



# City of Mentor

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

## **CIVIL SERVICE COMMISSION**

*James F. Struna, Chair*  
*Diane L. Pauley, Co-Chair*  
*Daniel W. Llewellyn, Member*  
*Sharon L. Glady, Recording Secretary*

## **JOB OPPORTUNITY**

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

**Date Posted:** January 26, 2018

**Department:** Police Department

**Annual Salary:** \$57,529.93 to \$80,700.36  
*(Effective 3/31/18)*

**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 of age at time of application and 21 years of age 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.

**Last Date for Filing Registration:** 4:30 p.m. on Friday, February 16, 2018

**A \$20 cash filing fee must be submitted with the completed application (No Personal Checks)**

**You must submit an application to participate in the written test.** Application packets are available online at [www.cityofmentor.com](http://www.cityofmentor.com) or from the Civil Service Commission, 3<sup>rd</sup> Floor, 8500 Civic Center Blvd., Mentor, Ohio 44060, **February 5–16, 2018, 8:30 a.m. to 4:30 p.m. weekdays.** See "Fact Sheet" in application packet for specific submission instructions.

The Written Exam will be on **Thursday, March 15, 2018** at the  
Mentor High School, Multipurpose Room, 6451 Center Street, Mentor, OH 44060  
Sign-in begins at **6:00 p.m.** Testing will start promptly at **6:30 p.m.**

Submit application to the Civil Service Commission – 3<sup>rd</sup> Floor,  
8500 Civic Center Boulevard, Mentor, OH 44060 – (440) 974-5790

Mentor is an Equal Opportunity Employer – M/F/V/H



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### FULL-TIME POLICE OFFICER

#### Entrance Examination Fact Sheet 2018

Applications will be accepted weekdays between the hours of 8:30 a.m. and 4:30 p.m., beginning **Monday, February 5<sup>th</sup> through Friday, February 16<sup>th</sup> at 4:30 p.m.** There is a \$20 cash filing fee to be paid when application is submitted (no personal checks). If you are sending your application by mail, be sure to include the \$20 filing fee (cash or money orders accepted), as well as any copies of proof for extra credit points. Only applications **postmarked by Friday, February 16, 2018** will be accepted. Mailed applications will be date/time stamped by the Recording Secretary when received. Date and time that an application is turned in will be used as a tie-breaker to determine ranking on the eligibility list. Candidates must be at least 20 years old at time of application and at least 21 years old at time of appointment/hire. "No person is eligible to receive an original appointment as Mentor Police Officer on or after the person's 36<sup>th</sup> birthday" according to *Mentor Codified Ord. 159.05*.

**Written Examination** will be administered on **Thursday, March 15, 2018** at Mentor High School. Registration will begin at **6:00 p.m.** The test will begin promptly at **6:30 p.m.** Ramsey & Associates will be administering the test; there will not be a review period of the examination. A Picture I.D./Driver's License **must** be presented on the night of the written examination when checking in.

**Physical Agility Examination** is administered periodically through the Tri-C Program. To be processed for possible appointment/hire, you **must** have a valid Tri-C physical agility certificate at time of appointment (not more than 12 months old). Cost for this is at the applicant's own expense. This is not required to take the written exam.

**Other Requirements:** You must participate in the following to an acceptable level 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.

**Extra Points:** Applicants who receive a passing grade of at least 70% on the written exam will earn an additional two points for each of the following only if proper documentation is provided by the end of the registration period on February 16, 2018 at 4:30 p.m., although it is helpful to provide all documentation at time of application:

- 1) Applicants who have successfully completed a Police Academy and hold a current Ohio Police Certification as defined by OPOTC and 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, with signatures from the State of Ohio as proof. Currently employed officers may submit a copy of their Officer I.D. as proof (the Commission will verify your employment);
- 2) Applicants with proof of an Honorable Discharge (Long Form DD214, Pg. 2 with signatures), or a "Letter of Proof" signed by a Commanding Officer of their "Current Active Duty Service in Good Standing"; and,
- 3) Applicants with an Associate Degree, or higher, from an accredited university or college, or who have accumulated class credits equivalent to two complete years (60 hrs.) and are currently enrolled in pursuit of a four-year degree at an accredited university or college as defined by the U.S. Department of Education.

**\*\*Please Bring Copies of Certificates or Proof – We Cannot Make Copies\*\***

**Written Exam** will be administered on:

Date: **Thursday, March 15, 2018**

Time: **Registration: 6:00 p.m.**

**Exam Begins: 6:30 p.m.**

Location: **Mentor High School – Multipurpose Room, 6451 Center Street, Mentor, OH 44060**

#### **Directions:**

**From I-90 (3.4 mi./7 mins.):** Exit I-90 at Rt. 615/Center Street Exit. Proceed north on 615, cross Mentor Avenue (Rt. 20) and the SR-2 Freeway. Mentor High School will be on the right-hand side of the road, about ½ mile past SR-2. The first drive will take you straight back to the south entrance (Entrance C). Once inside, proceed to the Multipurpose Room (directly ahead).

**From SR-2 (0.7 mi./1 min.):** Exit SR-2 at Rt. 615/Center Street Exit; proceed north on 615. Mentor High School will be on the right-hand side of the road, about ½ mile. As above, take the first drive to Entrance C and proceed to the Multipurpose Room.



