

**COMPETITIVE WRITTEN EXAMINATION
ENTRY LEVEL POLICE OFFICER**

Olmsted Falls Police Department

Date of Examination:	Saturday, December 17, 2022
Check In Time:	8:30 a.m.
Test:	9:00 a.m.
Place:	City Administration Building Council Chambers

MINIMUM STARTING SALARY: \$ 51,928

The City of Olmsted Falls is accepting applications for the position of Entry Level Police Officer. The City is currently establishing an eligibility list for this position. All persons interested must obtain the necessary application from the Clerk of Council, Administration Building, 26100 Bagley Road, Olmsted Falls, Ohio 44138, Monday through Friday, between the hours of 8:30 a.m. and 4:00 p.m. Each Police Officer applicant must have an operating telecommunications device with the number on file in the police department records at the time of appointment.

To qualify, candidate taking the test must possess an Ohio Peace Officer Basic Training Program Certification with current hours, and must also satisfy all requirements listed in the General Information Bulletin, available with the job application, from the Clerk of Council. There will be a \$40 (non-refundable) application processing and registration fee. This fee is waived for Olmsted Falls Police Officer personnel and Olmsted Falls residents. Registration will open on Monday, November 14, 2022 and close Friday, December 9, 2022 at 4:00 p.m.

OLMSTED FALLS CIVIL SERVICE COMMISSION

An Equal Opportunity Employer



City of Olmsted Falls Civil Service Pre-employment Application

You must complete this form to apply for employment. Answers must be complete and legible.
Applications lacking sufficient information will not be processed

The City of Olmsted Falls is an Equal Opportunity Employer and provider of ADA services

PLEASE PRINT				Today's Date: _____	
First Name _____		M.I. _____	Last Name _____		Preferred Name/Nickname _____
Street Address _____		Apartment # _____	City _____	State _____	Zip Code _____
Home/Cellular Phone _____		Alternate/Work Phone _____		E-Mail Address _____	
Have you ever been employed by the City of Olmsted Falls before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____					
Are any of your employment records under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide names: _____					
Driver License No./State _____			SS#: _____		
Referral Source: _____					

PLEASE CHECK YES OR NO TO THE FOLLOWING:

Are you a citizen of the United States or an alien authorized to work in the United States on a full or part-time basis?

☐ Yes ☐ No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Olmsted Falls will verify the status of every individual offered employment. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation? ☐ Yes ☐ No

Can you travel if the job requires it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have the use of a motor vehicle? (if required in the performance of job duties)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been discharged or suspended by an employer or resigned in lieu of dismissal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain: _____		
Are you related to anyone who currently works for the City of Olmsted Falls?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please indicate names of relatives and where they work: _____		
Have you ever served in the U.S. Armed Forces:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Branch of Service _____ Dates served: From _____ To _____		
Present Status Active ____ Inactive ____		
Did you serve at least 180 consecutive Active Days? Yes ____ No ____ If yes, were you honorably discharged? Yes ____ No ____		

Employment History

Please list below work-related experience, starting with the most recent employment and working backwards. Provide a detailed description of regularly assigned ongoing duties for each job. Additional sheets may be attached if necessary. Please attach a current resume (if available) to this application.

From ____/____/____ To ____/____/____	Employer		Your position and Title		
	No & Street		Supervisors Name, Title and Position		
	City	State	Zip	Supervisors Telephone Number:	
	Type of Business		Starting Pay \$	Final Pay \$	
	Telephone Number ()		Termination <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary		
	Briefly describe your major duties and reason(s) for termination				

FROM ____/____/____ TO ____/____/____	Employer		Your position and title		
	No & Street		Supervisors Name, Title and position		
	City, State Zip		Supervisors Telephone Number		
	Type of Business		Starting Pay \$	Final Pay \$	
	Telephone Number ()		Termination <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary		
	Briefly describe your major duties and reason(s) for termination				

FROM ____/____/____ TO ____/____/____	Employer		Your position and title		
	No & Street		Supervisors Name, Title and position		
	City, State Zip		Supervisors Telephone Number		
	Type of Business		Starting Pay \$	Final Pay \$	
	Telephone Number ()		Termination <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary		
	Briefly describe your major duties and reason(s) for termination				

ADDITIONAL INFORMATION:

UNEMPLOYMENT: ACCOUNT FOR ALL PERIODS OF TIME, THREE MONTHS OR MORE, BETWEEN POSITIONS HELD OR AFTER SCHOOL

FROM ____/____/____	TO ____/____/____	HOW DID YOU SPEND THIS TIME?
FROM ____/____/____	TO ____/____/____	HOW DID YOU SPEND THIS TIME?

