



**Civil Service Commission**  
AGENDA OF MAY 22, 2023  
CITY HALL COUNCIL CHAMBERS  
5:00 PM  
**REVISED**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

Regular meeting of April 24, 2023  
*Action by Civil Service*

**REPORTS**

Correspondence from Fire Chief Reese regarding Fire Entrance Examination regarding notice content.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Rules and Regulations due to amendments to Rule I, Section 6(f) and Rule VI, Section 5 as approved at the meeting of April 24, 2023.  
*Action by Civil Service*

Distribute member copies of Rules and Regulations as adopted April 24, 2023.

Received Oath of Office for Patrolman Rudy Ackerman.

Received Oath of Office for Patrolman Michael Gasparini.

Received Oath of Office for Firefighter/Paramedic Noah Tanzilli.

Received Oath of Office for Firefighter/Paramedic Richard Kenney.

Received Oath of Office for Captain/Paramedic Alexander Shear.

Received Oath of Office for Lieutenant/Paramedic Christopher Federan.

Received Oath of Office for Lieutenant/Paramedic Justin Silvi.

**Civil Service Commission**  
**AGENDA OF MAY 22, 2023**



A request for withdrawal from the Firefighter Entrance Eligibility List dated May 19, 2023 from Fire Chief John Reese for Anthony Gallam-Per Rule VII, Section 5(a).

Re-certify Patrolman Class D Entrance Eligibility List due to officer appointments.

**Action by Civil Service**

Re-certify Firefighter-Paramedic Class C Entrance Eligibility List due to firefighter appointments.

**Action by Civil Service**

Re-certify Fire Captain Eligibility List due to Captain Shear's appointment.

**Action by Civil Service**

Re-certify Fire Lieutenant Eligibility List due to Lieutenant Federan & Lieutenant Silvi's appointment.

**Action by Civil Service**

Certification of payroll by Civil Service Commission (Per Rule I, Section 3).

**Action by Civil Service**

2023 Police Entrance Examination Approvals

- Notice
- Application Packet

**Action by Civil Service**

2023 Fire Entrance Examination Approvals

- Notice
- Application Packet

**Action by Civil Service**

## **ADJOURNMENT**

- The next Civil Service Commission regular meeting is scheduled for 5:00 PM on Monday, May 22, 2023

Visit the Civil Service Commission webpage to access agenda items:

<http://www.nridgeville.org/CivilServiceCommission.aspx>

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – MONDAY, APRIL 24, 2023**

**CALL TO ORDER:**

The meeting was called to order at 5:00 PM.

**ROLL CALL:**

Present were members Bill Holland and Co-Chairman Sam Span. Also present were Prosecutor Sean Kelleher and Deputy Clerk of Council Tina Wieber.

Chairman Donald Schiffbauer was excused.

**MINUTES:**

Co-Chairman Spann asked if the Commission had any questions or comments regarding the regular meeting minutes of March 27, 2023.

None were given.

Moved by Holland and seconded by Spann to approve the regular meeting minutes of Monday, March 27, 2023 as presented.

A voice vote was taken and the motion carried.

Yes – 2              No – 0

**UNFINISHED BUSINESS:**

**Amendment to Rule I, Section 6 (f), The Order of Business**

Co-Chairman Spann explained that the amendment to Rule I, Section 6 (f), was to add audience comment to The Order of Business Section, so that if an audience member attending a public Civil Service Commission meeting wished to speak about an item on the agenda, the Chairperson may allow them to do so.

Moved by Holland and seconded by Spann to approve the amendment to Rule I, Section 6(f) by adding audience comment.

A voice vote was taken and the motion carried.

Yes – 2              No – 0

**Amendment to Rule VI, Section 5, Completion of Application Blanks adding ORC 1306.06**

Co-Chairman Spann explained that the amendment would allow electronic signatures and notarizations in order for exam and lateral transfer applications to be submitted online. He explained that it was

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, APRIL 24, 2023**

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already in ORC 1306.06 but was now going to be added to the Civil Service Commission's Rules & Regulations.

Moved by Spann and seconded by Holland to approve the amendment to Rule VI, Section 5, by adding ORC 1306.06.

A voice vote was taken and the motion carried.

Yes – 2              No – 0

**NEW BUSINESS:**

Co-Chairman Spann stated that the Commission had received letters of retirement on December 19, 2022 from Fire Captain Paul Sadowski notifying the Commission of his last day on March 31, 2023 and on March 22, 2023 from Fire Lieutenant Greg Laborie notifying the Commission of his last day on April 4, 2023.

**Certification of payroll by Civil Service Commission (Per Rule I, Section 3).**

Co-Chairman Spann stated that they needed to certify the payroll due to changes in the lists.

Moved by Holland and seconded by Spann to certify the payroll.

A voice vote was taken and the motion carried.

Yes – 2              No – 0

**Review the testing agencies and costs for the Police and Fire Entrance Exams.**

**2023 Police Entrance Examinations - Approve agency and review costs**

Co-Chairman Spann stated that over the last several meetings they had viewed presentations and received information regarding testing agencies, what they offered and pricing. He explained that they had reviewed three different agencies and those were Ohio Public Safety, Clancy & Associates & NTN. He discussed that what stood out to him was NTN's willingness to work with the department to provide validation and developmental information if there was a protest. He added that when the recent promotional exams were given that they had received a lot of feedback from the Firefighters that there wasn't that opportunity to receive any of that information and he felt that was a really good option that they gave. He mentioned that he also liked that they offered virtual proctoring as it would be convenient and would allow additional candidates to test and apply with more convenience from their own home. He added that the last thing that impressed him was the advertising and recruitment aspect. He stated that hopefully NTN would recruit good quality candidates because they had a very far-reaching platform.

Member Holland stated that at the last meeting they had presentations from the various testing companies.

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Deputy Clerk of Council Wieber commented that that was correct. She stated that most of the presentations were regarding the Police Promotional Exam but that they did touch on the subject of entrance exams as well.

Member Holland asked what companies they had chosen for that exam.

Co-Chairman Spann stated that they had chosen NTN for the written portion.

Deputy Clerk of Council Wieber mentioned that for the assessment portion they had chosen OACP.

Co-Chairman Spann commented that OACP worked with NTN as well.

Moved by Holland and seconded by Spann to choose NTN as the agency to provide the 2023 Police Entrance Examination.

A voice vote was taken and the motion carried.

Yes – 2              No – 0

**2023 Fire Entrance Examinations - Approve agency and review costs**

Co-Chairman Spann stated that they had received and reviewed the agencies and pricing. He stated that again he was impressed with NTN regarding the developmental information that they could provide as well as the convenience they provided and recruitment and advertising. He asked Member Holland if he had anything he wanted to add.

Member Holland stated that he did not.

Moved by Holland and seconded by Spann choose NTN as the agency to provide the 2023 Fire Entrance Examination.

A voice vote was taken and the motion carried.

Yes – 2              No – 0

**ADJOURNMENT:**

Moved by Holland and seconded by Spann to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 2              No – 0

The meeting was adjourned at 6:10 PM.

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**Donald Schiffbauer**

*Chairman*

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**Tina Wieber**

*Deputy Clerk of Council, Recording Secretary*

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Monday, May 22, 2023

**Date Approved**

DRAFT



# **CITY OF NORTH RIDGEVILLE**

## **CIVIL SERVICE COMMISSION**

North Ridgeville City Hall  
7307 Avon Belden Road  
North Ridgeville, Ohio 44039  
(440) 353-1503



# ***RULES***

# ***AND***

# ***REGULATIONS***

*February 16, 2021*

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
RULES AND REGULATIONS**

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**PREAMBLE**

The following set of rules and regulations is hereby adopted in accordance with the authority conferred upon the Municipal Civil Service Commission of the City of North Ridgeville by Section 10 of Article XV of the Constitution of the State of Ohio and by Section 124.40 of the Revised Code.

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**RULE I  
ADMINISTRATION**

Section 1. The Municipal Civil Service Commission of the City of North Ridgeville shall be composed of three (3) persons who shall be appointed and serve in the manner provided for in Section 124.40 of the Revised Code and Article X of the City Charter of North Ridgeville.

It shall be the duty of each Member of the Commission to attend all meetings of the Commission and to devote as much time as is necessary to the management of the business and affairs of the Commission.

Section 2. The Commission shall administer and enforce the Civil Service Laws of the State of Ohio and the Rules and Regulations herein prescribed relative to Civil Service in the City of North Ridgeville.

Section 3. The first scheduled meeting in the month of January of each year shall be designated as the Annual Meeting of the Commission. At the Annual Meeting the Commission shall elect one of its Members to act as Chairman, one to act as Co-Chairman and one to act as Secretary for the ensuing year.

It shall be the duty of the Chairman to call such meetings of the Commission as are necessary to transact the business and affairs of the Commission; to certify or designate another Member of the Commission to certify the classified payroll of the City of North Ridgeville for employees who are not removed from jurisdiction of Civil Service Commission by a collective bargaining agreement as stated in the, AFSCME ("American Federation of State, County and Municipal Employees"), AFL-CIO ("American Federation of Labor and Congress of Industrial Organizations") bargaining agreement, to preside at all meetings of the Commission, to sign the minutes of all actions taken by the Commission and to sign all warrants or orders for the payment of money from the accounts and funds of the Commission.

Pursuant to ORC §9.41, the Chairperson or the Chair's designee shall certify the list containing the names of each person to be paid before a warrant for payment or payroll check shall be issued and such signature shall certify that each person has been appointed and is employed pursuant to Chapter 124. Electronic signatures are acceptable for this certification.

The Chairman may, on his own initiative, and shall, upon the request of the other two Members of the Commission, call a special meeting of the Commission to be held not later than ten days from the date of notice of such meeting. In the absence of the Chairman, the Co-Chairman shall act as Chairman. Two Members of the Commission shall constitute a quorum at any meeting of the Commission; and it shall require the affirmative vote of at least two Members to adopt any motion or resolution.

The Commission shall appoint one of its Members as Secretary of the Commission. The Commissioner who acts as Secretary shall be responsible for the proper operation of the clerical function; shall direct Commission correspondence; shall sign for the Chairman in his absence

# **NORTH RIDGEVILLE CIVIL SERVICE COMMISSION RULES AND REGULATIONS**

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warrants or orders for payment of monies on behalf of the Commission; and shall perform such other services as may be required by the Commission.

## **Section 4.      Recording Secretary**

A suitable person shall be employed by the Commission to act as the Commission's Clerk. The duties of the Recording Secretary shall be to take minutes of all meetings, prepare correspondence and provide such stenographic and clerical work as the Commission may request.

**Section 5.**      All records of the Commission shall be subject to the requirements of the Ohio Public Records Act. The Commission shall keep under its own lock for safe keeping records pertaining to all examinations and other confidential material.  
(Amended 09/15/2015)

## **Section 6.**      The order of business for meetings of the Commission shall be:

- (a)      Roll Call
- (b)      Disposition of unapproved minutes
- (c)      Reports
- (d)      Unfinished business
- (e)      New Business

Certified and Eligibility List Update

- (f)      Audience Comment
  - (g)      Adjournment
- (Amended 04/24/2023)

## **Section 7.**      Roberts Rules of Order, Most Current Edition

All matters of parliamentary procedure shall be governed by Roberts Rules of Order, Most Current Edition, unless specifically otherwise provided by these Rules and Regulations.

**RULE II  
DEFINITION OF TERMS**

The several terms herein specified whenever used in the Rules and Regulations of the North Ridgeville Municipal Civil Service Commission or in the administration of the Civil Service Laws shall be construed as follows:

Section 1. The term “Commission” refers to the Municipal Civil Service Commission of the city of North Ridgeville.

Section 2. The term “Civil Service” refers to and includes all officers and positions of trust or employment in the service of the city of North Ridgeville.

Section 3. The term “Unclassified Service” shall comprise those positions set forth in section 10.3A of the Charter of North Ridgeville:

- All officers elected by the people
- All directors of departments
- The Members of all boards or commissions appointed by the Mayor
- All officers and employees appointed by the Council
- Unskilled labor

Section 4. The term “Classified Service” shall comprise all persons set forth in Section 10.3B of the Charter of North Ridgeville.

- “The classified service shall include the Police and Fire Chiefs and all other positions not specifically included in the unclassified service.”

Section 5. The term “Position Classification” shall refer to the arrangement of positions into classes including grades. Positions shall be classified in accordance with the duties and responsibilities of the position.

Section 6. The term “Municipal Service” shall include those positions in the classified service of the city of North Ridgeville that do not fall under the jurisdiction of the AFSCME (“American Federation of State, County and Municipal Employees”), AFL-CIO (“American Federation of Labor and Congress of Industrial Organizations”) bargaining agreement.

Section 7. The term “Position” when used by itself shall refer to any specific office, employment or job calling for the performance of certain duties, either full-time or part-time for the exercise of certain responsibilities by one individual.

Section 8. The term “Appointing Authority” signifies the Mayor, or other officers, commissions, boards or bodies having the power of appointment to or removal from positions in any office, department, commission, or board.

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Section 9. The term “Employee” shall signify any person holding a position subject to appointment, removal, promotion, or reduction by an appointing officer that is not under the jurisdiction of the AFSCME, AFL-CIO bargaining agreement.

Section 10. The masculine pronoun “he” and its derivatives, whenever employed, include the feminine pronoun and its derivatives.

**RULE III  
POSITION CLASSIFICATION**

Positions in the Civil Service of the City shall be classified in accordance with an established plan which shall provide that any and all positions whose duties, responsibilities and necessary qualifications are sufficiently alike so as to warrant position classifications shall be allocated to the same class with a title which shall be descriptive of the duties performed and with a salary range which will compensate each employee assigned to the class on a like basis. Classified employees who fall under the AFSCME, AFL-CIO bargaining agreement are not under the jurisdiction of the Civil Service Commission of the city of North Ridgeville per the AFSCME, AFL-CIO bargaining agreement.