# PUBLIC SAFETY TRAINING CENTER

Police Agility Program

Standards for Police Physical Agility Exam

## COOPER INSTITUTE OF AEROBIC RESEARCH STANDARDS

30<sup>th</sup> percentile

AGE		20-29	30-39	40-49	50-59
MEN	1.5 Run	13:08	13:48	14:33	16:16
	Sit-Ups (1 Minute)	35	32	27	21
	Push-Ups (1 Minute)	26	20	15	10
WOMEN	1.5 Run	15:52	16:38	17:22	18:59
	Sit-Ups (1 Minute)	30	22	17	12
	Push-Ups (1 Minute)	13	09	07	09



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

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

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

**FOR OFFICE USE ONLY**

**FULL-TIME POLICE OFFICER APPLICATION  
2018**

**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 OF AGE, BUT HAVE NOT YET REACHED THE AGE OF **36**? \_\_\_\_\_

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 REMOVED FROM FURTHER CONSIDERATION AFTER TAKING A CIVIL SERVICE EXAM FOR THE CITY OF MENTOR? \_\_\_\_\_ IF YES, GIVE DATE: \_\_\_\_\_

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

**IF SO, PROVIDE HONORABLE DISCHARGE FORM DD214, PG. 2 WITH SIGNATURES.**

ARE YOU CURRENTLY ON ACTIVE DUTY IN "GOOD STANDING"? (SEE FACT SHEET) \_\_\_\_\_

**IF YOU WISH TO RECEIVE EXTRA POINT CONSIDERATION FOR MILITARY SERVICE, PROOF OF SERVICE MUST BE RECEIVED BY CLOSE OF REGISTRATION, FEBRUARY 16, 2018 AT 4:30 P.M.**

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

**POLICE ACADEMY CERTIFICATIONS ALONE ARE NOT ACCEPTABLE PROOF; MUST BE OPOTC CERTIFICATE OR CURRENT POLICE I.D. (SEE FACT SHEET)**

**TO RECEIVE ADDITIONAL 2 POINTS, PROOF MUST BE RECEIVED BY CLOSE OF REGISTRATION, FEBRUARY 16, 2018 AT 4:30 P.M.**

Extra Pts. Received: \_\_\_\_\_ APPLICANT'S INITIALS: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

(Continued on Reverse)

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 CLASS CREDITS EQUAL TO TWO COMPLETE YEARS (60 HRS) AND ARE CURRENTLY ENROLLED IN A FOUR-YEAR DEGREEED PROGRAM AT AN ACCREDITED UNIVERSITY/COLLEGE AS DEFINED BY THE U.S. DEPARTMENT OF EDUCATION? \_\_\_\_\_  
**TO RECEIVE ADDITIONAL 2 POINTS FOR EDUCATION, PROOF MUST BE RECEIVED BY CLOSE OF REGISTRATION, FEBRUARY 16, 2018 AT 4:30 P.M.**

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

IF SO, 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 eligible 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: \_\_\_\_\_

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Completed forms must be returned to the Civil Service Commission Recording Secretary on or before **Friday, February 16, 2018 at 4:30 p.m. – NO EXCEPTIONS**  
*\*\*Completed applications postmarked on or before Friday, February 16, 2018 will be accepted and date/time stamped when received by the Recording Secretary\*\**

**A \$20.00 CASH FILING FEE MUST BE SUBMITTED WITH THIS APPLICATION (NO PERSONAL CHECKS)**

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CIVIL SERVICE RECORDING SECRETARY: City Manager's Office – Mentor Municipal Center  
8500 Civic Center Blvd., 3<sup>rd</sup> Floor  
Mentor, Ohio 44060  
(440) 974-5790

**Hours of Application Acceptance from 8:30 a.m. to 4:30 p.m.,  
Weekdays only, Monday, February 5, 2018 through Friday, February 16, 2018**

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## CITY OF MENTOR

### *Equal Employment Opportunity Questionnaire*

The following information would be appreciated on a voluntary basis for compliance with governmental reporting requirements, such as for Equal Employment Opportunity (EEO) Reports. It will be detached when your application is filed, and it will not be considered in the employment process.

1. Your name \_\_\_\_\_ (optional)
2. Job applied for     Full-Time Police Officer
3. Sex (please check)                      Male                       Female
4. Describe yourself in terms of one of the following groups: (Please check one)  

<input type="checkbox"/> A. American Indian/Alaskan Native	<input type="checkbox"/> D. Hispanic/Spanish Surnamed
<input type="checkbox"/> B. Black/African American	<input type="checkbox"/> E. Asian/Pacific Islander
<input type="checkbox"/> C. White/Caucasian	<input type="checkbox"/> F. Other: _____ (please specify)
5. How did you hear about this job? (please check one)  

<input type="checkbox"/> A. Newspaper (please give name): _____
<input type="checkbox"/> B. Mentor Channel 12
<input type="checkbox"/> C. Professional Journal (please give name): _____
<input type="checkbox"/> D. Community Agency (please give name): _____
<input type="checkbox"/> E. Ohio Bureau of Employment Services
<input type="checkbox"/> F. City of Mentor Website ( <a href="http://www.cityofmentor.com">www.cityofmentor.com</a> )
<input type="checkbox"/> G. Other (please specify): _____

Date: \_\_\_\_\_