

CITY OF HIGHLAND HEIGHTS, OHIO
Civil Service Commission
Lateral Entry Police Officer Application Packet

MINIMUM QUALIFICATIONS & REQUIREMENTS

Carefully read over the following minimum qualifications below before you begin to fill out the application. If you do not meet the minimum qualifications, please do not submit an application. **Only 50 applications will be accepted.**

- CERTIFICATION:** Must possess current and valid OPOTA certificate.
- POLICE EXPERIENCE:** Must be currently employed as a Law Enforcement Officer, as defined by Ohio revised code section 2901.01 or laid off from such a position within the year prior to your application and have a minimum of two (2) consecutive years of full-time law enforcement experience.
- CITIZENSHIP:** Must be a U.S. or naturalized citizen.
- AGE:** 21-40 years of age at time of application.
- EDUCATION:** High school graduate or G.E.D. certificate.
- FITNESS FOR DUTY:** Must possess the strength and physical ability to successfully perform the essential job functions of the Police Officer classification, and be free of any condition that would preclude one from successfully performing said functions with or without reasonable accommodation or would pose a direct threat to the health or safety of oneself or others. Emotional stability and maturity also required. At minimum, a medical examination, psychological evaluation, fitness evaluation, drug screen and voice stress examination will be required prior to appointment.
- VISION:** Correctable vision to 20/20
- DRIVER'S LICENSE** Must possess a valid U.S. driver's license and have an acceptable driving record at time of appointment.
- GOOD CHARACTER:** Must be of good moral character, having never been convicted of a felony, and free from any physical, emotional, or mental condition which would preclude one from successfully performing the essential functions of the job. Must not be addicted to the habitual use of any intoxicating liquors or drugs or dismissed from any branch of the public service for delinquency or misconduct.
- OTHER REQUIREMENTS:** Must be willing to work irregular hours and days, enforce law regardless of personal ethics or feelings, wear the uniform furnished by the department and comply with departmental grooming standards, carry a firearm and work under adverse or potentially hazardous conditions. Must be mentally and physically capable of taking the life of another if justified and necessary in terms of existing laws, policies, and procedures, and have skill to read and interpret complex technical documents written in English, such as laws, ordinances, court decisions, and training bulletins.

INSTRUCTIONS for APPLICATION

If you meet the minimum qualifications, carefully read and comply with the following instructions:

1. Read and follow all instructions on **each page**.
2. Print or type all responses clearly and legibly.
3. Make sure responses are as complete and detailed as possible. Use extra paper as needed. Include your name, the date, and the position you are applying for on all extra pages. The information you provide will help us determine the extent of your qualifications.
4. Pages 4 through 8 must be returned with required documents and any other information you think relevant to our consideration of your application. Write your initials at the bottom right corner of any document you attach.
5. Return completed application packet, with **\$35.00 CASH OR CHECK, in person** (you may appoint someone to drop application material off), by 4:30 PM, Thursday, January 14, 2021, to Highland Heights Police Department, 5827 Highland Road, Highland Heights, Ohio 44143.

All information included with the application packet is subject to verification through interview(s), background investigation, reference check, and polygraph examination. Submission of false information will result in disqualification from the process, eligibility list, appointment, and/or employment if discovery of falsification occurs after appointment.

If you change residence address or telephone number at any stage of the application process you must immediately notify the Civil Service Secretary, Susan Olson at hhpolicy@highlandhts.com. The City of Highland Heights assumes no responsibility for locating candidates who have changed their contact information.

REQUIRED DOCUMENTS

Please provide copies of the following when submitting application. Copies will not be made at Police Station.

1. Birth certificate or naturalization papers
2. Current valid U.S. driver's license
3. High school diploma from an accredited high school or G.E.D. certificate
4. **Two (2) written character reference letters with original hand-written signature, date, and name, address, and phone number of the reference.**
5. Copy current and valid OPOTA certificate.

EXAM INFORMATION



This is a BPAD multi situation-based exam that records your responses. It is not a test of knowledge. It is a test of interpersonal competence in dealing with different types of people in different job-specific situations. Qualified **candidates will be contacted via email** and given instructions on how to access the BPAD exam. Candidates will need a computer with a webcam, microphone and a stable internet connection. Applicants will be notified by email of the time that the exam will be available and the time that the exam must be completed. If you do not have a computer with the required equipment, limited appointments will be available.

The City of Highland Heights is an Equal Employment Opportunity (EEO) Employer.

Civil Service Commission

Return # _____
Date: _____ Time: _____ Initials: _____

Application for 2021 Lateral Entry Police Officer Entrance Examination

This application must be filled out with pen or be typewritten. **PLEASE PRINT CLEARLY. Must include valid email address for further communication regarding the exam.**

Name: _____

Last
First
Middle

Address: _____

Street Address
City
State
Zip Code

Phone: _____

Email Address: _____

Date of Birth: ____ - ____ - ____ SS# ____ - ____ - ____

1. Are you a citizen of the United States or a naturalized citizen? Yes No

DOCUMENT NEEDED: A copy of your birth certificate, passport, certificate of nationalization, or certificate of citizenship.