EDUCATION AND TRAINING:

Check all Applicable boxes	School	Grade Completed
<input type="checkbox"/> High School Graduate/GED		
	College and Major	Date of Completion
<input type="checkbox"/> Associates Degree		
<input type="checkbox"/> Bachelor's Degree		
<input type="checkbox"/> Master's Degree		
<input type="checkbox"/> Other		

PROFESSIONAL DESIGNATIONS:

Designation	Organization granting designation	Date completed
Designation	Organization granting designation	Date completed

OCCUPATIONAL LICENSES, REGISTRATION, CERTIFICATES:

License/Certificates Issues By	Field/Trade/Specialization	License/Certification No.	Issue Date	Expiration Date

SPECIAL SKILLS: List training, licenses, office machines you can operate, typing speed, languages you speak fluently, etc., and any other skills which add to your qualifications.

Do you have computer skills? Please list software programs you have used:

References: List three PROFESSIONAL references who may be contacted

Name and Address (Number, Street, City, State and Zip)	Telephone Number	Occupation
Name and Address (Number, Street, City, State and Zip)	Telephone Number	Occupation
Name and Address (Number, Street, City, State and Zip)	Telephone Number	Occupation



The City of Olmsted Falls will not discriminate against any individual or group because of race, gender, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs or disability. Applicants with a disability who may need an accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of Olmsted Falls, Mayor's office.

Visit our Internet site www.olmstedfalls.org

Applicant Certification

****READ CAREFULLY BEFORE SIGNING****

I affirm that all of the information furnished in this pre-employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that any misrepresentation or falsification of the information provided will result in forfeiting my rights to consideration for employment with the City of Olmsted Falls. I understand that if accepted by the City of Olmsted Falls, my employment is voluntarily entered into and I am free to resign at any time. Similarly, the City of Olmsted Falls is free to conclude my employment at any time. I further recognize that this application is not a contract and cannot create a contract, and that if hired I will be an employee at will, subject to discharge without cause unless otherwise specified by law.

Applicant Signature

Date

Date Received: _____

Time Received: _____

**OLMSTED FALLS CIVIL SERVICE COMMISSION
WRITTEN COMPETITIVE EXAMINATION
FOR
ENTRY LEVEL POLICE OFFICER**

General Information Bulletin

Date: Saturday, December 17, 2022

Sign in Begins: 8:30 a.m.

Test: 9:00 a.m.

Place: Olmsted Falls Administration Building
26100 Bagley Road, Olmsted Falls, Ohio 44138
Council Chambers

Minimum Salary: \$51,928

PLEASE BRING YOUR DRIVER'S LICENSE AS A POSITIVE IDENTIFICATION.

1. All applications must be made on the application form furnished by the Civil Service Commission. Completed applications must be returned to the Clerk of Council, Olmsted Falls City Hall, 26100 Bagley Road, Olmsted Falls, Ohio 44138 no later than 4:00 p.m. on Friday, December 9, 2022.

A copy of a valid Peace Officer Basic Training Certificate must accompany this application.

FEE: There will be a forty-dollar (\$40) nonrefundable application-processing fee for each applicant taking the examination. The fee must be submitted with the completed application. Cash or check is acceptable. (No credit cards will be accepted). This fee is waived for Olmsted Falls Police Department personnel and Olmsted Falls residents.

2. Applicants will not be admitted to the examination unless their application has been properly completed, filed, and approved according to the directions and requirements.
3. Qualifications:
Each applicant for admission to the examination for this position must:
 - A. Be a citizen of the United States.
 - B. Have attained the age of twenty-one (21) years on or prior to the date of the Examination. There is no upper age limit requirement for original appointment per Ordinance 65-93 adopted by Olmsted Falls City Council on September 24, 1993.