A CLASS SPECIFICATION shall be prepared for each class, setting forth the class title, salary range, typical duties and responsibilities and the necessary qualifications. It shall set forth the factors and conditions which are essential characteristics of the class and also factors and conditions which separate it from other classes.

**RULE IV  
OFFICIAL RECORDS**

Section 1. Under the direction of the Commission Secretary, the Recording Secretary of the Commission shall keep a minute record of such official actions of the Commission as are required under the law or under the rules of the Commission, including the following:

1. All classified employee information of those who do not fall under the AFSCME, AFL-CIO bargaining agreement will specifically contain:

- (a) Application and all information relating to examinations
- (b) Oath of Office, Probationary and Promotional appointments.
- (c) Correspondence of disciplinary actions including appeals from dismissal, demotion, or suspension.
- (d) Retirement, Resignation or Termination Correspondence

2. The list of eligible candidates for Police and Fire classified appointments together with a record of replacements and removal thereto

3. Change in the grade classification of individual employees

4. Examination schedules

5. Annual report

6. Minutes of meetings

Section 2. The examination papers and applications shall be preserved in accordance with the city of North Ridgeville Civil Service Commission's records retention schedule.

Section 3. Job descriptions shall be kept of all Civil Service positions and shall include grade classification, title, minimum qualifications, responsibilities, duties, and references to the official municipal organization chart.

Section 4. Reclassification or creation of new positions as established by Council shall be made a matter of official record by the Commission.

Section 5. Merit and fitness for either classified or unclassified civil service positions shall be determined as far as practicable competitive examinations; however, where the Commission determines that certain unique characteristics of individual positions render it not practicable to test by competitive examination, the application, interview process and job description criteria shall serve as the functional equivalent of a competitive examination in the ascertainment of merit as required by City Charter Section 10.3.

Civil Service shall request from the hiring official, documentation that includes their decision and recommendation of hiring such applicant based on the application and interview process.

**RULE V  
EXAMINATIONS FOR POLICE AND FIRE**

Section 1. Examinations may be held at such times and places as the Commission deems advisable and shall be administered under its direction and shall be open to applicants as required under ORC 124.23 (B); for law enforcement all applicants must be citizens of the United States. (Amended 02/21/2017)

Section 2. Notice of Examination

(a) Entrance examination

Notice of competitive entrance examinations shall be given through the local newspapers and by posting notices conspicuously on the City Hall Bulletin Boards and in the office of the Commission and in such other places as may be deemed advisable, not less than two (2) weeks prior to such examinations.

(b) Promotional examination

Notice of competitive promotional examinations to be held shall be given by posting of bulletins in conspicuous places in the departments whose employees may be interested or may be by individual communications to the employees eligible for such promotion. Such notice shall be given not less than two (2) weeks prior to the examination except in the Fire Department where such notice shall be given not less than thirty (30) days prior to the examination. Failure to respond to the notice will be considered a negative reply. (Accepted April 15, 1992)

Section 3. Identity of examinees concealed

The identity of all persons taking competitive assembled examinations shall be concealed by the use of an identification number which shall be used on all examination papers. This number shall be used from the beginning of the examination until the papers have all been rated. Any papers bearing the name of the applicant or any other identification mark shall be rejected and the candidate so notified.

Section 4. Scope: Subjects and weights thereof

(a) Entrance examination

Entrance examinations shall 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 and shall when appropriate, include tests of manual skill. The Commission shall prescribe the subjects of

each examination and the relative weights to be attached thereto provided that any such determination must have been adopted prior to the date of such examination.

The Civil Service Commission has established that 70% correct is required for a passing grade on the entrance examination. The Civil Service Commission will determine the exact number of points which constitute 70% by multiplying the total number of points possible on the examination by 70% (.70) and then rounding up any fraction of a point to the next whole number in all cases.

(Amended 03/21/2017)

- (b) Promotional examination. (Also, see Sections 124.31, 124.44, and 124.45, O.R.C.)

Promotional examinations shall be in writing, shall 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 promotion is sought.

Depending on test security concerns for each testing company, and depending on testing company recommendations, the Civil Service Commission may elect to distribute more information than simply the test score to applicants either directly or indirectly. If the Civil Service Commission takes official action to distribute additional information, directly or indirectly, it will be available to all applicants and may not serve as the basis for any protest or appeal.

(Amended 09/19/2017)

Promotions to positions above the rank of patrolman in the Police Department shall be in accordance with the provisions of Section 124.44 of the Revised Code.

Promotions to positions above the rank of regular fireman in the Fire Department shall be in accordance with the provisions of Section 124.45 of the Revised Code.

Promotional examination scores shall be calculated as follows:

Where a proportional weight by percentage is called for by the Collective Bargaining Agreement, and where the number of possible points on the testing instruments are unequal by more than five (5) points, the scores earned on the tests will be equalized through the use of a multiplier to make each test result of equal point value before they are assigned a proportional weight by percentage. Then the point scores will be calculated as usual as required by the ORC and by CSC Rules and Regulations.

(Amended 04/16/2019)

The applicant shall receive a score equal to the total number of the applicant's correct responses on the written testing component. If so provided by the terms of an effective Collective Bargaining Agreement, that numerical total score shall be weighted by the applicable percentage to yield the total weighted score of written points.

If there is a non-written component to the promotional examination, the applicant shall receive a score equal to the total number of points awarded for performance in that non-written assessment or test. If so provided by the terms of an effective Collective Bargaining Agreement, that numerical total score shall be weighted by the applicable percentage to yield the total weighted score of non-written points.

The Civil Service Commission has established that 70% correct is required for a passing grade on the promotional examination. The CSC will determine the exact number of points which constitute 70% by multiplying the total number of points possible on the examination by 70% (.70) and then rounding up any fraction of a point to the next whole number in all cases. A 70% passing grade is required on both the written examination and the assessment.

(Amended 03/21/2017; Amended 08/20/2019)

After grading and weighting where applicable, the total written points shall be added to the total non-written points to render the applicants total examination point score.  
(Amended 05/17/2016)

(c) Credit for seniority in promotional examinations

Credit for seniority in service as provided for and defined in Section 124.44 and 124.45 of the Ohio Revised Code shall be a credit to be added to the applicant's grade resulting from the competitive examination and seniority credit shall be calculated as stated in ORC 124.45 and will apply for Police promotional and Fire promotional. (Amended 09/15/2015)

Section 5. Physical Examination

Whenever in the judgment of the Commission physical qualifications are of special importance, the candidate shall be required to pass a physical examination, and be certified as qualified in such respect, either before admission to the examination or before being placed on an appropriate eligible list or before certification for appointment, as the Commission may deem advisable.

Section 6. Admitting applicants to examination

No applicant shall be admitted to any assembled examination more than thirty minutes after the advertised time for beginning such examination, or after any applicant competing in any such examination has completed his work and left the examination room, except by special permission of the person in charge, who, in his discretion, may admit the applicant conditionally, subject to the final approval or disapproval of such admission by the Commission.

Section 7. Time limits

No applicant in any examination shall be given a longer time on any subject than prescribed by the Commission when examination questions are approved.

Section 8. Frauds in examinations prohibited

No person or officer shall:

- (a) Willfully or corruptly by himself or in cooperation with one or more persons defect, deceive, or obstruct any person in respect of his or her right of examination, appointment or employment arising under the Civil Service Law or under any rules and regulations prescribed pursuant thereto; or
- (b) Willfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered, or certified pursuant to the provisions of the Civil Service Law, or aid in doing; or
- (c) Willfully or corruptly make any false representations concerning the results of such examinations or concerning any person examined; or
- (d) Willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered, or certified, or to be appointed, employed, or promoted; or
- (e) Willfully impersonate any other person, or permit or aid in any manner any other person to impersonate him in connection with any examination, registration or appointment or application or request to be examined, registered or appointed; or
- (f) Furnish any false information about himself, or any other person, in connection with any examination, registration, or appointment, or application or request to be examined, registered or appointed; or
- (g) For any applicant taking an examination to assist any other applicant in any manner whatsoever; or
- (h) Personally solicit a favor from any member of the Commission, appointing officer, or have any person in his behalf solicit a favor; or
- (i) Any applicant in any examination found to be using any means of information other than that provided in the examination itself, such as memoranda, pamphlets, or books of any kind, to assist him in answering the questions shall have his examination papers taken up and filed with a zero making when the circumstances justify such action.

Section 9. Visitors at examinations

No visitor shall be admitted to the examination room during any examination except by special permission of the person in charge.

Section 10. Appeal Process

(a) After notice of grade has been received

After the grading of written examination papers, any participant in the written examination who considers the participant's written examination papers to have been erroneously graded shall have the right to appeal to the commission and the appeal shall be heard by the commission by filing a protest. Any protest to the written examination must be filed in writing ten (10) days from postal date stamped on the mailed notice of grade. Any participant who intends to appeal by filing a protest may, before the ten (10) day appeal period is over, schedule a time to view the questions scored as incorrect and all the possible answers for such questions before filing an appeal. Because testing companies request and/or require security regarding test questions, no paper, cell phones or other materials may be brought in the office during the viewing. Participants will only be allowed to view these questions once. If the testing company security agreement requires more restrictive rules, the rules of the testing company will prevail. Pursuant to ORC 124.45, the procedures for both the fire department and the police department shall be the same or substantially similar.

(Amended 09/15/2015; Amended 11/15/2016; Amended 04/18/2017)

Section 10 applies to promotional written examinations. Only the answer sheet may be reviewed for obvious computational, erasure or similar errors for entrance written examination candidates.

Each participant in either the entrance or promotional written examinations shall be notified by mail; not less than three working days after receipt of scores and not before as to the grade achieved. The Civil Service Commission will follow substantially the same procedure, as to release of scores, for the assessment portion and final score tabulations of the testing process. In addition, the Appointing Authority, which includes the Mayor, Safety-Service Director, Police Chief or Fire Chief, may receive the scores of every participant on the date score letters are mailed. Because these scores are preliminary, subject to change after protests or review, and are not yet certified by the Commission, they shall not become public records until formally certified by the Civil Service Commission. (Amended 08/21/2018)

(b) After appeal period is over

At either a special or a regularly scheduled meeting of the Civil Service Commission after the appeal period is over for promotional written examinations, the Commission shall consider each appeal by reviewing each protested question and determining the

correct answer, if any, and shall either approve the question and answer, or answers if so determined, or eliminate the question entirely. The Civil Service Commission review shall be after the testing agency reviews protested questions and provides the Civil Service Commission with their input, provided that is a service offered by the agency. For entrance written examination answer sheets, the Commission shall review any error complained of by the candidate. The determination of the Civil Service Commission is final. Final scores shall be re-calculated, if necessary, based on the Commission's determination. Participants shall be notified by mail as to the grade achieved. The list of ranked participants is not considered to be final until all appeals have been reviewed and determined. There is no appeal for the assessment portion of the promotional testing process. The scoring of the testing professionals who administer the assessment is final. (Amended 04/16/2019)  
(Section Amended 09/17/2019)

**Section 11.** Examination postponed

Examinations, unless postponed, must be held upon dates fixed by the Commission. Examinations may be postponed by order of the Commission which shall designate the reason therefor.

**Section 12.** 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)

**Section 13.**     Rating of competitors

**Exclusions and extra credits:**

**(a)**     Physical examination

The results of physical examinations, including physician's certificates, shall be used solely to determine an applicant's eligibility to take an examination or his eligibility for appointment after examination and shall not become a part of the applicant's grade resulting from the examination.

**(b)**     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)

**(c)**     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)

**(d)**     Credit for Ohio State Certification

Ohio State Certification of Peace Officer or Firefighter will receive an additional credit of two (2) points with proper documentation from the State of Ohio, 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)

Section 14. Method of grading examination

The total grade attainable in such examination, except for special credits as outlined above, shall be in accordance with the testing facility. In examinations composed of more than one part, the method of scoring shall be:

- (a) Each part of the examination shall be separately rated. The applicant must score at least 70% on the initial written examination in order to be eligible to take the assessment examination. The applicant must also score 70% or better on the assessment in order to continue as an applicant for a civil service position. (Amended 08/20/2019)
- (b) Civil Service will determine agility scoring at the time of application.
- (c) 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. (Amended 08/20/2019)

**RULE VI  
APPLICATIONS FOR POLICE AND FIRE**

All applicants must be citizens of the United States or have a valid permanent resident card pursuant to ORC 124.22; for law enforcement all applicants must be citizens of the United States.

(Amended 02/21/2017)

**Section 1. Police Department Applicants**

Applicants for examinations for the original appointment to the Police Department as a policeman or policewoman must have attained the age of twenty-one (21) on or prior to the date of appointment (O.R.C. 124.41)

**Section 2. Fire Department Applicants**

Applicants for examination for original appointment to the Fire Department as a firefighter must have attained the age of eighteen (18) on or prior to the date of appointment and must be a graduate of a standard four year high school equivalent and must show documentation that they are a State of Ohio Certified Paramedic at the time of hire.

(Amended 11/22/2021 & 12/13/2021)

**Section 3. Special Requirements in Police and Fire Departments**

**(a) Police Department**

In addition to any other requirements of eligibility for admission to an examination, or for appointment subsequent to examination, all applicants for original appointment to the Police Department as a policeman or policewoman shall comply with the requirements of North Ridgeville Codified Ordinance Section 246.09; Eligibility for original appointment; 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-six, and who otherwise meets the normal qualification requirements, shall be eligible to receive an original appointment in the Police Department.

(Amended by ORD. 6039-2023 on 2/6/2023)

**(b) Fire Department**

In addition to all other requirements of eligibility for admission to an examination, or appointment subsequent to examination, all applicants for original appointment as a firefighter in the Fire Department shall comply with the requirements of North Ridgeville Codified Ordinance Section 248.03; Eligibility for original appointment: Any person who meets the normal qualification requirements and who is also qualified as to age pursuant to Ohio Revised Code Section 124.42.

