

POLICE OFFICER ENTRANCE EXAMINATION

I. GENERAL INFORMATION

The Elyria Civil Service Commission is accepting applications for the 2007 examination for the position of **POLICE OFFICER**. The application form is attached to this information announcement. There is no cost for the written exam.

The examination process has three, separately-administered components, i.e., 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 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 administered on March 1, 3, 6, & 8, 2007, at Lorain County Community College, Ewing Field Activity Center, 1005 N. Abbe Rd., Elyria, Ohio. You will be contacted by the Civil Service Commission secretary as to the date and time of the agility test. At the time of the agility test, you must bring with you a photo I.D. There is no cost for the agility test.

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.

There will be a practice session offered for the written test and oral assessment. You will be notified by e-mail or regular mail as to the dates and time.

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 March 21, 2007, but less than 35 years of age by March 21, 2007.
2. Must be a United States citizen
3. Must be able to read and write the English language
4. Must have a valid United States 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 FEBRUARY 21, 2007**, at either the Elyria Central Fire Station 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 an application.

The written examination will be held on March 21, 2007, at Lorain County Community College, 1005 N. Abbe Rd., Elyria, Ohio. Registration will begin at 6:00 p.m. in the College Center, and you must register by 6:30 p.m. You must bring with you a photo-id (preferably a driver's license) this 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 of, 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 final date for test application 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 Recorders office in the County you lived in at the time of discharge. If you did not file your DD214 with the Recorders 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 of eight percent (8%) of his/her total grade given in the regular entrance examination and 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 final date for test application will not be honored. All transcripts must be an official certified transcript.**

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, that 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 (for hire) 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 Central Fire Station
(8:00 a.m. – 4:30 p.m. Monday thru Friday)
330 East Broad St.
Elyria, Ohio 44035

Or

Elyria Civil Service Commission Office
(5:00 – 7:30 p.m. – Wednesdays)
Elyria City Hall
131 Court St., Suite 204
Elyria, Ohio 44035

For any questions or additional information call 440-326-1559