- C. Be a high school graduate or have a GED certificate. **A copy of the high school diploma or GED certificate must accompany the application, as must any certificate of schooling or related courses and college transcripts.**
 - D. Have a valid Driver's License issued by a state, district or territory of the United States which must be presented at the time of the examination. No other form of identification is acceptable. Applicant must be able to obtain a valid Ohio Driver's License within 45 days of his/her appointment.
 - E. Have an operating telecommunications device at his/her disposal at all times, with the number on file with the Civil Service Commission.
 - F. Possess a valid certificate of Peace Officer Basic Training issued by the Ohio Peace Officers' Training Council, or be currently enrolled, and in good standing, in a certified Ohio Peace Officers' Training Academy course. **(Must provide documentation of enrollment or certification at the time of application, attach copy, please.)**
- 4. All local rules and regulations of the Civil Service Commission, which are on file with the Clerk of Council, apply to each applicant. SPECIAL ATTENTION is drawn to Rule IV, Section 13 (Repeating Examinations), which states, in part: "An applicant who has competed in a civil service examination may not repeat that examination or take an examination for the same classification within six (6) months from the date of the first examination unless an alternate form of examination is given...."
 - 5. An additional five (5) points or part thereof will be given for Honorable Discharge from the Military Service. **A copy of discharge papers must be submitted with the application.**
 - 6. An additional three (3) points will be given a minimum of five (5) years full time employment in the law enforcement field in which a certificate of Peace Officer Basic Training was required. **A letter, on law enforcement letterhead, must be submitted with this application, indicating the number of full time employment years.**
 - 7. Notification of test results:
 - A. Applicants will be notified by mail as to whether or not they have received a passing grade on the Written Test.
 - B. Applicants who have received a passing grade will be notified by mail of their placement on the Eligible List after that has been certified by the Civil Service Commission.
 - 8. Upon "conditional appointment" by the Appointing Authority, the candidate chosen will complete a PSYCHOLOGICAL EXAMINATION, a PHYSICAL EXAMINATION and a DRUG TEST. Probationary appointment will commence subject to or contingent upon successful passing all examinations.

The PSYCHOLOGICAL EXAMINATION will be given by a licensed psychologist, designated by the Appointing Authority. It will be graded as PASS/FAIL or RECOMMENDED/NOT RECOMMENDED. (terms to be used interchangeably)

The PHYSICAL EXAMINATION and DRUG TEST will be administered by a licensed physician chosen by the Appointing Authority.

9. A background check for misdemeanors will be conducted at the time of "conditional appointment" for each applicant. No applicant will be eligible if a record of conviction for a felony exists. Each applicant must sign the necessary release forms for each check.



OLMSTED FALLS POLICE DEPARTMENT POLICIES AND PROCEDURES

JOB DESCRIPTION POLICE OFFICER

POLICY:

Maintains public peace and protects life, liberty, limb and property of all citizens within the jurisdictional boundaries of the City of Olmsted Falls. Works under the supervision of a Chief, Lieutenant or a Sergeant. May be assigned as the senior officer in charge of a shift when the Chief, Lieutenant or a Sergeant is not on duty.

PURPOSE:

1. In accordance with The Uniform Standards of Conduct #14, the main essential function that all Olmsted Falls Police Officers must be capable of completing is as follows, ensuring the safety of the public, him/herself and other officers. This mandates that all Olmsted Falls Police Officers must be able to complete the following physical activities:
2. Display or utilize a department issued non-firearm weapon/baton, spray, taser) in a defensive manner to control one or more persons in accordance with Department policy.
3. Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
4. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call. Operate an emergency vehicle during both the day and night; while exercising due care and caution in congested traffic and in unsafe road conditions and environmental condition such as fog, smoke, rain, ice and snow.
5. Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.
6. Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
7. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
8. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue.
9. Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes.
10. Load, unload, aim and fire handguns, shotguns and other agency fire arms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
11. Perform law enforcement functions while working rotating shifts and unanticipated overtime.



OLMSTED FALLS POLICE DEPARTMENT POLICIES AND PROCEDURES

JOB DESCRIPTION POLICE OFFICER

12. Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing law enforcement functions.
13. Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
14. Subdue resisting subjects using hands and feet while employing defensive tactics maneuvers of approved nonlethal weapons.

