



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. Gladly, Recording Secretary

JOB OPPORTUNITY

Job Title: Full-Time Police Officer

Date Posted: July 1, 2020

Department: Police Department

Annual Salary: \$58,968.26 to \$82,717.96

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 (36th) birthday. Must have a valid driver's license. Must successfully complete required police training and achieve Basic Training Certification.

You must submit an application to participate in the Written Exam and you must take the Written Exam to be considered for the Eligibility List for possible appointment. Applications will be accepted in-person at the Civil Service Commission in the City Manager's Office, 3rd Floor, 8500 Civic Center Blvd., Mentor from **July 13 – 24, 2020 from 8:30 am – 4:30 pm, Weekdays Only.** Application packets are available online to print at www.cityofmentor.com. See **FACT SHEET** attached for detailed information regarding application submission and COVID-19 notice.

Last Date for Registration is Friday, July 24, 2020 at 4:30 pm
A \$20 cash or money order filing fee must be submitted with the completed application – **No personal checks, credit or debit cards accepted**

The Written Exam will be on **Saturday, August 8, 2020** at the Mentor High School, Social Center, 6451 Center Street, Mentor, OH 44060
Sign-in begins at **8:15 am** Testing will start promptly at **9:00 am**
Valid I.D. Required at Check-in

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

Mentor is an Equal Opportunity Employer



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FULL-TIME POLICE OFFICER Entrance Examination 2020 FACT SHEET

Due to current COVID-19 State of Ohio social distancing guidelines, you are asked to wear a mask to apply and to the written exam.* Temperatures will be taken on the day of the exam. If you are sick, please stay home.

Applications for the Written Exam for Police Officer will be accepted in the Mentor City Manager's Office between the hours of 8:30 am and 4:30 pm, beginning **Monday, July 13 through Friday, July 24, 2020**. There is a \$20 filing fee (cash or money order only) to be paid when application is submitted (no personal checks, debit or credit cards). If mailing the application, be sure to include the \$20 filing fee, as well as copies of proof for extra credit points. Applications postmarked by Friday, July 24, 2020 will be accepted. Mailed applications will be date/time stamped by the Civil Service Recording Secretary when received. Date and time that an application is received is used as a tie-breaker to determine final ranking on the Eligibility List per City Code. Candidates must be at least 20-years old at time of application and at least 21-years old at time of original appointment/hire by the City; the City does not entertain direct transfers from other cities based on experience. In accordance with Mentor Codified Ord. 159.05, "No person is eligible to receive an original appointment on or after the person's 36th birthday." ***Masks are recommended if applying in person. Please stay home if you are sick and use the mail-in option.**

Written Exam will be on **Saturday, August 8, 2020** at Mentor High School (see below for times). Ramsey & Associates will administer the test; there will not be a review period of the exam and there is no study material. A picture ID/Driver's License **must** be presented upon check-in at the Written Exam.

Physical Agility Examination is administered periodically through the Tri-C Program. To be processed for possible appointment, you **must** have a current 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 certificate 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 can earn an additional **2 points for each** of the following only if proper documentation is provided by the end of the registration period at 4:30 p.m on July 24, 2020, although it is preferred you provide all documentation at time of application:

- 1) 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 with signatures from the State of Ohio Attorney General as proof. Currently employed police officers may submit a **copy** of their Officer ID as proof; employment will be verified; and
- 2) Applicants with proof of Honorable Discharge (Long Form DD214, pg. 2 or Member Copy 4 with signatures), or a Letter of Proof signed by your Commanding Officer stating your "Current Active Duty Service is in Good Standing"; and
- 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. Sealed transcripts are also acceptable proof.

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

Written Exam will be administered on:

***Masks are recommended for the safety of all attending.**

Date: **Saturday, August 8, 2020**

Time: **Registration: 8:15 am – PLEASE STOP AT DOOR TO HAVE YOUR TEMPERATURE TAKEN
Exam Begins: 9:00 am**

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

Directions:

From I-90 or SR-2: 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 takes you straight back to the south entrance C. Once inside, proceed to the Social Center (directly ahead).



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Sharon L. Glady, Recording Secretary

Date Rcv'd: _____

Time Rcv'd: _____

Rcv'd By: _____

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**FULL-TIME POLICE OFFICER APPLICATION
2020**

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 FROM FURTHER CONSIDERATION AFTER TAKING A CIVIL SERVICE EXAM WITH THE CITY OF MENTOR? _____ IF YES, GIVE DATE: _____

ARE YOU A VETERAN OF ANY UNITED STATES ARMED SERVICES? _____

IF SO, PROVIDE A COPY OF HONORABLE DISCHARGE FORM DD214, PG. 2 OR MEMBER COPY 4 WITH SIGNATURES;

OR, ARE YOU CURRENTLY ON ACTIVE DUTY IN "GOOD STANDING"? (SEE FACT SHEET) _____

TO RECEIVE ADDITIONAL 2 POINTS FOR MILITARY SERVICE, PROOF MUST BE RECEIVED BY CLOSE OF REGISTRATION, JULY 24, 2020 AT 4:30 PM.

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, OR A CURRENT POLICE I.D. (SEE FACT SHEET)

TO RECEIVE ADDITIONAL 2 POINTS FOR OPOTC, PROOF MUST BE RECEIVED BY CLOSE OF REGISTRATION, JULY 24, 2020 AT 4:30 PM.

Extra Pts. Received: _____ APPLICANT'S INITIALS: _____

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 CLASS CREDITS **EQUAL TO 2 COMPLETE YEARS (60 HRS) AND ARE CURRENTLY ENROLLED** IN A FOUR-YEAR DEGREE 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, JULY 24, 2020 AT 4:30 PM.

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: _____

Completed forms must be returned to the Civil Service Commission Recording Secretary on or before **Friday, July 24, 2020 at 4:30 pm – NO EXCEPTIONS**

Completed applications postmarked on or before July 24, 2020 will be accepted and date/time stamped when received by the Recording Secretary

**A \$20.00 CASH OR MONEY ORDER FILING FEE MUST BE SUBMITTED WITH THIS APPLICATION
NO PERSONAL CHECKS, CREDIT OR DEBIT CARDS ACCEPTED**

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

**Hours of Application Acceptance from 8:30 am to 4:30 pm
Weekdays only, Monday, July 13 – Friday, July 24, 2020**

Masks are recommended if applying in person and at the Written Exam