**Section 4.**      Application blanks furnished

Application blanks for examinations shall be furnished by the Commission. Application blanks for entrance examinations shall provide for the submission of the information as set forth in Section 124.25 of the Ohio Revised Code. The Commission may determine and provide for the submission of any other relevant information either on the application blank or supplemental sheet, or establish application fee.

**Section 5.**      Completion of Application Blanks

Application blanks must be filled out in ink or be typed and shall be completed and signed by the applicant, in his own handwriting, sworn or affirmed to and filed, in the offices of the Commission within the time limit fixed by the Commission for the particular examination. Pursuant to ORC 1306.06 electronic signatures and electronic notarization, as well as electronic submission of any application is equally acceptable as a method of submission and of attestation for Civil Service applicants and for Lateral Hires.  
(Amended 04/24/2023)

**RULE VII  
ELIGIBLE LISTS FOR POLICE AND FIRE**

**Section 1.      Posting of lists**

The Commission shall prepare and keep open to public inspection, from the returns of each examination, an eligible list of the persons whose average grade in the examination is acceptable to the Commission and who are otherwise eligible for appointment. Such persons shall take rank upon the eligible list in the order of their relative grades. Whenever it becomes necessary to hold a subsequent examination in order to obtain additional eligible candidates, the Commission may consolidate existing lists for the same class by rearranging the names of those eligible therein according to their grade. All those persons whose names appear on an existing list which is to be merged with a new list shall have an opportunity to compete in the second examination.

**Section 2.      Duration of lists**

The term or eligibility of each list and the names appearing thereon shall be fixed by the Commission at not less than one (1) or more than two (2) years.  
(Amended 10/17/2017; North Ridgeville Resolution 1411-2017)

**Section 3.      Priority of rank**

In the event two or more applicants receive the same mark in open competitive examination, priority in the time of filing application with the Commission shall determine the order in which their names shall be placed on the eligible list; provided that applicants eligible for veteran's preference under Section 124.23 of the Revised Code shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veteran. Ties among veterans shall be decided by priority of filing application. In the event of two or more applicants receiving the same mark on a promotional examination, seniority shall determine the order in which their names shall be placed on the eligible list.

**Section 4.      Transfer to lower class**

At the discretion of the Commission, the name of any eligible may, at any time, upon his written request, be transferred to the eligible list for a lower class in the same series requiring qualifications of the same general character. He shall be ranked thereon according to his original grade.

**Section 5.      Names not to be certified for appointment**

The name of any person appearing on an eligible list who:

- (a) fails to report or arrange within six (6) days (Saturdays, Sundays, and holidays excluded) for an interview with an appointing authority.
- (b) fails to respond to a notice from the Civil Service Commission;
- (c) declines an appointment without reasons satisfactory to the Civil Service Commission; or
- (d) who cannot be located by the postal authorities;

shall not thereafter be certified to any appointing authority as eligible for appointment. The eligible person shall be notified to this effect unless his whereabouts are unknown. His name may again be certified from the eligible list only in case a thoroughly satisfactory explanation of the circumstances is made to the Commission. In case an eligible person's name appears on more than one list, appointment to a position in one class shall be considered a waiver for appointment from other eligible list for classes the salary of which is equal or lower.

Section 6. Disqualification of eligibles

If at any time after the creation of an eligible list, the Commission has reason to believe that any person whose name appears on any list is disqualified for appointment because of false statements made in his application, physical disability, or for other comparable reasons, such person shall be notified and given an opportunity to be heard. If such person shall fail to appear for hearing, or upon being heard, fail to satisfy the Commission, his name shall be removed from such eligible list.

Section 7. Change of address.

Each person on an eligible list shall file with the Commission written notice of any change of address, and failure to do so may be considered sufficient reason for not certifying his name to appointing authorities for future appointments.

Section 8. Revocation of list

An eligible list may be revoked and another examination ordered only when in the judgment of the Commission such action is deemed advisable by reason of errors, fraud, or obviously inappropriate standards prescribed in connection with any examination. All competitors in the first examination shall be notified and shall be eligible to compete in the rescheduled examination without filing a separate application. No eligible list shall be altered or revoked except upon written notice to all persons whose standing may be affected and upon an entry in the minutes of the Commission of the reasons for such alteration or revocation.

**RULE VIII  
APPOINTMENTS OF POLICE AND FIRE PERSONNEL**

Appointments to all positions in the classified service that are not filled by promotion, transfer, or reduction, as provided by the Civil Service Laws and the Rules of the commission, shall be made only from those persons whose names are certified to the appointing authority in accordance with the Civil Service Laws and the Rules of the Commission.

**Section 1.**      Number of names to be certified; appointment from other appropriate lists

Appointments to all positions in the classified civil service, that are not filled by promotion, transfer, or reduction, as provided in sections 124.01 to 124.64 of the Revised Code, shall be made only from those persons whose names take rank order on an eligible list, and no employment, except as provided in those sections, shall be otherwise given in the classified civil service. When the appointing authority notifies the Civil Service Commission that it has a position in the classified civil service to be filled, it shall appoint in the following manner: each time a selection is made, it shall be from one of the names that ranks in the top ten (10) names certified to the appointing authority by the Civil Service Commission from the eligible list. Each person who qualifies for the veteran's preference under section 124.23 of the Revised Code, who is a resident of this state, and whose name is on the eligible list for a position is entitled to preference in original appointment to any such competitive position in the classified civil service of the state over all other persons who are eligible for those appointments and who are standing on the relevant eligible list with a rating equal to that of the person qualifying for the veteran's preference.

(Amended 04/16/2013)

In the event that an eligible list becomes exhausted, through inadvertence or otherwise, and until a new list can be created, or when no eligible list for such position exists, names may be certified from eligible lists which the Commission determines to be most appropriate for the group or class in which the position to be filled is classified. In the event the list of the top ten (10) candidates which has been certified by the Commission for appointment from the eligible list at any time falls to a number of less than ten (10) candidates due to unavailability, disqualification or appointment of candidates, the Commission may certify in order of rank on the eligible list the number of candidates necessary to replenish the list from which appointment shall be made to ten (10) candidates.

**Section 2.**      One of ten (10) certified to be appointed

Upon receipt from the Commission of such list of eligible candidates for a position, the appointing authority shall fill such position by appointment, within one hundred eighty (180) days, of one of the ten persons certified to him and shall forthwith report to the Commission the name of such appointee, the title of the position, the duties and responsibilities of same, the salary or compensation thereof and such other information as the Commission may require in order to keep its roster.

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(Amended 11/18/2014)

**Section 3.** Probationary period; probationary removal or reduction

All original and promotional appointments including provisional appointments shall be for a probationary period of not less than sixty (60) days nor more than one (1) year except original appointments to a Police Department as a Policeman or Policewoman or to a Fire Department as a Firefighter which shall be for a probationary period of one (1) year and no appointment or promotion is final until the appointee has satisfactorily served his probationary period.

The probationary period of various classes of positions in the several services of the City of North Ridgeville is hereby fixed by the Commission as follows:

<u>Position</u>	<u>Original</u>	<u>Promotional</u>
Patrolman	12 months	6 months
Firefighter	12 months	12 months
All others	12 months	6 months

The twelve (12) month probationary period to be served by newly hired police employees shall commence after issuance of certification of successful completion of the Police Department's field training program. The Chief of Police or the designee of the Chief of Police shall forward to the Civil Service Commission a form for each new hire and it shall indicate the date of successful completion of the Police Department's field training program. This date shall mark the beginning of the officer's probationary period and this record shall be placed in the official records of the Civil Service Commission. During such period, police employees shall remain "at will" employees subject to discipline or discharge at the sole discretion of the employer and shall not possess the right to grieve or appeal any such action to the Civil Service Commission. Newly promoted police employees shall serve a probationary period of six (6) months following promotion, during which the employer shall have sole discretion to demote the employee to his/her previous position and any such discretionary action shall not be subject to appeal to the Civil Service Commission.

(Amended 07/16/2019)

The Probationary period for a Firefighter medic commences on the date of original appointment and extends for a period of twelve (12) months (1 year) from the date of graduation and certification as a Firefighter medic from an accredited school of the Ohio Department of Education. At the completion of twelve (12) months (1 year) probationary period, a Firefighter will be designated as a Regular Firefighter. (Effective 07/02/1992)

On the date a Firefighter has submitted proof of certification or has completed all requirements of the Ohio State Revised Code and Rules and Regulations and Ordinances of the City of North Ridgeville and commenced the twelve (12) months (1 year) probationary period, the Safety

Director or the Chief of the Fire Department shall notify the Civil Service Commission in writing.

Service as a provisional employee in the same or similar class shall be included in the probationary period. If the service of the probationary employee is unsatisfactory, he may be removed or reduced at any time during his probationary period after completion of sixty days or one half of his probationary period, whichever is greater. Unless the probationary appointee has been removed or reduced earlier, the appointing authority, at any time during the ten day period before the end of the probationary period, shall inform the Commission in writing, of his decision either to make the appointment of the probationary appointee final or to remove such an appointee. If the appointing authority's decision is to remove the appointee, his communication to the Commission shall state the reason for such decision.  
(Section Amended 11/18/2014)

Section 4.      Restriction as to age, physical or other requirement

Any restriction for appointment from an eligible list as to age, physical or other requirements shall be made prior to and stated in the bulletin announcing the examination and no eligible list shall be so restricted unless it had been announced in the examination bulletin.

Section 5.      Temporary appointments

In case of an emergency an appointment may be made without regard to the Civil Service Laws or the Rules of the Commission, but in no case to continue longer than one hundred and twenty (120) days and in no case shall successive temporary appointments be made; provided, however, that interim or temporary appointments, made necessary by reason of sickness, disability, or other approved leave of absence of the regular employee, shall continue only during such period of sickness, disability, or other approved leave of absence.

Where the services to be rendered by an appointee are for such a temporary period, not to exceed one hundred and twenty (120) days, and the need of such service is important and urgent, the appointing authority may select for such temporary service any person on the proper list of those eligible for permanent appointment. Successive temporary appointments to the same position shall not be made under this provision. The acceptance or refusal of a temporary appointment by an eligible shall not affect his standing on the register for permanent appointment; nor shall the period of temporary service be counted as part of the probationary service in case of subsequent appointment to a permanent position.

All such temporary appointments shall be promptly reported to the Commission by the appointing authority.  
(Amended 02/19/2019; Effective 03/19/2019)

Section 6.      Promotions

Vacancies in positions in the classified service shall be filled insofar as practicable by promotions. Promotional appointments shall be made in accordance with the provisions of Sections 124.27 and 124.31 of the Ohio Revised Code.

Promotion of a Patrolman shall be made in accordance with the provisions of Section 124.44 of the Ohio Revised Code, with the exception of the term of Patrolman rank which shall be thirty-six (36) months from date of original appointment before being eligible for promotion. All other ranks within the Police Department are eligible for promotion after serving twelve (12) months in the next lower rank. (Effective 12/16/1989)

Promotion of an originally appointed, regular Firefighter shall be made in accordance with the provisions of Section 124.44 of the Ohio Revised Code. When a vacancy occurs in the promoted rank immediately above the rank of regular fire fighter, no person shall be eligible to take the examination unless the person has served forty-eight months, not including the person's probationary period, in the rank of regular fire fighter. (Effective 07/02/1992; Amended 08/20/2019)

Time served in rank, for purposes of computing whether either a firefighter or a police officer is eligible to take a promotional examination, shall be the time in rank on the date of the written promotional test. (Amended 07/16/2019)

**Section 7.**      Requirements for appointment to the position of Part-Time Firefighter

- (a)      Applicant must be at least eighteen (18) years of age and a resident of the City of North Ridgeville.
- (b)      Applicant must be a citizen of the United States or have legally declared his intention of becoming a citizen.
- (c)      Applicant must pass a medical examination satisfactory to the Civil Service Commission prior to appointment.
- (d)      Applicant will be certified for appointment only as the need arises with preference given to the applicant whose availability for duty most nearly meets the requirements of the Department. Preference may also be given to an applicant who has passed a Civil Service examination for full-time Firefighter and has been placed on the eligible list for that position.
- (e)      No competitive examination will be conducted for the position of part-time Firefighter and selections will be made, insofar as possible, in accordance with Section 124.11-9-2 of the Ohio Revised Code.
- (f)      Any individual properly certified to the position of part-time Firefighter shall hold the position until removed in accordance with Section 124.32 and 124.34 of the Ohio Revised Code.

- (g) The position of part-time Firefighter will not be included in the progression ranks of the Fire Department, however, a part-time Firefighter meeting the age requirements for the position of full-time Firefighter may take the examination for the position whenever an examination is conducted.
- (h) The fact that an individual who passed a Civil Service examination for full-time Firefighter accepts, or refuses to accept, a position as a part-time Firefighter will in no way affect his position on the eligible list for full-time Firefighter. It must be accepted, however, that in making a selection for this position from the names certified to him, the appointing authority may give consideration to the training an individual had received while serving as a part-time Firefighter.
- (i) Any individual appointed to the position of full-time Firefighter after having served as part-time Firefighter shall acquire seniority in the Department as of his appointment date as full-time Firefighter.

**RULE IX  
TRANSFERS, REINSTATEMENTS, AND LAYOFFS**

**Section 1. Transfers**

A person holding a position in the classified service may be transferred, with the consent of the Commission, to a similar position in another office, department, or institution having the same pay and similar duties; but no transfer shall be made to a position in another class nor to a position for which original entrance requires an examination involving essential tests or qualifications different from those required for original entrance to the position held by such person. No transfer shall be made to a position from which the transfer is requested.