PROCEDURES AND RESPONSIBILITIES:

- A. Patrols the city in a marked patrol vehicle; enforces federal, state and local laws; makes reports of crimes involving people and their property; conducts initial investigations and makes arrests when possible; responds to citizens needs and makes referrals when necessary.
- B. Enforces traffic laws; writes traffic violation; completes accident reports and investigates traffic accidents.
- C. Writes reports and keeps records as necessary.
- D. Appears in court for criminal or traffic related charges as required.
- E. Performs other related duties as required. The following list is not all inclusive:
 1. Arranges for the care/disposal of injured, stray or dead animals.
 2. Assists citizens in home and vehicle lockouts.
 3. Attends departmental training sessions.
 4. Attends special meetings and training programs.
 5. Books prisoners; adult/juvenile, misdemeanor/felony.
 6. Calms distraught persons at emergency scenes.
 7. Collects evidence.
 8. Completes arrest affidavits/warrants.
 9. Prepares cases for Grand Jury
 10. Conducts breathalyzer tests.
 11. Conducts department tours.
 12. Conducts public presentations.
 13. Conducts searches for runaways.
 14. Conducts suicide investigations.
 15. Conducts audio/video taped interviews.
 16. Conducts vehicle inventories and property/evidence seizures
 17. Counsels juveniles.
 18. Delivers council members meeting packets.
 19. Delivers death notifications.
 20. Escorts bank deposits.
 21. Assists the Fire Department in fighting vehicle fires.
 22. Fingerprints prisoners.
 23. Fingerprints civilians for non-criminal purposes.



OLMSTED FALLS POLICE DEPARTMENT POLICIES AND PROCEDURES

JOB DESCRIPTION POLICE OFFICER

24. Initiates applications for search and arrest warrants
25. Initiates back-up for other officers on calls for service.
26. Initiates assistance to lost/stranded/disabled motorists.
27. initiates bar checks.
28. Initiates building security and residential vacation checks.
29. Initiates clean-up of shared work and leisure areas.
30. Initiates departmental reports.
31. Initiates drug enforcement in cooperation with the detective.
32. Initiates evidence collection at crime/accident scenes.
33. Initiates feedback to supervisors on work or personal conditions.
34. Initiates feedback to supervisors of unusual or potentially liable situations.
35. Initiates follow-up on pending cases under the direction of the Detective Bureau.
36. Initiates first aid/CPR to injury/illness victims.
37. Initiates hazardous motor vehicle enforcement.
38. Initiates misdemeanor arrests/citation.
39. Initiates cruiser maintenance/cleaning.
40. Initiates prisoner safety.
41. Initiates records and warrant file checks on persons and property.
42. Initiates reports of street lights out.
43. Initiates self-study and education to keep technically updated.
44. Initiates station security checks.
45. Initiates counseling with children doing dangerous stunts.
46. Initiates the direction and control of traffic movement at emergency scenes.
47. Initiates the establishment of street informants.
48. Initiates the establishment of barricades around event or emergency perimeters.
49. Initiates the filing of departmental reports.
50. Initiates the intake of citizen complaints.
51. Initiates the interviews of victims, witnesses and criminal suspects.
52. Initiates the registration of bicycles.
53. Initiates the removal of road hazards (disabled vehicles) from the roadway.
54. Initiates the reports of hazardous health conditions.
55. Initiates the submittal of recommendations for departmental improvements.
56. Initiates the taking of photographs at crime scenes, major traffic accidents or events.
57. Initiates wants and warrants checks on suspicious persons.
58. Inputs and retrieves computer data.
59. Instructs in the use and uses traffic radar.
60. Investigates cruiser accidents.
61. Maintains firearms in clean and working order.
62. Negotiates for the release of hostages.
63. Performs dignitary protection functions.
64. Performs dispatching functions.
65. Reports missing or malfunctioning traffic control devices.
66. Assists the Fire Department in rescuing trapped or drowning victims.
67. Responds to business or residential alarms.
68. Responds to disturbance calls, fights or domestic violent.
69. Serves court issued warrants.



***OLMSTED FALLS POLICE DEPARTMENT
POLICIES AND PROCEDURES***

**JOB DESCRIPTION
POLICE OFFICER**

- 70. Trains new officers
- 71. Transports prisoners.

F. Special Assignments

- 1. Firearms training instructor.
- 2. Senior breathalyzer operator.
- 3. Evidence technician and custodian.
- 4. Major traffic accident investigator.
- 5. Fingerprint technician.
- 6. DARE/Crime prevention officer.
- 7. Juvenile court liaison.
- 8. Photography technician.
- 9. Non-Lethal self defense instructor.
- 10. Field training officer.

Note: This list is not inclusive of all duties performed by a patrol officer for the Olmsted Falls Police Department. Officers will perform other duties not specifically listed due to the nature of law enforcement and service to the community.

Approved: _____
12/19/2011