



# City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060 • (440) 974-5790

## **CIVIL SERVICE COMMISSION**

*James F. Struna, Chairman*

*Diane L. Pauley, Co-Chair*

*Daniel W. Llewellyn, Member*

*Sharon L. Glady, Recording Secretary*

## **JOB OPPORTUNITY**

**Job Title:** Full-Time Police Officer

**Date Posted:** February 10, 2023

**Department:** Police Department

**Annual Salary:** \$63,502.40 to \$89,078.34

**Work Description:** Under general supervision, a Police Officer patrols a designated area, enforcing state and city laws and maintaining order. A Police Officer answers calls when a crime is suspected, or an emergency exists and takes such actions as are necessary to prevent crime, to apprehend criminals, to maintain safety, and to assist citizens in a wide range of emergency and non-emergency situations. A Police Officer's duties may include assignments to uniformed patrol, traffic work, warrant enforcement or other specialized departmental activity. Work involves an element of personal danger in the pursuit of duties.

**Qualification Requirements:** High School diploma or equivalent. Must be at least 20-years old at time of application and 21-years old at time of appointment. No person is eligible for an original appointment as a Mentor Police Officer on or after their thirty-sixth (36<sup>th</sup>) birthday. Must have a valid driver's license. Must successfully complete required police training and achieve Basic Training Certification.

### **IMPORTANT**

You must submit an Application for this position, as well as participate in the Law Enforcement – Frontline National written test offered on the National Testing Network website [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), to be considered for the City of Mentor's Eligibility List. Applications will be accepted in-person, by mail or email directed to the City of Mentor's Civil Service Commission from **February 13, 2023 – March 13, 2023**. Application packets are available to view and print at [www.cityofmentor.com](http://www.cityofmentor.com) and through the NTN link. See **FACT SHEET** for detailed information and submission instructions.

**Application submission deadline is Monday, March 13, 2023**

Only National Testing Network test scores dated **March 13, 2022 through March 13, 2023** will be accepted.

Completed applications must be sent by the deadline – **No Exceptions**



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### FULL-TIME POLICE OFFICER 2023

## FACT SHEET

### IMPORTANT INFORMATION – PLEASE READ

Applications for the position of Full-time Police Officer will be accepted by the Mentor Civil Service Commission beginning February 13, 2023 through March 13, 2023 via mail, email, or in-person. If mailing the application, be sure to include copies of proof for extra credit points (see below). Applications postmarked by Monday, March 13, 2023 will be accepted. All Applications will be date and time recorded by the Civil Service Recording Secretary when received; this is used as a tie-breaker to determine final ranking on the Eligibility List per Mentor's city code. Also, per city code, applicants must be at least 20-years old at time of application and 21-years old at time of original appointment/hire by the city. The city does not entertain lateral transfers from other cities based on experience. In accordance with Mentor Codified Ordinance 159.05, "No person is eligible to receive an original appointment on or after the person's 36<sup>th</sup> birthday."

**Written Exam Requirements** – The City of Mentor utilizes the National Testing Network (NTN) online service to obtain a qualified candidate list. Visit [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) to apply and take the required Law Enforcement – Frontline National written exam, or to submit a score from a previously taken exam. An average cumulative overall score of all test sections of at least 70% is considered passing and will be accepted from tests taken from **March 13, 2022 – March 13, 2023**. Passing test scores should be sent to the **CITY OF MENTOR, OHIO** through NTN's website to qualify for the eligibility list\*.

**\*IMPORTANT** – To qualify, you must also submit the city's required Full-time Police Officer Application found in this packet. A fillable pdf file is also available (see link at: [www.cityofmentor.com](http://www.cityofmentor.com)) or print a copy to fill out, scan and email. All emailed/scanned or mailed Applications will be matched to the applicant's test scores when received. Eligible extra credit points (see below) will be added to a passing test score of at least 70% and used in final ranking. If no Application is received, the test score will **NOT** be included on the Eligibility List. Applicants are responsible to send the Application, and extra credit proof (scanned or copied) along with the completed Application, except as noted below for Military Service credit.

**Other Requirements:** You must participate in the following to be eligible to be appointed to the position of Police Officer: Written Examination, Tri-C Physical Agility Test, Background Investigation, Polygraph Examination, Medical Examination, Psychological Test, Drug Screening and Oral interview. You must be a U.S. Citizen at time of appointment.