**Section 2. Layoffs or reductions in the Police and Fire Departments**

Whenever it becomes necessary in the Police and Fire Departments, through lack of work or funds, or for causes other than those outlined in Section 124.34 of the Ohio Revised Code, to reduce the force in such Department, such changes shall be made in accordance with the provisions of Section 124.37 of the Ohio Revised Code.

**Section 3. Establishment of "Layoff" lists**

The names of persons holding permanent positions in the classified service which have been abolished or made unnecessary shall be placed by the Commission on an appropriate "layoff" list in order of their original appointment and for a period of not to exceed one (1) year shall be certified to all appointing authorities as in the case of original appointments. Whenever discontinued positions are re-established by an appointing authority and a request is made for certification of eligibles, former employees of the department in question who have been laid off and whose names appear on the "layoff" list shall be first to receive appointment.

**Section 4. Reinstatements**

Any permanently appointed employee who has resigned without delinquency may be reinstated without requisition upon the Civil Service Commission by an appointing authority at any time within one (1) year from the date of such separation, provided there are no former employees of the Department who have been laid off and whose names appear on the eligible list for the class. A notice of such reinstatement shall be sent to the Commission for its approval.

**Section 5. Leave of absence**

With the consent of the Commission, the appointing authority may grant leave of absence to an employee in the classified service for a period of not to exceed one year and upon the expiration of such leave of absence such officer or employee shall be reinstated provided, however, that if the officer or employee is a provisional appointee under Section 124.30 of the Ohio Revised Code, the leave of absence if granted is subject to the establishment of an eligible list and terminates automatically in case an eligible list for said position is established at any time during

the period of leave of absence. All such leaves of absence granted by the appointing authorities shall be referred to the Commission promptly for approval, in order that the Civil Service status of such absentees may be protested.

Section 6.      Absence without leave; reinstatement

Absence from duty without leave for any time will be considered neglect of duty and good cause for dismissal. Absence from duty without leave for ten consecutive days shall be deemed a resignation from the service by the absentee upon report of such absence by the appointing authority and the resignation shall be entered upon the records of the Civil Service Commission; provided, however, that if at any time within thirty days the person so absenting himself shall make satisfactory explanation to the Commission of the cause of absence, he may be reinstated to his position. Failure to report after a leave has expired or has been disapproved or revoked and cancelled by the Commission shall be considered neglect of duty and cause for discharge; provided, however, that if an officer or employee so discharged shall show to the satisfaction of the Commission that such failure to report was excusable, the Commission may then order his reinstatement.

**RULE X  
REDUCTIONS, SUSPENSIONS, AND REMOVAL**

The tenure of every officer or employee in the classified service of the city shall be during good behavior and efficient service and no such officer or employee shall be reduced in pay or position, suspended, or removed, except for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of Sections 124.01 to 124.99 of the Ohio Revised Code, or the rules of the Commission, or any other failures of good behavior, or any other acts of misfeasance, malfeasance, or nonfeasance in office.

In any case of reduction, suspension for more than five (5) working days (except members of the Police or Fire Department), or removal, the appointing authority shall furnish such employee with a copy of the order of reduction, suspension, or removal, which order shall state the reasons therefor. Such order shall be filed with the Commission. (Section 124.34 of the O.R.C.)

Within ten (10) working days following the filing of such order the employee may file an appeal, in writing, with the Commission. In the event such an appeal is filed, the Commission shall forthwith notify the appointing authority, and shall hear, or appoint a trial board to hear, such appeal within thirty (30) days from and after its filing with the Commission and it may affirm, disaffirm, or modify the judgment of the appointing authority.

In cases of removal or reduction in pay for disciplinary reasons, either the appointing authority or the officer or employee may appeal from the decision of the Commission to the Court of Common Pleas in accordance with the procedure provided by Section 119.12 of the Ohio Revised Code.

In the case of suspension, demotion, or removal of the Chief of the Police Department or the Chief of the Fire Department or any Member of the Police or Fire Department, an appeal on questions of law and fact may be had from the decision of the Commission to the Court of Common Pleas. Such appeal shall be taken within thirty (30) days from the date of notice of the finding of the Commission.

**Section 1.      Disciplinary suspension**

An employee (except members of the Police or Fire Department) may be suspended for a period of not to exceed five (5) working days for purposes of discipline without the right of appeal. Provided, however, that successive suspensions shall not be allowed.

**Section 2.      Absence without leave**

Absence from duty without leave for any time, or failure to report if leave has expired shall be considered “neglect of duty” and cause for removal.

**RULE XI  
HEARINGS, PROCEDURE**

**Section 1.** Time of hearing; notification

Upon receipt from an employee or officer in the classified service of the city of a timely appeal from an order of removal, reduction in pay or position, or suspension for more than five (5) working days, the Commission shall set a time and place to hear such appeal and shall notify the appropriate appointing authority, as well as the employee and his attorney, if known thereof.

**Section 2.** Amendments to orders

Amendments to the orders of removal, reduction in pay or position, or suspension for more than five (5) working days may be made by the appointing authority at any time provided the employee and his attorney, if any, receive copies of the amended order prior to ten (10) calendar days before the time set for the hearing as herein provided.

**Section 3.** Hearing procedure

Hearings shall be conducted in a fair and impartial manner so as to assure due process and provide for a clear and concise documentation of the circumstances resulting in disciplinary action by the appointing authority. In general, hearings should proceed as follows:

- (a) The appointing authority shall present evidence in support of the charges and specifications. This shall include:
  - (1) A precise statement of the charge(s) being raised against the employee,
  - (2) A statement of the administrative or departmental policies or rules applicable to the disciplinary action and
  - (3) A presentation of the facts supporting the charges(s).
- (b) The employee shall have an opportunity to present evidence in rebuttal.
- (c) The appointing authority shall have an opportunity to present evidence in rebuttal.
- (d) The Commission, at its discretion, may allow opening and/or closing statements. The Commission members may also make their own inquiries during the course of the hearing.

Section 4. Rules of evidence

Evidence will be followed; however, strict adherence to such rules shall not be required and may be waived at the discretion of the Commission. The following guidelines will apply in all matters:

- (a) Appellant and Appellee may be represented by counsel.
- (b) Each party shall have the opportunity to call witnesses and may request, upon reasonable notice, that the Commission subpoena witnesses.
- (c) Testimony shall be given under oath. Written statements under oath may be presented, provided that the opposing party has been provided with a copy of said statements at least three days prior to the hearing.
- (d) Each party shall be entitled to cross examine witnesses.
- (e) The hearing will be conducted as a public meeting with a record of the proceedings being made.
- (f) The Commission shall finalize its decision in writing, including findings of fact and conclusions of law, and provide a copy to each party.

Section 5. Resignation before final action

The acceptance by an appointing authority of the resignation of a person discharged, before the final action by the Commission, will be considered a withdrawal of the charges. Notice of such resignation shall be submitted immediately to the Commission. The separation of the employee thus resigning shall be entered upon the records of the Commission and the proceedings dismissed without judgment.

**RULE XII  
RESIDENCY**

Section 1. Fire Department (Revised April 21, 1992, August 28, 2001)

There is no residency rule for the North Ridgeville Fire Department.

Section 2. Police Department (Revised April 21, 1992, August 28, 2001)

There is no residency rule for the North Ridgeville Police Department.

**RULE XIII  
AMENDMENTS TO RULES**

Section 1. Amend, repeal or adopt any new rule.

It shall require the affirmative vote of at least two (2) members to amend, repeal or adopt any new rule.

The Civil Service Commission shall not amend, repeal, nor adopt any new rule at the same meeting at which it is proposed. No final action to amend, repeal, or supplement Rules shall be taken in less than seven (7) days after its proposal at a scheduled regular or special meeting of the Commission. Amendments to the Rules shall be furnished to each appointing authority and shall be furnished to any resident of North Ridgeville upon request.

**RULE XIV  
WAIVER OF RULES**

Section 1. In specific cases where in the judgment of the Commission it is in the interest of the public service, any rule herein adopted may be waived by the unanimous vote of the Commission, such action with the reasons therefor to be entered in the minutes of the meeting.

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON OCTOBER 16, 2001 (Section 13(d) on page 14)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 27, 2001 (Section 12, paragraph 2; Section 13(b) on page 13; Section 14 entirely, including (a), (b) and (c) on page 14)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JULY 14, 2003 (Rule V, EXAMINATIONS; Section 12, last sentence; Section 13(b), last sentence; Section 13(d) first and last sentence; Section 13(e), last sentence)  
AS REVISION REAFFIRMED DURING THE FEBRUARY 17, 2004 MEETING

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON MARCH 15, 2005 (Rule I, ADMINISTRATION, SECTION 3, paragraph 3)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON DECEMBER 19, 2005 (THE FOLLOWING: AFSCME was added before AFL-CIO everywhere it appears, Rule I, Section 3, Paragraph 2, Rule II, Section 6, Rule II, Section 9, Rule III, Page 8, Paragraph 1 Rule V, Section 1 and Section 2, Rule V, Title change, Rule V, Section 14, Rule VI, Title Change, Rule VII, Rule VII, Title change, Rule VIII, Title change, Rule IV, Remove Section 2, *Layoff procedure*)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 27, 2006 (Section 14, paragraph 1 and (a))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JULY 15, 2008 (Rule VI, to omit the words, "or have legally declared their intention of becoming a United States citizen." (June 4, 1981) (June 23, 1986))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 17, 2009 (Addition of Rule IV, Section 5; Amendment to Rule IV, Section 3)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 21, 2009 (Amended Rule VI, Section 3 to add the verbiage used in Section 246.09 and 248.03 of N.R.C.O. in order to be consistent)

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REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 16, 2010 (Amended Rule VII, Section 2, Duration of Lists, adding verbiage with an emergency grace period of up to three (3) years at the end of the first sentence)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JUNE 21, 2011 (Amended Rule IV, Official Records)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 21, 2012 (Amended Rule VI, Section 2)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 16, 2013 (Amended Rule VIII, Section 1, paragraph 1 and paragraph 2)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JUNE 18, 2013 (Amended Rule I, Section 6, Order of Business; Section 7, Roberts Rules of Order)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 15, 2014 (Rule VI, Section 3(b) to strictly follow ORC 124.42 and N.R.C.O. 248.03)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 18, 2014 (Rule VIII, Section 3 and Section 4 to coincide with bargaining agreements language)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JANUARY 20, 2015 (Rule VIII, Section 2 clarifies number of times the same candidate can be certified to an appointing authority)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON AUGUST 18, 2015 (Rule V, Section 12, Credit for military Service; Section 13)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON SEPTEMBER 15, 2015 (Page 15, Rule V, Section 10, Inspection of examination papers; Rule I, Administration, Section 5; Rule V, Section 13, Credit for seniority)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON OCTOBER 20, 2015 (Page 17, Rule V, Section 13, Credit for seniority)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON MAY 17, 2016 (Page 12, Rule V, Section 4(b), calculating promotional scores)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 15, 2016 (Page 15, Rule V, Section 10, Inspection papers; now appeal process; (a) and (b))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 21, 2017 (Page 19, Rule VI; Page 11, Rule V, Section 1, *citizens of the United States*)

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
RULES AND REGULATIONS**

**PAGE 37**

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON MARCH 21, 2017 (Page 11, Rule V, Section 4(a) and (b))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 18, 2017 (Page 15, Rule V, Section 10(a))

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 18, 2017 (Rule VIII, Section 6 and Section 8 by eliminating Section 8)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 18, 2017 (Page 12, Rule V, Section 4(b), adding verbiage to allow for assessment summaries to be released if Civil Service Commission takes official action to release)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON OCTOBER 17, 2017 (Page 21, Rule VII, Section 2, by way of Resolution 1411-2017)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 19, 2019 (Page 25, Rule VIII, Section 6, allowing temporary appointments up to 120 days (previously 30 days); adding “or other approved leave of absence” as a condition under which temporary appointments may be made longer)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 16, 2019 (Page 12, Rule V, Section 4(b), *Promotional examination*, to address weighting of scores through use of a multiplier; Page 15, Rule V, Section 10(b), *After appeal period is over*, allowing for consideration of appeals by the calling of a special meeting; agency review period)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON JULY 16, 2019 (Page 24, Rule VIII, Section 4; Page 26, Rule VIII, Section 7, paragraph 4, language added to define “time served in rank” in relation to police and fire promotional examinations)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON AUGUST 20, 2019 (Page 13, Rule V, Section 4(b); Page 18, Rule V, Section 14(a) and (c); Page 26, Rule VIII, Section 7)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON SEPTEMBER 17, 2019 (Page 15, Rule V, Section 10, *Appeal Process*)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON DECEMBER 15, 2020 (Page 4, Rule I, Section 3, *Administration* – 3<sup>rd</sup> paragraph inserted)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON FEBRUARY 16, 2021 (Page 23, Rule VIII, Section 2, *Certification no more than three times* (deletion of Section 2))

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
RULES AND REGULATIONS**

**PAGE 38**

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON NOVEMBER 22, 2021 (Page 19, Rule VI, Section 2, *Fire Department Applicants*, Language changed “at or before the time of hire” in relation to paramedic certification)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON DECEMBER 13, 2021 (Page 19, Rule VI, Section 2, *Fire Department Applicants*, adding “must be a graduate of a standard four year high school or equivalent” in relation to fire entrance examination)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 22, 2023 (Page 5, Rule I, Section 6(F), *The Order of Business*, adding “Audience Comment” before adjournment)

REVISED BY NORTH RIDGEVILLE CIVIL SERVICE COMMISSION ON APRIL 22, 2023 (Page 20, Rule VI, Section 5, *Completion of Application Blanks*, adding “Pursuant to ORC 1306.06 electronic signatures and electronic notarization, as well as electronic submission of any application is equally acceptable as a method of submission and of attestation for Civil Service applicants and for Lateral Hires)

THE CIVIL SERVICE COMMISSION  
CITY OF NORTH RIDGEVILLE, OHIO

---

**Donald Schiffbauer**  
*Chairman*

---

**Sam Spann**  
*Co-Chairman*

---

**Bill Holland**  
*Secretary*

Attest:

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**Lisa Ciofani**  
*Deputy Clerk of Council, Recording Secretary*

---

**Monday, May 22, 2023**  
**Date**



## ***NORTH RIDGEVILLE POLICE DEPARTMENT***

### **Oath of Office**

State of Ohio

SS

Lorain County

I, Michael Gasparini, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the City Charter and all the laws of the City of North Ridgeville, Ohio and I will faithfully, honestly, and impartially discharge the duties of the office of Patrolman of the City of North Ridgeville, Lorain County, Ohio to the best of my ability as I shall answer unto God.

A handwritten signature in blue ink, appearing to read "Michael Gasparini", written over a horizontal line.

Michael Gasparini

Sworn to before me and subscribed in my presence this 28<sup>th</sup> day of April, 2023.

A handwritten signature in blue ink, appearing to read "Kevin Corcoran", written over a horizontal line.

Mayor Kevin Corcoran

A handwritten signature in blue ink, appearing to read "Mike Freeman", written over a horizontal line.

Chief of Police Mike Freeman

cc: Michael Gasparini  
Civil Service ✓  
Personnel File  
Auditor's Office



## ***NORTH RIDGEVILLE POLICE DEPARTMENT***

### **Oath of Office**

State of Ohio

SS

Lorain County

I, Rudy Ackerman, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the City Charter and all the laws of the City of North Ridgeville, Ohio and I will faithfully, honestly, and impartially discharge the duties of the office of Patrolman of the City of North Ridgeville, Lorain County, Ohio to the best of my ability as I shall answer unto God.

A blue ink signature of Rudy Ackerman, written in a cursive style, positioned above a horizontal line.

Rudy Ackerman

Sworn to before me and subscribed in my presence this 28<sup>th</sup> day of April, 2023.

A blue ink signature of Mayor Kevin Corcoran, written in a cursive style, positioned above a horizontal line.

Mayor Kevin Corcoran

A blue ink signature of Chief of Police Mike Freeman, written in a cursive style, positioned above a horizontal line.

Chief of Police Mike Freeman

cc: Rudy Ackerman  
Civil Service ✓  
Personnel File  
Auditor's Office




STATE OF OHIO  
SS.  
LORAIN COUNTY


OATH OF OFFICE

I, **Noah E. Tanzilli**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the City Charter and all the laws of the City of North Ridgeville, Ohio, and will faithfully, honestly and impartially discharge the duties of the office of **Firefighter/Paramedic Class C**, Division of Fire, City of North Ridgeville, Lorain County, Ohio, to the best of my ability as I shall answer unto God.

  
Noah E. Tanzilli

Sworn to before me and subscribed in my presence this 17th day of April 2023

  
John C. Reese  
Fire Chief

  
Kevin Corcoran  
Mayor

Effective date: April 24, 2023



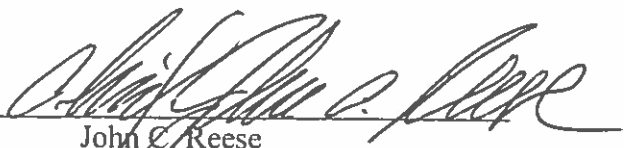

STATE OF OHIO  
SS.  
LORAIN COUNTY

OATH OF OFFICE

I, **Richard R. Kenney**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the City Charter and all the laws of the City of North Ridgeville, Ohio, and will faithfully, honestly and impartially discharge the duties of the office of **Firefighter/Paramedic Class C**, Division of Fire, City of North Ridgeville, Lorain County, Ohio, to the best of my ability as I shall answer unto God.

  
Richard R. Kenney

Sworn to before me and subscribed in my presence this 17th day of April 2023

  
John C. Reese  
Fire Chief  
Kevin Corcoran  
Mayor

Effective date: April 24, 2023



STATE OF OHIO  
SS.  
LORAIN COUNTY

OATH OF OFFICE

I, **Alexander H. Shear**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the City Charter and all the laws of the City of North Ridgeville, Ohio, and will faithfully, honestly and impartially discharge the duties of the office of **Captain/Paramedic**, Division of Fire, City of North Ridgeville, Lorain County, Ohio, to the best of my ability as I shall answer unto God.

Alexander H. Shear

Sworn to before me and subscribed in my presence this 17th day of April, 2023

John C. Reese  
Fire Chief

Kevin Corcoran  
Mayor

Effective date: **April 24, 2023**





STATE OF OHIO  
SS.  
LORAIN COUNTY

OATH OF OFFICE

I, **Christopher J. Federan**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the City Charter and all the laws of the City of North Ridgeville, Ohio, and will faithfully, honestly and impartially discharge the duties of the office of **Lieutenant/Paramedic**, Division of Fire, City of North Ridgeville, Lorain County, Ohio, to the best of my ability as I shall answer unto God.

  
Christopher J. Federan

Sworn to before me and subscribed in my presence this 17th day of April, 2023

  
John C. Reese  
Fire Chief  
Kevin Corcoran  
Mayor

Effective date: **April 23, 2023**



STATE OF OHIO  
SS.  
LORAIN COUNTY

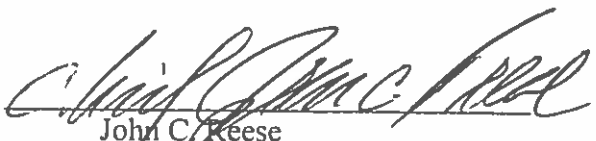
OATH OF OFFICE

I, **Justin J. Silvi**, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the City Charter and all the laws of the City of North Ridgeville, Ohio, and will faithfully, honestly and impartially discharge the duties of the office of **Lieutenant/Paramedic**, Division of Fire, City of North Ridgeville, Lorain County, Ohio, to the best of my ability as I shall answer unto God.



Justin J. Silvi

Sworn to before me and subscribed in my presence this 17th day of April, 2023



John C. Reese  
Fire Chief



Kevin Corcoran  
Mayor

Effective date: April 25, 2023

**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 Patrolman 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](http://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](http://www.nationaltestingnetwork.com) website:

- Complete the NTN registration process and schedule your test.
- Review all information related to the City of North Ridgeville's Patrolman 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: May 22, 2023**

**Ending: July 24, 2023**

**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** – **8:30 AM, Saturday, July 8, 2023** 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**

**CITY OF NORTH RIDGEVILLE  
CIVIL SERVICE COMMISSION**

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

Starting Hourly Wage Rate: \$31.70

**score for both the agility test and written exam must be achieved in order to be placed on the eligibility list.**

**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-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

**Application Filed**

- $$\begin{array}{c} \text{ } \\ \hline \text{ } \\ \hline \text{ } \\ \hline \end{array}$$

- Extra Credit: \_\_\_\_\_ points
- Final Score: \_\_\_\_\_ points
- Position: \_\_\_\_\_



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

If I receive a passing grade on the written exam and agility test, and my name is placed on the eligibility list, I 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, I 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-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 Acknowledgement must be notarized prior to filing and returned with the completed application. 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 \_\_\_\_\_ 2023, 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**

LAST NAME	FIRST NAME	MAIDEN/ALIAS	MIDDLE INITIAL
HOME ADDRESS	CITY	STATE	ZIP
PRIMARY PHONE	SECONDARY PHONE	EMAIL ADDRESS	
DO YOU HAVE A WORK PERMIT (IF UNDER 18 YEARS OF AGE)? YES OR NO	DO YOU HAVE A VALID DRIVER'S LICENSE? YES OR NO DRIVER'S LICENSE NUMBER		
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES OR NO	HAVE YOU APPLIED FOR ANOTHER POSITION WITH THE CITY WITHIN THE LAST YEAR? YES OR NO WHAT POSITION?		
DO ANY OF YOUR RELATIVES WORK FOR THE CITY? YES OR NO IF YES, WHO? LIST NAME(S), DEPARTMENT, AND RELATION			

**POSITION(S) APPLIED FOR**

DEPARTMENT: POSITION TITLE:

**EDUCATION, CERTIFICATIONS AND LICENSES**

<u>NAME OF SCHOOL AND LOCATION</u>	<u>CIRCLE LAST YEAR COMPLETED</u>	<u>TYPE OF DEGREE OR DIPLOMA</u>	<u>MAJOR AREA OF STUDY</u>
HIGH SCHOOL	9 10 11 12 GRADUATE? Yes No		
COLLEGE	1 2 3 4 GRADUATE? Yes No		
U.S. MILITARY			
CERTIFICATIONS/LICENSES			

**EMPLOYMENT HISTORY**

PRESENT EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR DESIRING TO LEAVE	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR LEAVING	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR LEAVING	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR LEAVING	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

REFERENCES		
Give name and telephone number of three <u>professional</u> references who are not related to you.		
Name	Relationship	Phone number

### 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.

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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/SHIELD 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.

Laps:		
1 <input type="checkbox"/>	5 <input type="checkbox"/>	9 <input type="checkbox"/>
2 <input type="checkbox"/>	6 <input type="checkbox"/>	10 <input type="checkbox"/>
3 <input type="checkbox"/>	7 <input type="checkbox"/>	11 <input type="checkbox"/>
4 <input type="checkbox"/>	8 <input type="checkbox"/>	12 <input type="checkbox"/>

9 minutes	10 points
9:01 to 10 minutes	9 points
10:01 to 11 minutes	8 points
11:01 to 12 minutes	7 points
12:01 to 13:30 minutes	6 points

Time: \_\_\_\_\_

Score: \_\_\_\_\_ points

Examiner's Initials: \_\_\_\_\_

**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.

2	1 point
5	2 points
8	3 points
11	4 points
14	5 points

Number: \_\_\_\_\_

Score: \_\_\_\_\_ points

Examiner's Initials: \_\_\_\_\_

**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

30 seconds	1 point
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Time: \_\_\_\_\_

Score: \_\_\_\_\_ points

Examiner's Initials: \_\_\_\_\_

**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.

40	1 point
50	2 points
60	3 points
70	4 points
80	5 points

Number: \_\_\_\_\_

Score: \_\_\_\_\_ points

Examiner's Initials: \_\_\_\_\_

**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.

20	2 points
30	3 points
40	4 points
50	5 points

Number: \_\_\_\_\_

Score: \_\_\_\_\_ points

Examiner's Initials: \_\_\_\_\_

## 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<sup>1</sup>**

***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 policies 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 Statutes 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.

**CITY OF NORTH RIDGEVILLE  
CIVIL SERVICE COMMISSION**

**NOTICE OF ENTRANCE EXAMINATION  
FULL TIME FIREFIGHTER/PARAMEDIC CLASS C"**

Starting Wage: \$66,524.72

Public notice is hereby given by the Civil Service Commission of North Ridgeville, Ohio, of an open competitive examination for the position of Firefighter/Paramedic Class "C" in the North Ridgeville Fire 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 Firefighter/Paramedic Class "C" through National Testing Network (NTN). To register with NTN and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) and select 'Find Jobs', then select 'Firefighter Jobs' and sign up for City of North Ridgeville.

When you visit the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Complete the NTN registration process and schedule your test.
- Review all information related to the City of North Ridgeville's Firefighter/Paramedic Class C 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 Fire 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: May 29, 2023**

**Ending: July 24, 2023**

**APPLICATIONS WILL NOT BE ACCEPTED OUTSIDE THIS TIMEFRAME.**

Copies of all extra credit documentation and Paramedic Certification or proof of current enrollment in an accredited paramedic program must accompany the application. These documents will not be accepted after you have filed the application.

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

**CITY OF NORTH RIDGEVILLE  
CIVIL SERVICE COMMISSION**

**NOTICE OF ENTRANCE EXAMINATION  
FULL TIME FIREFIGHTER/PARAMEDIC CLASS C"**

Starting Wage: \$66,524.72

**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.

**AGILITY TEST** – Applicants must submit a copy of a current Firefighter's Physical Agility Test Certificate of Completion provided by the Cuyahoga Community College (Tri-C) Fire Training Academy by August 14, 2023. The certificate must be valid and dated after Saturday, June 4, 2022 and before Monday, August 14, 2023. If it is not turned in, it is considered a failing grade on the exam.

**MINIMUM ENTRANCE EXAMINATION QUALIFICATIONS**

**Age** – Must meet the requirements stated within the Ohio Revised Code 124.42 (Between the ages of 18-40)

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

**Citizenship** – Applicants must be a United States citizen.

**Certification:** - Applicants must be Certified Paramedics or currently enrolled in an accredited paramedic program at the time of filing their application.

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.

**FOR ADMINISTRATIVE USE ONLY**

**Application Filed**

Agility Cert: ☐  
Paramedic Certification ☐

Written: \_\_\_\_\_

Date and Time/Received

\_\_\_\_\_  
:

Agility: \_\_\_\_\_

Received: EXTRA CREDIT:

Total Score: \_\_\_\_\_

Military DD214 ☐

Valid College Transcript ☐

Valid & Current FFII/EMT Cert. ☐

Extra Credit: \_\_\_\_\_

Position: \_\_\_\_\_

**APPLICATION**

**NORTH RIDGEVILLE CIVIL SERVICE EXAMINATION  
(FIREFIGHTER/PARAMEDIC CLASS C)**

*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?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2) Are you a United States Citizen?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3) Are you an Ohio resident? – <b>OR</b> –<br><b>If active military, do you have an Ohio voting residence?</b> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4) Are you a high school graduate (diploma or GED)?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5) Do you have a valid motor vehicle operator's license?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6) Are your extra credit documents attached?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**Please note that applications can only be filed between Monday, May 29, 2023 and ending Friday, July 24, 2023. Applications will not be accepted outside this timeframe.**

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

\_\_\_\_\_  
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, I must provide proof of a valid Operator's License, Paramedic Certification and be insurable under the City's insurance carrier.

