

**POLICE PATROL OFFICER ENTRANCE EXAMINATION
CITY OF BEACHWOOD, OHIO**

The Beachwood Civil Service Commission will conduct an examination for the position of entry level Police Patrol Officer. Starting salary is \$60,529 for 2010. Applications are available at the City of Beachwood Police Department, **Mon., Tue., Thu., Fri. between 8:00 A.M. and 4:00 P.M. and Wed. between 8:00 A.M. and 7:00 P.M. for the weeks of January 25, 2010 through January 29, 2010 and February 1, 2010 through February 5, 2010. Additionally, applications will be distributed on Sat. January 30th, 2010 between 10:00 A.M. and 3:00 P.M. Applications, completed in accordance with the instructions accompanying them and already certified by a Notary Public, must be returned in person during the dates / times listed above to:**

City of Beachwood Police Department, 2700 Richmond Road, Beachwood, Ohio (Entrance is just north of Fairmount Boulevard)

Successful completion of the Police Standardized Physical Agility/Fitness Test offered by Cuyahoga Community College (CCC) is a **pre-requisite** and the Certificate is due at the time of the filing of your application for employment with the City of Beachwood Police Department. There are test dates for the Physical Agility/Fitness Test on **01/17/10** and **01/24/10**. Please **contact CCC directly to register** for this portion of the testing process at **216-987-3075**. The Police Standardized Physical Agility/Fitness Test Certificate is due at the time of the filing of your application for employment with the City of Beachwood Police Department.

THE ENTRANCE EXAMINATION FOR THE POSITION OF POLICE PATROL OFFICER IS ON MARCH 11, 2010.

The following MUST accompany an appropriately executed and notarized application:

- \$20.00 fee (non-refundable) by Certified Check or Money Order made payable to the City of Beachwood (No cash or personal checks)
- copy of valid Ohio Driver's License
- copy of high school diploma, transcript from high school which verifies graduation, or G.E.D. Certificate
- copies of college transcripts - only if an Associates Degree or Bachelors Degree has been attained
- copies of O.P.O.T.A. training certificates

QUALIFICATIONS AND PROCEDURES:

-Citizen of the United States or declaration of intent to become citizen and authorized to work in the United States.

NO OTHER RESIDENCY REQUIREMENTS

-Minimum age at time of exam - 21/Maximum age 34 on date of appointment. **No Applicant May Be Hired After His/Her 35th Birthday.**

-Must pass written examination (70% score) and the Police Standardized Physical Agility / Fitness Test (as described above).

Based upon the ranking of scores on the written portion of the examination, sufficient applicants in the opinion of the Commission to meet the anticipated hiring requirements of the Mayor shall then be required to continue with the remaining portions of the examination process, including psychological testing and interview and oral interviews with the Police Chief and Civil Service Commission, prior to being ranked on the eligibility list.

-Applicants achieving like scores shall be ranked in the order their applications are received.

-No credit for military service or residency. However, extra credit for either a 2-year or 4-year college degree shall be added after the written examination, provided the applicant scores a minimum 70% score on the written examination and can provide transcripts with submitted application.

-Final ranking on eligibility list will be based upon the following factors:

WRITTEN EXAMINATION (50%); INTERVIEW WITH CIVIL SERVICE COMMISSION (40%); and
DEPARTMENTAL [assigned by Police Chief after interview with applicant] (10%).

-Polygraph and/or voice stress analysis test, complete background investigation and interview with Mayor required prior to appointment.

If any candidate is not appointed after being considered for a position three times, such individual's name shall be removed by the Commission from the eligibility list.

-Passage of physical and 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.

-Other requirements as set forth in the Rules of the Civil Service Commission.

**Written examination will take place THURSDAY, MARCH 11, 2010 promptly at 6:00 P.M.
at the Beachwood City Hall Community Center, 25225 Fairmount Boulevard, Beachwood, Ohio
DEADLINE FOR SUBMISSION OF APPLICATION IS FRIDAY FEBRUARY 5, 2010 AT 4:00 P.M.**

By Order of the Civil Service Commission By: Karen Navolanic, Clerk of Council/Legal Assistant, Civil Service Commission Secretary

EVERY MEMBER OF THE CITY OF BEACHWOOD POLICE DEPARTMENT IS EXPECTED TO WORK CONSISTENTLY IN A QUALITY MANNER IN THE DAILY PERFORMANCE OF THOSE DUTIES, JOB RESPONSIBILITIES AND WORK TASKS ASSOCIATED WITH ITS MISSION TO CONSISTENTLY SEEK AND FIND WAYS TO AFFIRMATIVELY PROMOTE, PRESERVE AND DELIVER A FEELING OF SECURITY, SAFETY AND QUALITY SERVICES TO MEMBERS OF OUR COMMUNITY. DUTIES MAY INVOLVE AN ELEMENT OF PERSONAL DANGER. EMPLOYEES MUST BE ABLE TO ACT WITHOUT IMMEDIATE AND DIRECT SUPERVISION WHILE EXERCISING INDEPENDENT JUDGMENT IN MEETING EMERGENCIES. THE NATURE OF THE WORK REQUIRES IRREGULAR SCHEDULES, COVERING ALL HOURS OF THE DAY, 365 DAYS A YEAR. 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; INVESTIGATING TRAFFIC CRASHES; TRAFFIC ENFORCEMENT; AND COMPLETING REPORTS AND OTHER REQUIRED PAPERWORK.

**THE CITY OF BEACHWOOD IS AN EQUAL OPPORTUNITY EMPLOYER
MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY**