6. List all children related to you or your spouse (include natural, step-children, adopted and foster children):

**Application for Employment and
Background Investigation Questionnaire**
POLICE DEPARTMENT



<u>Name</u>	<u>Age</u>	<u>Relation</u>	<u>Address</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. List all other dependents:

<u>Name</u>	<u>Relation</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. List all other relatives in the following order: Father, Mother (include maiden name), brothers and sisters. If deceased, please indicate so:

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Age</u>	<u>Relation</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

9. If single, are you involved in an exclusive relationship? Yes: _____ No: _____
 If yes, name of significant other: _____
 Their address: _____
 How long have you been together? _____

J. Professional References

List three persons who know you well enough to provide current and accurate information about you. Do not list relatives or former employers.

1. Name: _____ Address: _____
 Phone Number: _____ Alternate Number: _____
 Business name/address: _____
 Position: _____ Years known: _____
 How you met: _____

2. Name: _____ Address: _____
Phone Number: _____ Alternate Number: _____
Business name/address: _____
Position: _____ Years known: _____
How you met: _____

3. Name: _____ Address: _____
Phone Number: _____ Alternate Number: _____
Business name/address: _____
Position: _____ Years known: _____
How you met: _____

K. Gambling

Do you gamble illegally on any of the following: sports events, horses, dogs, numbers, dice, cards, slot machines? Yes: _____ No: _____

If yes, provide an explanation: _____

L. Morality

Provide explanations to each question, if applicable.

1. How many obscene or lewd phone calls have you made to anyone? _____

2. How many times have you intentionally exposed yourself to another person? _____

3. How many times have you looked in windows or other areas to see people for sexual reasons? _____

4. How many times have you forced someone to have sexual relations with you? _____

5. How many times have you forced anyone to commit a sex act of any kind? _____

6. Have you ever viewed child pornography? _____

7. Have you ever sent or received nude images of yourself or others? _____

M. Alcohol Section

1. Do you currently drink alcohol? _____ If yes, how often? _____

2. Have you ever drank to the point of intoxication? Yes: _____ No: _____
Do you drink to the point of intoxication often or regularly? _____ If yes, details:

3. When was the last time, if at all, that you drove a vehicle when you were impaired? _____

4. Have you ever drank alcohol on lunch or during work hours? _____

5. Have you ever reported to any job while intoxicated? _____

6. Have you ever missed work due to intoxication? _____

N. Drug Section

1. Have you ever tried marijuana? _____ If yes, when and where? _____

How old were you? _____ How many times did you use marijuana? _____

When was the last time (most recent) that you used marijuana? _____

2. Have you ever sold or assisted in the sales of marijuana? _____ If yes, details:

3. Have you ever tried or abused any of the following drugs or substances:

LSD _____ Cocaine _____ Heroin _____ Crack _____ Steroids _____ Mushrooms _____

Any other illegal drugs _____ Abused OTC medications _____ Glue/paint/fuel huffing _____

If yes to any of the above, provide details: _____

4. Have you sold or assisted in the sales of any of the above drugs? Yes: _____ No: _____

If yes, details: _____

5. Do you know or currently associate with people who use or sell drugs? Yes: _____ No: _____

If yes, details: _____

O. Current or Former Police Officer or Firefighter

Only answer the following questions if you have actual service. Being a graduate of a police or fire academy and being certified but with no sworn experience does not qualify for this section. Provide explanations to each applicable question.

1. How many times have you taken a bribe? _____

2. How many times have you solicited gifts in the performance of your duties? _____

3. Have you received money under any circumstances other than normal payroll? _____

4. How many times have you taken evidence for personal use? _____

5. How many times have you kept any items found on the job for personal use? _____

6. How many times have you used more force than what was needed while making an arrest? _____

7. How many times have you lied to a superior officer? _____

8. How many times have you filed a false report? _____

9. How many times have you lied under oath? _____

10. How many times have you gotten involved with others (male/female) while on duty? _____

11. How many times have you been suspended or reprimanded for violations or rules or regulations? _____

12. How many times have you been placed on charges for violating any rules or regulations? _____

13. How many times have you been issued disciplinary actions? _____

14. How many times have you had a serious disagreement with a superior or other officer? _____

15. How many times have you covered up for serious wrong-doings of any type? _____

- _____
16. How many times have you committed a crime that you could be arrested for? _____
- _____
17. How many times have you violated any rules about guns? _____
- _____
18. Would you leave this city to take a job with another police department? _____
- _____

P. Financial History

1. What is your present salary or wage? _____
2. Do you have income from any source, other than your primary occupation? Yes: _____ No: _____
If yes, what source: _____ How much? _____
3. Do you have any real estate? Yes: _____ No: _____ Value: _____
4. Do you own any government or private bonds? Yes: _____ No: _____
If yes, type and value: _____
5. Do you own any corporate stock? Yes: _____ No: _____
If yes, type and value: _____
6. Do you own any IRAs, CDs, 401K, 403b or 457 accounts? Yes: _____ No: _____
If yes, type and value: _____
7. Do you own any mutual funds not otherwise accounted for above? Yes: _____ No: _____
If yes, type and value: _____
8. Do you own any trust accounts? Yes: _____ No: _____
If yes, type and value: _____
9. Do you own any money market accounts? Yes: _____ No: _____
If yes, type and value: _____
10. Do you have any bank accounts? Yes: _____ No: _____
If yes, type and value: _____

Savings Accounts

Name and address of bank: _____
Average balance of funds: _____

Checking Accounts

Name and address of bank: _____
Average balance of funds: _____

Note: If you have multiple accounts with additional banks, stocks, trust funds, etc. list them on a separate sheet using the above formats.

**Application for Employment and
Background Investigation Questionnaire**
POLICE DEPARTMENT



11. Financial Obligations: Provide names and addresses of all individuals, companies or others to whom you are indebted, and the extent of that debt. Include rent, mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debt and payments. Include account numbers where applicable.

Type of Debt	Name/Address of Creditor	Reason for Debt	Account Number	Balance	Monthly Payment

EXTRA CREDITS¹

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)

POSITION DESCRIPTION – PATROL OFFICER

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.

NORTH RIDGEVILLE POLICE DEPARTMENT

STATEMENT OF HIRING STANDARDS

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) year 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.