If I receive a passing grade on the written exam and my name is placed on the eligibility list, I must undergo and pass Computer Voice Stress Analysis, psychological examination, physical fitness test and physical examination as determined by the Police and Fireman's Disability and Pension Fund.

Upon appointment to the Fire Department I must successfully complete the State required Fire Training Program.

This Acknowledgement must be notarized and returned with the completed application. Copies of all documentation for extra credit and proof of the required Paramedic Certification or enrollment in an accredited program must also accompany the application when submitted. The Agility Examination Certificate must be turned in by August 14, 2023. 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 Credit sheet, Agility Score Sheet and the Entry Level Firefighter/Paramedic Background Investigation document. 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 \_\_\_\_\_ 2023, 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**

LAST NAME	FIRST NAME	MAIDEN/ALIAS	MIDDLE INITIAL
HOME ADDRESS	CITY	STATE	ZIP
PRIMARY PHONE	SECONDARY PHONE	EMAIL ADDRESS	
DO YOU HAVE A WORK PERMIT (IF UNDER 18 YEARS OF AGE)? YES OR NO	DO YOU HAVE A VALID DRIVER'S LICENSE? YES OR NO DRIVER'S LICENSE NUMBER		
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES OR NO	HAVE YOU APPLIED FOR ANOTHER POSITION WITH THE CITY WITHIN THE LAST YEAR? YES OR NO WHAT POSITION?		
DO ANY OF YOUR RELATIVES WORK FOR THE CITY? YES OR NO IF YES, WHO? LIST NAME(S), DEPARTMENT, AND RELATION			

**POSITION(S) APPLIED FOR**

DEPARTMENT: POSITION TITLE:

**EDUCATION, CERTIFICATIONS AND LICENSES**

<u>NAME OF SCHOOL AND LOCATION</u>	<u>CIRCLE LAST YEAR COMPLETED</u>	<u>TYPE OF DEGREE OR DIPLOMA</u>	<u>MAJOR AREA OF STUDY</u>
HIGH SCHOOL	9 10 11 12 GRADUATE? Yes No		
COLLEGE	1 2 3 4 GRADUATE? Yes No		
U.S. MILITARY			
CERTIFICATIONS/LICENSES			

**EMPLOYMENT HISTORY**

PRESENT EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR DESIRING TO LEAVE	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR LEAVING	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR LEAVING	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE			REASON FOR LEAVING	
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER?	

REFERENCES		
Give name and telephone number of three <u>professional</u> references who are not related to you.		
Name	Relationship	Phone number

### 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.

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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/SHIELD 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.

## **EXTRA CREDITS**<sup>1</sup>

***EXTRA CREDIT WILL ONLY BE GIVEN UPON RECEIPT OF PASSING GRADES IN THE COMPETITIVE WRITTEN ENTRANCE EXAM AND ON THE SUBMITTED AGILITY CERTIFICATION.***

### **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 percent (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 percent (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 Rule V, Section 12 of the Civil Service Commission Rules and Regulations, 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 as a Firefighter (“Firefighter II”), 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 “Firefighter II” certification.

**FIREFIGHTER/PARAMEDIC CLASS "C"**  
**PHYSICAL AGILITY TEST**

**MUST BE TAKEN AT:** CUYAHOGA COMMUNITY COLLEGE  
FIRE TRAINING ACADEMY  
WESTERN CAMPUS  
11000 PLEASANT VALLEY ROAD  
PARMA, OH 44130  
216-987-5076

**A COPY OF THE CERTIFICATION MUST BE TURNED IN WITH YOUR APPLICATION TO CIVIL SERVICE COMMISSION. CERTIFICATION IS VALID FOR ONE YEAR AND DATE OF ISSUANCE MUST BE DATED AFTER JUNE 4, 2022 TO BE ACCEPTED. ANY AGILITY CERTIFICATE DATED PRIOR TO JUNE 5, 2022 WILL NOT BE ACCEPTED. A VALID AGILITY CERTIFICATE NOT HANDED IN BY AUGUST 14, 2023 WILL BE CAUSE FOR FAILURE OF THE ENTIRE EXAM.**

The firefighter's physical agility test consists of five tasks (below) over a timed course.<sup>1</sup> To pass this portion of the exam, the candidate must complete all of the tasks in seven minutes or less. Anything over seven minutes constitutes a failed agility exam.

<b>TASK 1</b>	<b>STAIR CLIMB WITH HIGH RISE PACK</b>
Carry a high-rise standpipe pack (2-50 foot sections of 1 1/2-inch hose weighing 50 pounds) to the third floor of the fire tower. Deposit the hose in the designated location. After Task 2 is completed, this hose will be returned down the stairs to the starting location.	
<b>TASK 2</b>	<b>HOSE HOIST</b>
From a third story window, using a hand motion hoist a 50 foot donut roll of 2 1/2 inch hose (about 50 pounds) connected by 5/8 inch rope. This task will be completed twice.	
<b>TASK 3</b>	<b>FORCIBLE ENTRY</b>
Using the Keiser Force Machine, and a nine-pound hammer, drive a steel beam 5 feet.	
<b>TASK 4</b>	<b>HOSE ADVANCE</b>
Pick up the nozzle and move a 1 3/4-inch charged hose straightforward 75 feet.	
<b>TASK 5</b>	<b>VICTIM RESCUE</b>
Drag a 175 pound dummy a distance of 100 feet.	

**IF YOU NEED TO TAKE THE AGILITY TEST, THERE ARE REGISTRATION DEADLINES FOR EXAMS BEING HELD SUNDAY, JUNE 4, 2023, JULY 9, 2023 AND AUGUST 13, 2023. FOR MORE INFORMATION REGARDING THE AGILITY REGISTRATION, CONTACT CUYAHOGA COMMUNITY COLLEGE FIRE TRAINING ACADEMY AT:  
216-987-5429 OR 216-987-5060**



## CUYAHOGA COMMUNITY COLLEGE

### Fire Advanced Training 2023

<b><i>COURSE TITLE</i></b>	<b><i>DATES</i></b>	<b><i>COST</i></b>	<b><i>CRN</i></b>
Fire Officer I	1/15-3/11	\$550.00	42101
Company Officer Workshop	2/8 & 2/10	\$250.00	42183
Fire Instructor	3/7-5/18	\$600.00	42198
Fire Officer II	3/19-5/13	\$550.00	42104
Rope Rescue, Ops	3/20-3/23	\$500.00	42190
Rope Rescue, Tech	3/20-3/23	\$600.00	42191
Origin & Cause, ADVANCED	4/3-4/7	\$700.00	42192
Fire Safety Inspector	4/10-4/21 & 4/29	\$700.00	42199
Swift Water OPS	4/11-4/14	\$500.00	42193
NFPA 1403 Live Fire Training	4/17, (4/24, 4/25 or 4/26) & 5/3	\$250.00	42184
Confined Space Rescue	5/22-5/25	\$500.00	42194
Vehicle/Machinery Extrication, Tech	6/6-6/9	\$600.00	42195
Trench Rescue Ops	7/19-7/21	\$600.00	30106
Structural Collapse	8/8-8/11	\$600.00	30107
Fire Officer I	8/27-10/21	\$550.00	30063
Fire Instructor	9/5-11/20	\$600.00	30109
Rope Rescue, Ops	10/10-10/13	\$500.00	30535
Rope Rescue, Tech	10/10-10/13	\$600.00	30534
Origin & Cause, BASIC	10/16-10/27	\$600.00	30108
Fire Officer II	10/22-12/16	\$550.00	30065
Fire Officer III & IV	10/22-12/16	\$550.00	30113
Company Officer Workshop	11/16 & 11/17	\$250.00	30101
Fire Safety Inspector	FALL-TBD	\$700.00	TBD
ODPS/EMS State Certification Exams	Contact Mark Ryan at 216-987-5060 to schedule	\$35.00	30103
NFPA 1403-RECERTIFICATION	Scheduled as needed	\$80.00	30102

**\*\*All textbooks are to be purchased by the student\*\***

**\*\*To register for a course, please email The Enrollment Center at [weststudenthelp@tri-c.edu](mailto:weststudenthelp@tri-c.edu). The Enrollment Center will need the CRN and your student number at the time of registration or register online at <https://www.tri-c.edu/workforce/public-safety/fire-ems-training/fire-advanced-training/index.html>\*\***



### **Firefighter Agility Test Prep Course 2023**

<b>DATES</b>	<b>COST</b>	<b>CRN</b>
January 11, 18, 25, February 1, 8	\$150.00	42096
February 15, 22, March 1, 8, 15	\$150.00	42097
March 22, 29, April 5, 12, 19	\$150.00	42098
May 3, 10, 17, 24, 31	\$150.00	42099
June 7, 14, 21, 28, July 5	\$150.00	42100
July 12, 19, 26, August 2, 9	\$150.00	30059
August 16, 23, 30 September 6, 13	\$150.00	30060
September 20, 27, October 4, 11, 18	\$150.00	30061
October 25, November 1, 8, 15, 29	\$150.00	30062

### **Firefighter Physical Agility Test**

**Registration for Agility closes at 3pm on the Wednesday prior to test date**

<b>DATES</b>	<b>COST</b>	<b>CRN</b>
January 8, 2023	\$75.00	42091
February 12, 2023	\$75.00	42092
March 19, 2023	\$75.00	42093
April 23, 2023	\$75.00	42094
June 4, 2023	\$75.00	42095
July 9, 2023	\$75.00	30054
August 13, 2023	\$75.00	30055
September 17, 2023	\$75.00	30056
October 22, 2023	\$75.00	30057
December 3, 2023	\$75.00	30058

**\*\*To register for a course, please email The Enrollment Center at [weststudenthelp@tri-c.edu](mailto:weststudenthelp@tri-c.edu). The Enrollment Center will need the CRN and your student number at the time of registration or register online at <https://www.tri-c.edu/workforce/public-safety/fire-ems-training/fire-advanced-training/index.html>\*\***



### **EMS Advanced Training 2023**

<b>COURSE TITLE</b>	<b>DATES</b>	<b>COST</b>	<b>CRN</b>
Paramedic 48 Hr. Refresher *Available online year-round*	7/1/23 - 6/30/24	\$285.00	30105
EMT 30 Hr. Basic Refresher *Available online year-round*	7/1/23 - 6/30/24	\$210.00	30104
BLS Healthcare-West Campus	January 14th	\$65.00	42110
BLS Healthcare-West Campus	January 25 <sup>th</sup>	\$65.00	42111
BLS Healthcare-West Campus	February 11th	\$65.00	42112
BLS Healthcare-West Campus	February 22nd	\$65.00	42113
BLS Healthcare-West Campus	March 11th	\$65.00	42114
BLS Healthcare-West Campus	March 22nd	\$65.00	42115
BLS Healthcare-West Campus	April 15th	\$65.00	42116
BLS Healthcare-West Campus	May 13th	\$65.00	42117
BLS Healthcare-West Campus	May 24th	\$65.00	42118
BLS Healthcare-West Campus	June 10th	\$65.00	42119
BLS Healthcare-West Campus	June 21st	\$65.00	42120
BLS Healthcare-West Campus	July 8th	\$65.00	30070
BLS Healthcare-West Campus	July 26th	\$65.00	30071
BLS Healthcare-West Campus	August 12th	\$65.00	30072
BLS Healthcare-West Campus	August 23rd	\$65.00	30073
BLS Healthcare-West Campus	September 9th	\$65.00	30074
BLS Healthcare-West Campus	September 20th	\$65.00	30075
BLS Healthcare-West Campus	October 14th	\$65.00	30077
BLS Healthcare-West Campus	October 25th	\$65.00	30078
BLS Healthcare-West Campus	November 11th	\$65.00	30080
BLS Healthcare-West Campus	November 22nd	\$65.00	30081
BLS Healthcare-West Campus	December 9th	\$65.00	30082
EMS Instructor	TBD	\$550.00	TBD
FIRE to EMS Bridge Day	TBD	\$160.00	TBD

**\*\*All textbooks are to be purchased by the student\*\***

**\*\*To register for a course, please email The Enrollment Center at [weststudenthelp@tri-c.edu](mailto:weststudenthelp@tri-c.edu). The Enrollment Center will need the CRN and your student number at the time of registration or register online at <https://www.tri-c.edu/workforce/public-safety/fire-ems-training/fire-advanced-training/index.html>\*\***



## NORTH RIDGEVILLE (OH) FIRE DEPARTMENT Job Description



**POSITION:** Firefighter/Paramedic

**LAST REVIEWED:** N/A

**EFFECTIVE DATE:** 01/01/2011 (Rev. 01/22/2014)

**AUTHORIZATION:**

*Chief John C. Kove*

The primary role of the Firefighter/Paramedic is responding to emergency calls to provide fire suppression, rescue, and emergency medical assistance to the public. Firefighter/Paramedics also participate in fire prevention activities, pre-fire planning, training, public relations/customer service, reporting, and generally improving the safety of the community. At times when these duties are not being performed, Firefighter/Paramedics perform general maintenance on fire apparatus, medic units, equipment, and facilities.

### *Essential Functions*

- Serve as a representative of the City of North Ridgeville, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Respond to fire/medical and other emergency alarms.
- Assist in laying hose and making connections to hydrants; direct streams of water or chemicals onto fires, required to wear self-contained breathing apparatus and enter toxic and /or hazardous atmospheres to perform rescue and fire suppression activities; position and climb ladders to gain access to upper levels of buildings; work at heights of 10+ feet, ventilate burning buildings by opening windows and skylights or holes in roofs and floors.
- Operate small tools and powered equipment.
- Perform salvage operations such as throwing a salvage cover(s), sweeping water and removing debris.
- Participating in the handling and clean-up of hazardous materials spills and incidents.
- Remove persons from danger.
- Move objects weighing 50 pounds or more, including but not limited to, five inch fire hoses, EMS equipment, smoke ejectors, positive-pressure fans, persons on backboards, and salvage equipment for distances of more than 20 feet.
- Perform duties requiring frequent pulling of 40 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on apparatus.
- Provide comprehensive emergency and non-emergency medical care

pursuant to level of state certification, consistent with departmental and/or Weshare protocols.