2. Do you have a current valid U.S. driver's license? Yes No

DOCUMENT NEEDED: A copy of your current valid U.S. driver's license must be presented at the time of filing this application.

1. Education and Training:

School Name		Check One		
High School		Diploma	G.E.D	Year Graduated
College		Degree		Year Graduated
Training Certification		Course/Subject		Diploma Certificate License
Training Certification		Course/Subject		Diploma Certificate License

DOCUMENT NEEDED: A copy of your high school diploma or a letter from your high school stating the date of your graduation or your GED Certificate, OPOTA certificate, Certifications and licenses must be presented at the time of filing this application.

4. Please provide the name, phone number, and address for two (2) character references from reputable citizens of the State of Ohio not holding any public office or position in a political party organization. **Each reference must provide a written character reference letter with original hand-written signature** certifying that he/she has been personally acquainted with you for at least one year and believes you to be of good moral character, of temperate and industrious habits and in all respects qualified for the service you desire to enter and that each such citizen is willing that his certificate shall be made public. The letters must be dated.

1. Name: _____ Phone: _____

Address: _____
Street Address City State Zip Code

2. Name: _____ Phone: _____

Address: _____
Street Address City State Zip Code

DOCUMENT NEEDED: Two (2) character reference letters with hand-written signature and dated must be presented at the time of filing this application.

5. a. Have you ever been found guilty of any crime or of infamous or notoriously disgraceful conduct? Yes No

b. Have you ever been dismissed from any branch of the public service for delinquency or misconduct? Yes No

c. If yes to a or b, please explain:

6. Are you addicted to intoxicating liquor or drugs? Yes No

7. Are you physically able to successfully perform the essential job functions of the Police Officer, and are you free of any condition that would preclude one from successfully performing said functions with or without reasonable accommodation or would pose a direct threat to the health or safety of oneself or others? Yes No

8. Are you currently, or have you ever served in the armed forces? Yes No

DOCUMENT NEEDED: If yes, a copy of your DD-214 Form, with an honorable discharge.

9. Have you ever worked for the City of Highland Heights? Yes No

a. If yes, when? _____
In what capacity? _____

b. Do you have relatives working for the City of Highland Heights? Yes No

If yes, please provide their name and relationship _____

10. Employment:

a. Have you ever been discharged or forced to resign from any position? If yes, please explain and provide employer date and reason:

b. Employment History:

1.	Starting Date	Ending Date	Employer	Address	City	State	zip
	Full Time Part Time	Rate of Pay	Name and Title of Immediate Supervisor			Phone #	
	Title of Position Held		Reason for Leaving				# of Employees you Supervised
	Provide a summary of your job duties and computer software knowledge:						
2.	Starting Date	Ending Date	Employer	Address	City	State	zip
	Full Time Part Time	Rate of Pay	Name and Title of Immediate Supervisor			Phone #	
	Title of Position Held		Reason for Leaving				# of Employees you Supervised
	Provide a summary of your job duties and computer software knowledge:						
3.	Starting Date	Ending Date	Employer	Address	City	State	zip
	Full Time Part Time	Rate of Pay	Name and Title of Immediate Supervisor			Phone #	
	Title of Position Held		Reason for Leaving				# of Employees you Supervised
	Provide a summary of your job duties and computer software knowledge:						

Title of Position Held	Reason for Leaving	# of Employees you Supervised
Provide a summary of your job duties and computer software knowledge:		

Before signing this application, read over your answers to each question to determine the accuracy and completeness of your responses. Please submit all documents required when filing this application. **Missing documents are reason for rejection of application.** Application must be returned in person Highland Heights Police Department. The City of Highland Heights is an Equal Employment Opportunity (EEO) Employer.

I swear/affirm that all statements made by me in this application are true and complete to the best of my knowledge. I am aware that any false statements made by me will be sufficient cause for excluding me from participating in any portion of the examination/screening process and/or removing my name from any eligibility list established by the Civil Service Commission as a result of this examination”.

I understand that false statements or omissions on this application are grounds for immediate disqualification or dismissal upon discovery thereof no matter when the falsification or omission is discovered. I further acknowledge that any falsehoods may subject me to prosecution under Ohio revised code section 2921.13.

I authorize all persons, schools, companies, and government agencies to give you any and all information, personal or otherwise, that they may have, and I release all parties from liability for any damage that may result from furnishing such information.

I understand that I may be required to undergo further examinations to include, but not limited to, medical and psychological examinations before beginning work to determine my ability to perform the duties of the position applied for and failure to undergo such examinations shall be grounds for disqualification.

In consideration of my employment, I agree to abide by the City of Highland Heights ordinances, and the policies, procedures, rules, and regulations of the Highland Heights Police Department. 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 me. 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.

My signature below indicates my acknowledgement that the above statements apply equally to all portions of this application and to any additional documents I have attached, to all of which I have affixed my initials at the bottom right corner.

SIGNATURE

DATE