

# ***POLICE OFFICER ENTRANCE EXAMINATION***

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## ***I. GENERAL INFORMATION***

The Elyria Civil Service Commission is accepting applications for the 2011 examination for the position of **POLICE OFFICER**. The application form is attached to this information announcement. There is a \$25.00 non-refundable application fee payable to the "Elyria Civil Service Commission" by personal check or money order.

The examination process has three separately administered components: the physical agility test, the written test, and the oral assessment. The physical agility test is administered first, then the written test, then the oral assessment. Applicants must have passed the approved agility test prior to taking the written test. Only those applicants who have successfully completed the agility test and the written test will move on to the oral assessment.

The physical agility test is a pass/fail rating and is administered by the Elyria Police Department. In order to pass the physical agility test all applicants must complete the Ohio Peace Officer Basic Training Program Physical Fitness Standards (see attached information sheet for age and gender minimum scores.) The agility test will be given at Lorain County Community College, 1005 N. Abbe Rd., Elyria, OH 44035, the week of November 14, 2011. Applicants will be contacted by the Civil Service Commission Clerk for the scheduling of the agility test. A photo identification card (preferably a driver's license) will be required for entrance to the agility.

Those applicants who pass the physical agility test will move on to the written portion of the test and will receive a letter containing the information they will need for the written test, which will be held on December 12, 2011.

The written test comprises 70% of the scored portion of the examination. It has several parts and in order to pass applicants must correctly answer 70% of the questions in each separate part.

Finally, individuals still in contention will be orally assessed by a panel. The oral assessment, like the written test, is scored in various categories and an applicant must be rated at least "acceptable" in all categories. The oral assessment grade comprises 30% of the total examination score.

In the course of the examination process, applicants will complete and submit a Personal History Questionnaire. Applicants will receive the questionnaire at the written exam and will return it at their oral interview. Applicants who successfully complete all three portions of the examination process will be placed and ranked upon the Eligibility List to be considered for hire.

Extra credit, as explained in part IV below, is also available.

## **II. MINIMUM REQUIREMENTS TO COMPETE**

1. Must be at least 21 years of age by December 12, 2011, but less than 35 years of age by December 12, 2011
2. Must be a United States citizen
3. Must be able to read and write the English language
4. Must have a valid motor vehicle driver's license
5. Must have a high school diploma or equivalent

## **III. DEADLINES & TIMETABLES**

The completed application form and any documents for extra credit must be submitted **NO LATER THAN** November 4, 2011 by 4:30 p.m. at either the Elyria City Hall Safety Service Department or the Elyria Civil Service Commission Office (see below for office hours and address). The applicant will receive a Study Guide to assist in preparation for the written test at the time of submitting the application. The \$25.00 non-refundable fee is due when the application is submitted.

**The written examination will be held on December 12, 2011, at the Lorain County Community College, 1005 N. Abbe Rd., Elyria, Ohio. Registration will begin at 6:00 p.m. on the first floor of the business building and ends promptly at 6:30 p.m. A photo identification card (preferably a driver's license) will be required for entrance to the exam.**

Individuals who pass the physical agility test and the written examination will be advised about the scheduling of the oral assessment process.

## **IV. EXTRA CREDIT**

Additional credits are available to qualified applicants who pass all three portions of the examination. Credit is computed as a percentage and then added to the total score achieved by an applicant on the written examination and oral assessment. The maximum total credit available is 20%.

Additional credits are available for the following:

### **VETERAN'S CREDIT**

All applicants who are veterans of military service, as described in ORC 124.23, may file with the Commission a certificate of satisfactory military service or honorable discharge (DD214). This document must clearly state the nature of the discharge, whereupon the applicant shall receive additional credit of twenty percent (20%) of his/her total grade given in the regular examination, provided that he/she has received a passing grade without regard to this or any other credit. **Such requests for veteran's credit must be submitted to the Commission along with the application for examination and must, at that time, be accompanied by proof of satisfactory military service as described above.**

**Requests for veteran's credit made after the application deadline date will not be honored.** Applicants eligible for veteran's credit shall receive a priority in ranking over non-veterans who obtain an identical grade.

**Only DD214 documents stating the full nature of discharge as "Honorable" will be considered.**

**Only an "original" or a "certified original" will be accepted by the Civil Service Commission. "Certified originals" can be obtained from the county recorder's office in the county in which you lived at the time of discharge. If you did not file your DD214 with the recorder's office at the time of discharge the only way to receive a certified original is through the government.**

### ***COLLEGE CREDIT***

All applicants who have completed at least two (2) full academic years of full-time academic credit through an accredited academic institution, with an associates degree, shall be granted an additional eight percent (8%) of his/her total grade given in the regular entrance examination; all applicants who have completed four (4) or more full academic years of full-time academic credit through an accredited academic institution, with a bachelors degree, shall be granted an additional twelve percent (12%) of his/her total grade given in the regular entrance examination, provided that he/she has received a passing grade without regard to this or any other credit. **Requests for college credit must be submitted to the Commission along with the application for examination and must be accompanied by an official certified transcript. Requests for college credit made after the application deadline date will not be honored. All transcripts must be an official certified transcript.**

### ***PEACE OFFICER TRAINING PROGRAM CREDIT***

All applicants who have completed the basic Ohio Peace Officer Training Academy and have a valid certification through an accredited institution shall be granted an additional ten percent (10%) of his/her total grade given in the regular entrance examination. **Requests for Ohio Peace Officer Training Academy credit must be submitted to the Commission along with the application for examination and must be accompanied by an official certificate. Request for Ohio Peace Officer Training Academy credit made after the application deadline date will not be honored. The Commission will make a photocopy of your original certificate.**

### ***BACKGROUND CHECK:***

Suitable applicants who have passed all portions of the examination and who have been placed on the Eligibility (for hire) List may undergo a background check prior to actual hire. In addition to investigating/verifying information contained on the Personal History Questionnaire, the check may include psychological testing, a polygraph test and drug screening. The background check will also include a criminal history check, a credit check and contact with persons who may have information relative to an applicant's character and qualifications to be a police officer. If an applicant is found to have given false or deliberately incomplete information at any time, the Civil Service Commission may remove the applicant from the Eligibility List.

**APPLICANTS SHOULD NOT RELY UPON ANY INFORMATION OR  
ADVICE WHICH DIFFERS FROM THAT IN THIS ANNOUNCEMENT**

The application and any documents for extra credit can be turned in at the following locations:

Elyria City Hall Safety Service Office  
(8:00 a.m. - 4:30 p.m. Monday thru Friday)  
131 Court Street, Suite 301  
Elyria, Ohio 44035

or

Elyria Civil Service Commission Office  
(4:30 - 7:00 p.m. - Wednesdays)  
Elyria City Hall  
131 Court St., Suite 204  
Elyria, Ohio 44035

For any questions or additional information call 440-326-1404.