- Administer to sick and injured patients.
- Administer to persons who may pose health, blood borne and airborne pathogenic risks.
- Required to wear bio-hazardous personal protective equipment.
- Assessing the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.
- Effectively communicating with professional medical personnel and treatment facilities to obtain instructions regarding further treatment and/or to arrange reception of patients to the appropriate center.
- Inspects and performs general maintenance and minor repairs to department facilities, apparatus, and equipment. Cleans, vacuums, and maintains station, work, dormitory, and eating areas. Maintains building exterior and grounds.
- Drive and operate department apparatus in emergency and non-emergency situations in accordance with department guidelines.
- Maintain equipment on apparatus to include daily, monthly, and annual testing. Test and rotate hose.
- Provide routine cleaning of vehicles and equipment. Wash, wax, and repair apparatus.
- Complete daily, monthly, and annual reports on the testing of fire and medical equipment.
- Complete daily maintenance records and equipment inventory reports.
- Perform assigned fire inspections while completing or updating pre-fire plans.
- Prepare and maintain reports and records of activities, incidents, inspections, or other required written information.
- Assist in investigation of fire incidents by securing the fire scene and identifying evidence. Provide written and verbal reports of an incident.
- Conduct tours of station facilities and provide basic information of fire department activities to the public.
- Participate in fire drills and attend training courses, reading and studying of assigned materials related to firefighting, prevention, and emergency medical services.
- Maintain a working knowledge of all city developments, streets, and addresses.
- Dependable and able to meet acceptable attendance requirements at all times.
- Follow all applicable laws, ordinances, policies, safety rules, and regulations.
- Protect confidential information by preventing unauthorized release, both verbal and/or written.
- Perform other related duties as assigned.

*Required Knowledge, Skills and Abilities*

Knowledge of:

- Firefighting principles, practices, and procedures
- The geographical layout of the City of North Ridgeville, street names and numbers, hydrant locations, and fire department connection (FDC) locations.
- The operation and maintenance of various types of apparatus and equipment used by the fire department.
- Emergency medical service techniques
- Weshare Protocols
- Fire salvage and overhaul operations.
- National Incident Management System
- North Ridgeville (OH) Fire Department *Standard Operating Policies and Procedures*
- North Ridgeville Fire Department *Rules and Regulations*
- Current Collective Bargaining agreement

Ability to:

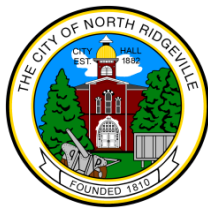
- Follow a paramilitary chain of command.
- Enter data or information into a terminal, PC or other keyboard devices such as the mobile data terminal (MDT).
- Work cooperatively with other city employees and the public.
- Work in confined spaces such as attic crawl spaces
- Travel across wet, slippery, rough, uneven or rocky surfaces.
- Work at heights greater than ten feet.
- Move heavy objects (50 pounds or more) long distances (more than 20 feet).
- Observe or monitor people's behavior to determine compliance with prescribed operating or safety standards, or to assess patient condition.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, or using a telephone.
- Understand and follow oral and written instructions in the English language.
- Perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds.
- Tolerate extreme fluctuations in temperature while performing job duties.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency and make operational decisions.
- Make life and death decisions during emergency situations.
- Comprehend and make inferences from written material in the English language.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Learn job related materials through structured lecture, reading, observation, and oral instruction. This learning takes place in both a classroom setting and in an on-the-job training setting.
- Produce written documents with clearly organized thoughts using proper English

sentence construction, punctuation, and grammar.

- Observe or monitor objects to determine compliance with prescribed operating or safety standards.
- Bend or stoop repeatedly or continually over time to perform emergency medical services or duties on the fire ground.
- Perform duties requiring frequent pulling of 40 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus.
- Lift arms above shoulder level to cut vent holes with an axe or to force entry into automobiles using specialized tools.
- Use self-contained breathing apparatus (SCBA) and protective clothing to prevent exposure to hazardous materials and infectious diseases.
- Work safely without presenting a direct threat to self or others.
- Participate in employee evaluations and assist in work related goal setting.

*Additional Requirements*

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.
- Individuals must be physically capable of operating motor vehicles safely, possess a valid driver's license and remain insurable.
- Applicable Ohio Department of Public Safety EMT and Firefighter certification.



**Kevin Corcoran**  
Mayor

## **CITY OF NORTH RIDGEVILLE**

### **FIRE DEPARTMENT**

7000 Ranger Way  
North Ridgeville, Ohio 44039



**John C. Reese**  
Fire Chief

### **ENTRY LEVEL FIREFIGHTER/PARAMEDIC BACKGROUND INVESTIGATION**

As a candidate under consideration for hire with the North Ridgeville Fire Department you should be aware that a **BACKGROUND INVESTIGATION** will be conducted on you. Several areas will be delved into to insure your qualification. The following criteria will be considered as reasons to **DISQUALIFY A CANDIDATE**:

Candidates will be required to take a Computer Voice Stress Analysis (CVSA) administered by the North Ridgeville Police Department. Deceptive results of a CVSA examination regarding the applicant's background are grounds for disqualification.

A Bureau of Motor Vehicle Report will be reviewed to determine if you can be permitted to operate a motor vehicle for the City of North Ridgeville. Classification as an **unacceptable driver** is grounds for **DISQUALIFICATION** of an applicant. An **unacceptable driver** is defined as one who during the previous five (5) year period has received:

1. A conviction for one (1) of the following:
  - Driving under the influence of drugs
  - Driving under the influence of alcohol
  - Vehicular homicide
  - Leaving the scene of an accident
  - Willfully eluding or fleeing a police officer after a traffic violation
  - Driving under suspension
2. Two (2) or more chargeable or "at fault" accidents, the nature and severity of the accident to be taken into account.
3. Three (3) moving violations for which a total of six (6) or more points were received.
4. Any combination of one (1) chargeable or "at fault" accident and two (2) moving violations.

5. A second driving under the influence conviction in their lifetime.

Candidates will be subjected to a criminal history check to determine if he/she should be **DISQUALIFIED** from further consideration. Arrest, conviction, or repeated involvement for any of the following will result in **DISQUALIFICATION**:

- Any felony
- Sex crimes
- Contributing to the delinquency of a minor
- Providing alcohol to a minor
- Providing firearms to a minor
- Repeated incidents involving alcohol use or abuse
- Obstructing justice
- Obstructing official business
- Resisting arrest
- Domestic violence (*subject to review*)
- Prostitution
- Destruction or damage to private or public property
- Incidents involving firearms
- Public indecency
- Inducing panic
- Impersonating a Police Officer
- Drug use or abuse
- Misconduct at an emergency
- Fraud
- Telephone harassment
- False police reports
- Receiving stolen property
- Any other incident that would indicate an undesirable employee

**THE FOLLOWING ELEMENTS WILL RESULT IN IMMEDIATE  
DISQUALIFICATION FROM CONSIDERATION:**

1. Conviction of a felony in the State of Ohio, or an offense in another state that would be a felony if committed in the State of Ohio.
2. Conviction of an offense involving moral turpitude.
3. Conviction of an offense involving the unlawful use, sale, manufacture, production or possession of a controlled substance.
4. Conviction of an offense involving the unlawful use, sale, manufacture, production or possession of prescription drugs.

Entry Level Firefighter/Paramedic  
Background Investigation

5. Has a criminal proceeding pending or is under investigation for a crime.
6. Has a documented history of physical violence, or has been convicted of a crime of “Domestic Violence” (*subject to review*).
7. Maintains an on-going relationship with individual(s) who have been convicted of felony crimes and who are reputed to be involved in recent or current felonious activity (*subject to review*).
8. Any violation of public trust while previously employed in law enforcement or other public or government service.
9. An affiliation with, and/or support of, any organization or group which advocates the overthrow of the State or of the United States Government, or whose professed goals are contrary to the interests of public safety and welfare.
10. Any illegal use of a controlled substance within the listed time preceding the date of the application:

- **Marijuana** **3 years**
- **All Others (schedule 1-5 drugs)** **5 years**

*(Schedule 1-5 as defined in Ohio Revised Code)*

11. A history of alcohol or controlled substance abuse which has hampered job performance at any time during five (5) years immediately preceding the date of application.
12. Evidence that the applicant has willfully provided false or misleading information during the application process, in his/her written application, personal history statement, or found cheating during any testing in the application process.
13. Any conclusion brought about by the investigation that the applicant is unsuited for public service work.
14. Prior termination for cause from a fire department or law enforcement agency.
15. Separation from any branch of the United States Armed Forces under less than honorable conditions or for any reason of unsuitability or misconduct.
16. An ineligible reenlistment code on form DD214.
17. A conclusion by any physician, psychiatrist, or psychologist which questions the applicant's suitability to perform the duties of a Firefighter/Paramedic.

# Job Information

Print

I'm interested in this job!

**NORTH RIDGEVILLE**

**7307 AVON BELDEN RD**

**NORTH RIDGEVILLE, OHIO 44039**

Updated: **May 12, 2023**

**Position Title:** Patrol Officer Class D

**Salary Information:** \$31.70 an hour

**Benefit Information:** See contract

**Department Application Link:** [Nridgeville.org/employment.aspx](http://Nridgeville.org/employment.aspx)

**Close Date:** July 24, 2023

**Candidate Contact Person:**

Tina Wieber

Deputy Clerk of Council

440-353-0513

[twieber@nridgeville.org](mailto:twieber@nridgeville.org)

**Department Overview:**

North Ridgeville is a great place to live and work. Cleveland Magazine name the City one of the "Best Places to live in the Cleveland area". We are a warm, neighborly and growing city. The City continues to be recognized as one of the safest cities in Ohio by several organizations.

**City/County/Area Information:** North Ridgeville, Lorain County, Northeast Ohio

**Population:** 35,280

**Job Requirements**

**Age** 21-45

**US Citizen** Yes

**High School Grad/GED** Yes

**Valid State Driver's License** Yes

**Ability to Read/Speak English** Yes

**College** A total of five (5) extra credit points will be given for a minimum of ninety (90) quarter hours or sixty (60) semester hours of college credit, provided the cumulative GPA for such credit is 2.0 or higher per college transcripts.

**Academy Certification** No

**Prior Experience:** No

**Additional Requirements:**

Candidates must pass the City of North Ridgeville Police Department conducted agility test which may be given after the written exam and a physical exam as determined by the Police & Firemen's Disability & Pension Fund and shall be conducted prior to the hiring of a candidate.

**Hiring Process:**

Applicants placed on the eligibility list who 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 & Fireman's Disability & Pension Fund and shall be conducted prior to the hiring of a candidate. Medical examination fee will be paid by the City.

**Standards for Disqualification/Non-Favorable Consideration:**

Criminal activity, drug use, unsafe driving record, dishonorable discharge, poor financial responsibility, falsification with the application process.

**Required Physical Skills:**

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, 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.

# Job Information

Print

I'm interested in this job!

**NORTH RIDGEVILLE, CITY OF**  
**7307 AVON BELDEN RD**  
**NORTH RIDGEVILLE, OHIO 44039**

Updated: **May 12, 2023**

**Position Title:** Firefighter/Paramedic Class C

**Salary Information:** \$66,524.72

**Benefit Information:** See contract

**Department Application Link:** [nridgeville.org/employment.aspx](http://nridgeville.org/employment.aspx)

**Close Date:** July 24, 2023

**Candidate Contact Person:**

Tina Wieber

Deputy Clerk of Council

440-353-0513

[twieber@nridgeville.org](mailto:twieber@nridgeville.org)

**Department Overview:**

North Ridgeville is a great place to live and work. Cleveland Magazine name the City one of the “Best Places to live in the Cleveland area”. We are a warm, neighborly and growing city. The City continues to be recognized as one of the safest cities in Ohio by several organizations.

**City/County/Area Information:** North Ridgeville, Lorain County, Northeast Ohio

**Population:** 35,280

**Job Requirements**

**Age:** 18-40

**US Citizen:** Yes

**High School Grad/GED:** Yes

**Valid State Driver's License:** Yes

**Ability to Read/Speak English:** Yes

**College:** A total of five (5) extra credit points will be given for a minimum of ninety (90) quarter hours or sixty (60) semester hours of college credit, provided the cumulative GPA for such credit is 2.0 or higher per college transcripts.

**Prior Experience:** No

**Necessary Certificates:** Paramedic Certification (those currently enrolled in an accredited paramedic program are welcome to take the exam)

**Additional Requirements:** Applicants must submit a copy of a current *Firefighter's Physical Agility Test Certificate of Completion* provided by the Cuyahoga Community College (Tri-C) Fire Training Academy by **August 14, 2023**. The certificate must be valid and dated **after Saturday, June 4, 2022 and before Monday, August 14, 2023**. **If it is not turned in by August 14, 2023, it is considered a failing grade on the exam.**

**Hiring Process:**

Applicants placed on the eligibility list who are called in for an interview shall be required to pass a Computer Voice Stress Analysis, psychological 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.

**Standards for Disqualification/Non-Favorable Consideration:**

Criminal activity, drug use, unsafe driving record, dishonorable discharge, poor financial responsibility, falsification with the application process.