**Physical Agility Examination** is administered periodically through Cuyahoga Community College (Tri-C). To be processed for possible appointment, you **must** have a current (not more than 12 months old) Tri-C physical agility certificate at time of appointment. Cost for testing is at the applicant's own expense. This certificate is **NOT** required when applying for the Exam/Eligibility List but will be needed further into the interview process. Contact Cuyahoga Community College for dates and times of testing.

**Extra Credit Points:** Qualified Applicants with a passing grade of at least 70% on the Written Exam can earn an additional 2 points for each of the following only if proper documentation is provided with your application:

- 1) Applicants with proof of Military Service **Honorable Discharge** (Long Form DD214, pg. 4 with signatures), or a Letter of Proof signed by your Commanding Officer stating your “**Current Active Duty Service is in Good Standing**”. An Active Duty Military ID alone, is not acceptable proof; please submit a letter from your C.O. Per MCO 159.06(d)(1)(B), Military Service proof is due by the registration deadline, **March 13, 2023** to receive extra credit points.
- 2) Applicants who have successfully completed an Ohio Police Academy **AND** hold a current Ohio Police Certification as defined by OPOTC not more than 12 months old. Recently graduated students may submit a copy of a valid letter of completion not more than 12 months old that includes signatures from the **State of Ohio Attorney General** office as proof. Or, currently employed police officers may submit a **copy** (front and back) of their Police Officer ID as proof; employment will be verified. **Proof is due with Application.**
- 3) Applicants with an Associate Degree Certificate or higher from an accredited university or college, OR who have accumulated class credits equivalent to two complete years (60 credit hours) **AND are currently enrolled in pursuit of a 4-year degreed program** at an accredited university or college as defined by the U.S. Department of Education. Internet-printed transcripts **MUST** show applicant’s name, degree name and total credit hours to qualify. Copies of actual certificates, or sealed transcripts are acceptable proof only if they contain the required information. **Proof is due with Application.**

Email completed/signed Application and any Extra Credit Proof to: [MentorCSC@cityofmentor.com](mailto:MentorCSC@cityofmentor.com)

\*\*Please identify yourself in the subject line when emailing.

Hand-deliver or mail Application and Proof to:

**Mentor Civil Service Commission  
City Manager’s Office - Recording Secretary  
8500 Civic Center Blvd., 3<sup>rd</sup> Floor  
Mentor, OH 44060**

Questions can be emailed to the email address above. There is no filing fee required with this application, although it may be reinstated for future postings.

*Thank you for your interest in working with the  
City of Mentor Police Department*



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Date Rcv'd: \_\_\_\_\_

Time Rcv'd: \_\_\_\_\_

Rcv'd By: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**FULL-TIME POLICE OFFICER APPLICATION  
2023**

**CITY OF MENTOR**

*An Equal Opportunity Employer*  
8500 Civic Center Blvd., Mentor, Ohio 44060

(PLEASE TYPE OR PRINT CLEARLY)

NAME \_\_\_\_\_ SSN \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME OR CELL PHONE: \_\_\_\_\_ BEST TIME TO CALL: \_\_\_\_\_

MAY WE CONTACT YOU AT WORK? \_\_\_\_\_ IF YES, WORK #: \_\_\_\_\_

BEST TIME TO CALL: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

ARE YOU A U.S. CITIZEN? \_\_\_\_\_ IF NOT, ARE YOU OBTAINING CITIZENSHIP? \_\_\_\_\_

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D. EQUIVALENCY? \_\_\_\_\_

ARE YOU AT LEAST 20 YEARS OLD, BUT HAVE NOT YET REACHED THE AGE OF 36? \_\_\_\_\_

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ARE YOU WILLING TO SIGN A WAIVER AND TAKE A PHYSICAL AGILITY TEST, POLYGRAPH EXAM, DRUG SCREENING, MEDICAL EXAM AND PSYCHOLOGICAL EVALUATION? \_\_\_\_\_

HAVE YOU EVER BEEN **INVOLUNTARILY** REMOVED BY MENTOR'S CIVIL SERVICE COMMISSION FROM FURTHER CONSIDERATION AFTER TAKING AN EXAM WITH THE CITY OF MENTOR? \_\_\_\_\_

