

Beachwood Police Department

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Beachwood, Ohio 44122
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The Beachwood Police Department is an equal opportunity employer.

INFORMATION ON THE OPEN COMPETITIVE ENTRANCE EXAMINATION FOR THE ENTRY LEVEL POSITION OF POLICE PATROL OFFICER

The Beachwood Police Department will be offering an entrance examination for the position of Full-Time Patrol Officer on **March 11, 2010**, at the City of Beachwood Community Center, 25225 Fairmount Boulevard, Beachwood, Ohio.

The dates and times for Application Distribution and Submittal at the Beachwood Police Department, 2700 Richmond Rd., Beachwood, OH 44122 are as follows:

January 25th – January 29th, 2010 (Mo, Tu, Th, F) 8 a.m. – 4 p.m., (We) 8 a.m. – 7 p.m.

January 30th, 2010 (Sat) 10 a.m. – 3 p.m.

February 1st – February 5th, 2010 (Mo, Tu, Th, F) 8 a.m. – 4 p.m., (We) 8 a.m. – 7 p.m.

After the application is completed, it must be signed and notarized prior to its submission, and returned with the following:

- \$20.00 fee (non-refundable) by Certified Check or Money Order made payable to the City of Beachwood (NO CASH, NO PERSONAL CHECKS)
- copy of valid Ohio Driver's License and it must be presented for verification of identity at time application is returned
- copy of high school diploma, transcript from high school which verifies graduation, or G.E.D. certificate
- copies of college transcripts - only if an Associate's Degree or Bachelor's Degree has been attained
- copy of certificate showing successful completion of the Police Standardized Physical Agility / Fitness Test offered by Cuyahoga Community College (CCC). This must be submitted at time of application.
- copies of O.P.O.T.A. training certificates (if applicable)

Qualifications needed to become a Beachwood Police Officer:

- Be at least 21 years old at time of application and be appointed prior to your 35th birthday
- Be a U.S. Citizen
- Have no felony convictions and possess a valid Ohio driver's license
- Be a high school graduate or have a GED certificate
- Successfully complete all phases of the testing and selection process

Successful completion of the Police Standardized Physical Agility / Fitness Test offered by Cuyahoga Community College (CCC) is a pre-requisite to taking the examination. Please contact CCC directly to register for this portion of the testing process at: <http://www.tri-c.edu/career/workforce/law/Pages/AdvancedLawEnforcementTraining.aspx> or **216-987-3075**. The Beachwood Police Department will accept certificates of completion for this test dated February 5th, 2009 or later for those candidates who have already successfully passed this test. Certificates must be presented at time of application submission. No one will be permitted to take the examination without having presented a certificate showing successful completion of this physical agility / fitness test at time of application. All certificates are subject to verification.

Those persons who have properly completed and submitted an accepted application and other required documents will be required to take a written examination on Thursday March 11, 2010 at 6:00 p.m. at the City of Beachwood Community Center, 25225 Fairmount Boulevard, Beachwood, Ohio. The passing grade for the written examination is 70%. The written examination is the "OH-SELECT" examination, prepared by I/O Solutions, Inc. *(Continued on next page)*

A pre-determined number of applicants who successfully pass the written examination will be scheduled for a psychological test and interview. Those applicants who complete the psychological test and interview will be scheduled for interviews with the Civil Service Commission and the chief of police (or his designee). The Civil Service Commission shall then certify a ranked eligibility list of applicants.

The police department shall then schedule a polygraph and/or voice stress analysis examination for a pre-determined number of applicants from the certified eligibility list, as well as conduct a complete background investigation of same. An interview with the Mayor shall follow these activities.

Passage of physical, medical and vision examinations as related to the requirements of the position, and the Police and Firemen's Disability and Pension Fund, shall be required after a conditional offer of employment is made to the applicant.

The Beachwood Police Department has 44 full-time officers, led by Police Chief Mark Sechrist. The starting salary for an officer hired in 2010 will be approximately **\$60,500** per year. The base pay for that officer after two years with the department will be at least **\$71,500**. The department does not employ part time patrol officers.

Some of the duties and responsibilities of a patrol officer include protecting the lives and property of the residents, businesses, and visitors of Beachwood; enforcing laws and ordinances; patrolling the city and responding to calls for assistance; doing preliminary investigation of incidents and investigating traffic accidents; traffic enforcement; and completing reports and other required paperwork.

The Police Department has many specialized units including: Traffic Bureau, Detective Bureau, Emergency Service Team (SWAT), Crime Scene Investigative Unit, Bicycle Patrol Officers, and Field Training Officers.

The Beachwood Police Department also offers a benefit program that includes: Paid Health Care Insurance, Paid Vacation, Paid Holidays, Longevity Program, Tuition Reimbursement, Uniform Allowance, Retirement Plan, an Optional Deferred Compensation Program, and Introduction Into a Union.

Entrance exams are controlled by the Beachwood Civil Service Commission. All tests will be advertised in local newspapers. If you have any further questions regarding this test announcement or a career with the Beachwood Police Department, contact one of the department's recruiters at: erin.draves@beachwoodohio.com or lisa.budny@beachwoodohio.com or call 216.464.2343.

NOTICE: In its application, hiring and employment procedures the City of Beachwood intends to comply fully with all applicable local, state and federal requirements pertaining to equal employment opportunity, and does not intend to discriminate against any person on the basis of race, color, religion, sex, national origin, handicap, age or ancestry. The purpose of the City's application, examination and hiring process is to elicit job-related information.