**Additional Requirements:**

The primary role of the Firefighter/Paramedic is responding to emergency calls to provide fire suppression, rescue, and emergency medical assistance to the public. Firefighter/Paramedics also participate in fire prevention activities, pre-fire planning, training, public relations/customer service, reporting and generally improving the safety of the community. At times when these duties are not being performed, Firefighter/Paramedics perform general maintenance on fire apparatus, medic units, equipment and facilities.

CITY OF NORTH RIDGEVILLE  
CIVIL SERVICE COMMISSION  
  
ENTRANCE EXAMINATION  
FIREFIGHTER/PARAMEDIC CLASS C

Sorted by Score

POSITION OVERALL	NAME				CONTACT		ADDRESS				APPLICATION FILED			AGILITY TEST		WRITTEN EXAM				EXAMINATION POINT SCORE	EXTRA CREDIT					TOTAL SCORE
	Last	First	Middle	Suffix	Phone No.	Email	Street	City	State	ZIP	Filed #	Date	Time	Date	Time	Test ID No.	Fire	EMS	Score		Military %	Military Pts	College (5)	FFII/EMT (2)	Points	
1	Kowall	Benjamin	Luke		(216) 990-2300	bwalle21@gmail.com	1235 Simich Drive	Seven Hills	OH	44131	5	1/14/2022	2:46 PM	n/a		160	115		115.0	115.0			5	2	7.0	122.00
2	Mihalik	Brian	Jeffrey		(440) 714-2570	bmihalik99@gmail.com	3123 Warrington Rd	Shaker Heights	OH	44120	15	1/25/2022	2:37 PM	10/24/2021	3.17	159	106		106.0	106.0			5		5.0	111.00
3	Vecchio	Ashley	Lynn		(440) 212-6541	avecchio29@gmail.com	13025 North Boone Rd	Columbia Station	OH	44028	38	1/28/2022	2:10 PM	n/a		135	102		102.0	102.0	N/A	N/A	5	2	7.0	109.00
4	Laux	Kevin	Michael		(440) 420-9883	kevinlaux.3@gmail.com	1040 Mechanic St	Grafton	OH	44044	4	1/14/2022	10:55 AM	01/09/2022	5.15	163	106		106.0	106.0				2	2.0	108.00
5	Bartinelli	Jacob	Anthony		(330) 321-8377	J.Bartinelli18@gmail.com	720 Saratoga Tr	Medina	OH	44256	13	1/25/2022	1:27 PM	03/21/2021	4.26	162	105		105.0	105.0				2	2.0	107.00
6	Watkins	Ashley	Noelle		(216) 551-2940	anwatkins47@aol.com	8194 Stonebriar Ln	North Ridgeville	OH	44039	24	1/27/2022	10:04 AM	n/a		149	96		96.0	96.0	N/A	N/A	5	2	7.0	103.00
7	Durst	Joshua	Aaron		(440) 231-7673	josh.durst@icloud.com	37348 Grove Ave	Willoughby	OH	44094	26	1/27/2022	12:40 PM	01/09/2022	3.14	156	101		101.0	101.0	N/A	N/A	0	2	2.0	103.00
8	Grazetti	Anthony	Jordan		(216) 767-6663	GrazettiA@gmail.com	7370 Denny Dr	North Ridgeville	OH	44039	35	1/28/2022	1:21 PM	n/a		152	101		101.0	101.0	N/A	N/A	0	2	2.0	103.00
9	Nahra	Michael	Thomas		(440) 832-1661	michaeltnahra@gmail.com	22449 Blossom Dr	Rocky River	OH	44116	6	1/19/2022	9:07 AM	03/21/2021	3.27	170	98		98.0	98.0	N/A	N/A	0	2	2.0	100.00
10	Golod	Kyle	R		330-741-0771	kylegolod@gmail.com	3764 Foxwood Ter 309	Brunswick	OH	44212	33	1/28/2022	11:44 AM	n/a		167	95		95.0	95.0	N/A	N/A	0	2	2.0	97.00
11	Skalsky	Nathan	Daniel		(330) 410-4834	NathanSkalsky2000@hotmail.com	8637 Courtland Dr	Strongsville	OH	44149	18	1/26/2022	12:39 PM	10/24/2021	3.38	158	94		94.0	94.0	%			2	2.0	96.00
12	Malone	Michael	Quinn		(440) 829-3947	qmaloner495@gmail.com	23841 Frank St	North Olmsted	OH	44070	8	1/24/2022	10:47 AM	n/a		153	93		93.0	93.0	N/A	N/A	0	2	2.0	95.00
13	Radziewicz	Eric	R		(440) 865-7360	radze95@yahoo.com	5250 Columbia Rd. Apt 101	North Olmsted	OH	44707	34	1/28/2022	12:58 PM	n/a		144	95		95.0	95.0	N/A	N/A	0	0	0.0	95.00
14	Smith	Luke	Joseph		(440) 787-4596	lukesmith1724@yahoo.com	291 Elberta Dr.	Vermilion	OH	44089	21	1/26/2022	2:44 PM	03/21/2021	4.12	139	91		91.0	91.0	N/A	N/A	0	2	2.0	93.00
15	Schramm	Claire	Marie		(216) 645-1980	schramc02@gmail.com	12281 Woodridge Dr	North Royalton	OH	44133	20	1/26/2022	2:32 PM	07/11/2021	5.45	142	89		89.0	89.0	N/A	N/A	0	2	2.0	91.00
16	McCurdy	Rayshaun	Matthew		(440) 231-8709	rayshaunmccurdy00@gmail.com	7365 Hopkins Rd	Mentor	OH	44060	12	1/25/2022	12:00 PM	n/a		172	88		88.0	88.0	N/A	N/A	0	2	2.0	90.00
Date: 2.10.2020 SEM: Semester QTR: Quarter																										

I, Donald Schiffbauer, Chairman, acknowledge this list to be an accurate certified list as declared by the Civil Service Commission members on 5.22.2023

Donald Schiffbauer, Chairman

Current Position	Application Submitted			Name		Address				Agility		Written			Extra Credit			Total
	#	Date	Time	Last	First	Street	City	State	Zip	ID Number	Score	ID Number	# Correct	% Correct	Education	Military	Total Extra Credit	
In	Submitted #	Submitted Date	Submitted Time	Last Name	First Name	Address Street	Address City	Address State	Address Zip	Agility ID Number	Agility Score	Written ID Number	Written # Correct	Written % Correct	Education Points	Military Points	Extra Credit Total	Score Total
1	5	9/7/2022	3:10 PM	<a href="#">Bakos</a>	Garrett	10450 Sandstone Trail	Columbia Station	OH	44028	108	15	16	106	84.80%	0	0	0	121
2	10	9/8/2022	2:46 PM	<a href="#">Welch</a>	Adam	1943 Fowl Rd	Elyria	OH	44035	106	17	10	98	78.40%	5	0	5	120
3	4	9/7/2022	3:07 PM	<a href="#">Bakos</a>	Devon	10450 Sandstone Trail	Columbia Station	OH	44028	107	16	17	98	78.40%	0	0	0	114
4	9	9/8/2022	12:44 PM	<a href="#">Hartzog</a>	Tyler	4067 Tudor Ave	Brunswick	OH	44212	110	14	11	99	79.20%	0	0	0	113
5	2	9/2/2022	12:04 PM	<a href="#">Cruz</a>	Angelo	4221 Andover Ave	Lorain	OH	44055	104	15	14	95	76.00%	0	0	0	110

I, Donald Schiffbauer, Chairman acknowledge this list to be an accurate certified list as declared by the Civil Service Commission members on May 22, 2023.

Donald Schiffbauer, Chairman

Date

CITY OF NORTH RIDGEVILLE  
FIRE CAPTAIN PROMOTIONAL EXAMINATION  
ELIGIBILITY LIST  
2023-2025

OVERALL POSITION	NAME			HIRE DATE	INTENT FORM			DATE OF EXAM	WRITTEN EXAM					ASSESSMENT				SENIORITY		TOTAL
	LAST	FIRST	PHONE NO.		#	DATE	TIME		CHECK-IN	TEST #	POSSIBLE POINTS	POINTS	WEIGHTED POINTS	DATE	POSSIBLE POINTS	POINTS	WEIGHTED POINTS	YEARS	POINTS	
1	Eberling	Colt	(440) 343-5269	08.29.2011	02	09.29.2022	10:00 AM	01.10.2023	8:43 AM	014	148	131	78.60	3.7.2023	100	90	53.28	11.00	8.20	140.08
2	Warner	Chad	(440) 728-7007	10.06.1997	03	10.21.2022	8:38 AM	01.10.2023	8:45 AM	013	148	125	75.00	3.6.2023	100	80	47.36	25.00	10.00	132.36
3	Stearns	Korey	(440) 371-8971	04.11.1995	05	12.16.2022	1:02 PM	01.10.2023	8:43 AM	012	148	119	71.40	3.6.2023	100	75	44.40	27.50	10.00	125.80
4	Souris	Constantine	(440) 623-4323	06.22.2015	04	11.22.2022	11:47 AM	01.10.2023	8:43 AM	011	148	118	70.80	3.13.2023	100	80	47.36	7.50	6.10	124.26

I, Donald Schiffbauer, Chairman, acknowledge this list to be an accurate certified list as declared by the Civil Service Commission members on 5.22.2023

Donald Schiffbauer, Chairman

Original Certification: 03.27.2023

CITY OF NORTH RIDGEVILLE  
FIRE LIEUTENANT PROMOTIONAL EXAMINATION  
ELIGIBILITY LIST  
2023-2025

OVERALL POSITION	NAME		ADDRESS				PHONE NO.	HIRE DATE	INTENT FORM			DATE OF EXAM	WRITTEN EXAM					ASSESSMENT				SENIORITY		TOTAL
	LAST	FIRST	STREET	CITY	STATE	ZIP			#	DATE	TIME		CHECK-IN	TEST #	POSSIBLE POINTS	POINTS	WEIGHTED POINTS	DATE	POINTS	POSSIBLE POINTS	WEIGHTED POINTS	YEARS	POINTS	
1	Acord	Steven	10861 Durkee Rd	Grafton	OH	44044	(440) 521-8790	02.27.2017	02	09.30.2022	2:20 PM	01.10.2023	8:45 AM	003	149	132	79.20	03.08.2023	85	100	50.66	5.50	4.90	134.76
2	Bement	Joshua	599 Falling Oaks Dr	Medina	OH	44256	(440) 452-1691	10.23.2007	05	10.26.2022	8:21 AM	01.10.2023	8:40 AM	006	149	121	72.60	03.13.2023	70	100	41.72	15.00	10.00	124.32
3	Chrosniak	Jason	760 Hollywood Ave	Sheffield Lake	OH	44054	(440) 371-7736	06.30.2014	03	09.30.2022	2:20 PM	01.10.2023	8:49 AM	001	149	121	72.60	03.06.2023	70	100	41.72	8.50	6.70	121.02
* Calculated from date: 1.10.2023																								

I, Donald Schiffbauer, Chairman, acknowledge this list to be an accurate certified list as declared by the Civil Service Commission members on 5.22.2023

\_\_\_\_\_  
Donald Schiffbauer, Chairman



## CIVIL SERVICE PAYROLL CERTIFICATION

The following listed individuals are currently Civil Service Personnel whose payroll is certified for purposes of compliance with ORC 9.41.

ABT, VINCENT E.	GERBASI, GABRIEL D.	PHILLIPS, KEVIN G.
ACKERMAN, RUDY J.	GORSKI, MATTHEW T.	POCOS, KEVIN L.
ACORD, STEVEN D.	GRADISEK, GRANT E.	ROBERTS, BENJAMIN S.
BARENS, BRIAN J.	HEIN, MICHAEL A.	ROGERS, DANIEL J.
BEMENT, JOSHUA A.	JONES, RYAN P.	ROTH, JOSEPH M.
BUESCHER, BRAD D.	JULIO, JACOB R.	SABO, COREY M.
CALICOAT, CHARLES O.	KENNEY, RICHARD R.	SCHMIDT, KYLE A.
CARBONE, MARK A.	KJAER, BRANDON M.	SHEAR, ALEXANDER H.
CASTLE, ANDREW N.	KNOWLTON, RICHARD A.	SILVI, JUSTIN J.
CHASE, GARY A.	KUDUZOVIC, DAMIR	SOURIS, CONSTANTINE J.
CHASKO, CLINTON J.	KUDUZOVIC, KELSEY L.	STEARNS, KOREY J.
CHROSNIAK, JASON P.	LARKIN, JAMES J.	STRAHINIC, KIRT A.
COMINSKY, MARK D.	LEE, ANTHONY W.	TANZILLI, NOAH E.
COOK, STEPHEN B.	LOGAN, BRIAN R.	TOLVAY, KERRI A.
CRAWFORD, ALLEN S. II	MACY, VINCENT M.	TORRES, KIMBERLY N.
CROSS, CALVIN S.	MASON, JEREMY D.	TRAMPUSH, FRANK S.
DIETZ, RICHARD P.	MCGRAW, JOHN J.	VAZQUEZ, OMAR
DOWNING, MATTHEW R.	METZO, JOHN L. IV	WARNER, CHAD C.
EBERLING, COLT M.	MOBLEY, JASON M.	WEST, PATRICK J.
ERLENBACH, CHRISTOPHER M.	MUNDELL, BRANDON N.	WILKSHIRE, IAN H.
FEDERAN, CHRISTOPHER J.	NEFF, AARON A.	WILLIAMS, MICHAEL B.
FOSTER, WILLIAM H. IV	ODY, CHRISTOPHER S.	YOUNG, RANDALL S.
FREAS, ADAM C.	PARKER, BRADLY D.	ZINGALE, JOHN J.
GASPARINI, MICHAEL J.	PETEK, GREGORY D.	

The signature of Civil Service Commission member below shall certify that each person listed above has been appointed and is employed pursuant to Ohio Revised Code Chapter 124.

This form shall be updated and re-certified any time the list changes.

(Name)

(Date)