IF YES, GIVE DATE OF REMOVAL: \_\_\_\_\_ (DOES NOT INCLUDE VOLUNTARY REMOVAL)

ARE YOU A VETERAN OF ANY UNITED STATES ARMED SERVICES? \_\_\_\_\_

IF SO, **PROVIDE A COPY OF HONORABLE DISCHARGE FORM DD214, PG. 4 WITH SIGNATURES; OR ARE YOU CURRENTLY ON ACTIVE DUTY IN GOOD STANDING?** \_\_\_\_\_ A LETTER FROM YOUR C.O. IS NEEDED (SEE FACT SHEET). **TO RECEIVE ADDITIONAL 2 POINTS FOR MILITARY SERVICE, PROOF MUST BE RECEIVED BY CLOSE OF REGISTRATION, MARCH 13, 2023.**

ARE YOU A GRADUATE OF AN OHIO POLICE ACADEMY **AND CURRENTLY** HOLD A VALID (NOT MORE THAN 12 MONTHS OLD) OHIO POLICE CERTIFICATION AS DEFINED BY THE OPOTC? \_\_\_\_\_

**POLICE ACADEMY CERTIFICATES ALONE ARE NOT ACCEPTABLE PROOF; MUST BE AN OPOTC ISSUED CERTIFICATE OR LETTER FROM STATE OF OHIO ATTORNEY GENERAL; OR, A COPY OF A CURRENT POLICE I.D. (SEE FACT SHEET). TO RECEIVE ADDITIONAL 2 POINTS FOR OPOTC, PROOF MUST BE RECEIVED WITH YOUR APPLICATION.**

Extra Pts. Received:

MIL: \_\_\_\_\_ OPOTC: \_\_\_\_\_ EDU: \_\_\_\_\_

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DO YOU HAVE AN **ASSOCIATES DEGREE OR HIGHER** FROM AN ACCREDITED UNIVERSITY/COLLEGE AS DEFINED BY THE U.S. DEPARTMENT OF EDUCATION? \_\_\_\_\_ OR, DO YOU HAVE EARNED CLASS CREDITS **EQUAL TO 2 COMPLETE YEARS (60 HRS) AND CURRENTLY ENROLLED IN A 4-YEAR DEGREE PROGRAM** AT AN ACCREDITED UNIVERSITY OR COLLEGE AS DEFINED BY THE U.S. DEPARTMENT OF EDUCATION? \_\_\_\_\_ **TO RECEIVE ADDITIONAL 2 POINTS FOR EDUCATION, PROOF MUST BE RECEIVED WITH YOUR APPLICATION.**

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES  / NO  (check one)

IF YES, EXPLAIN IN DETAIL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. I hereby certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge. I understand and agree that any misstatement of material fact contained in this application may cause rejection of this application, removal of my name from the eligibility list and dismissal from City Service, and hereby authorize investigation of any and all statements contained in this application. I understand that misrepresentation or omission of facts requested is grounds for dismissal in the event I enter into the employ of the City of Mentor. I understand and agree that my employment is subject to the rules and regulations of the City of Mentor Civil Service Commission, the Ordinances of the City of Mentor, and the rulings of the City Manager or designee, the Rules and Regulations of the Mentor Police Department, and the Agreement between The City of Mentor and the Ohio Patrolmen's Benevolent Association.
2. I further understand that to be processed for possible appointment as a Police Officer, I must possess a valid TRI-C physical agility certificate and that the cost for this is at my own expense. It is my responsibility to keep my physical agility certificate current. I hereby release the City of Mentor from any injuries that might occur during said agility test and waive any and all objections to said test.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms must be submitted to the Mentor Civil Service Commission  
on or before **MARCH 13, 2023 – NO EXCEPTIONS**

*\*\*Completed mailed applications postmarked on or before **MARCH 13, 2023** will be accepted and date/time recorded when received by the Recording Secretary\*\**

*Applications will be matched with test scores when received from the National Testing Network.  
Be sure to designate **CITY OF MENTOR, OHIO** when submitting scores.*

CIVIL SERVICE RECORDING SECRETARY: Mentor Civil Service Commission – City Manager’s Office  
8500 Civic Center Blvd., 3<sup>rd</sup> Floor, Mentor, Ohio 44060  
Direct: 440-974-5790 Email: [MentorCSC@cityofmentor.com](mailto:MentorCSC@cityofmentor.com)

