SWORN POLICE OFFICER

HIRING PROCESS

STEP 1: APPLICATION (ENTRY LEVEL & LATERAL) (4 WEEKS)

Your application for the position of Police Officer is the first step in the employment process.

In the future, you will be expected to successfully complete a series of assessments and to pass a thorough screening process. You will be notified of dates, times, and locations where you must appear to fulfill these requirements.

Detailed explanations of these assessments and the screening procedures are included in this pamphlet.

You will be given notice of your acceptance or disqualification for hiring as soon as possible after completion of the application process.

Minimum requirements to complete application

Entry Level Applicants

Must be a United States citizen
Must be between 21-35 years old
Must be able to read, write and speak the English language
Must possess a valid driver’s license
Must possess a high school diploma or G.E.D.

Lateral Transfer Applicants

Must have a current State of Ohio OPOTA Peace Officer certificate
Must be employed as a part time or full time police officer in any jurisdiction in the State of Ohio
Must be a United States citizen
Must be able to read, write and speak the English language
Must possess a valid driver’s license
Must possess a high school diploma or G.E.D.
Must be at least 21 years of old
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STEP 2: PHYSICAL AGILITY TESTING (ENTRY LEVEL & LATERAL) (3-5 WEEKS)

The applicant must take and pass a physical fitness test. Those who pass the physical agility test will move on to the written portion of the test.

STEP 3: WRITTEN EXAMINATION (ENTRY LEVEL ONLY) (3-5 WEEKS)

The written test comprises 70% of the total examination score. The written test has several components. In order to pass, an applicant must receive a minimum cumulative score of 75% on the written test, AND an applicant may not score below 60% on an individual written test component.

STEP 4: ORAL ASSESSMENT BOARD (ENTRY LEVEL & LATERAL) (3-5 WEEKS)

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.

At the completion of Step 4 all applicants who have successfully completed all three portions of the examination process will be ranked and placed on the eligibility list for hire. (2-3 WEEKS)

STEP 5: BACKGROUND INVESTIGATION: (ENTRY LEVEL & LATERAL) (8-10 WEEKS)

Once the eligibility list is certified by the Civil Service Commission each applicant shall undergo a background check prior to consideration by the appointing authority. The applicant will be required to have completed a Personal History Statement to assist the investigator during the background investigation.

DISQUALIFIERS

The following occurrences in your background will result in rejection of your application:

- Any felony conviction or currently under indictment for a felony offense.
- Any prior criminal conviction for domestic violence, perjury or falsification.
- Any pending criminal charge (Misdemeanor of Felony).
- If you are currently subject to an active restraining or protection order.
- Must not have been discharged from any branch of the United States Military Service under less than honorable conditions including Dishonorable discharge, bad conduct discharge, or any other characterization of service indicating bad character.
- Must not be a fugitive from justice

The following occurrences in your background may result in rejection of your application:

- Felony conduct.
- Non-compliance to law.
- Illegal use of drugs or conviction for drug-related violations.
- Excessive use of alcohol.
- Anti-social behavior.
- Poor work habits.

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- Poor driving record. For instance, numerous crashes or numerous convictions for moving traffic violations.
- Numerous debts which are not regularly being paid or recent history of debt not being paid
- Poor morale character, emotional instability, inadequate or lack of effective communication skills, poor decision making skills

False Statements or Omissions

Any deliberate false statement or omission provided at any stage of the application process shall result in the rejection of the applicant, regardless of the nature. The Services Division Commander shall make the final determination regarding applicant rejection related to this area.

Failing to cooperate

Failing to cooperate fully with the personnel staff and keeping all scheduled appointments; failing to provide the needed documents within the specified time limits; failing to provide added personal information as needed, or failing to update changes within ten (10) days of the change will disqualify an applicant from the hiring process.

STEP 6: Hiring Board (Entry Level & Lateral) (1-3 Weeks)

The applicant will appear before a hiring board that consists of department personnel and the hiring authority.

STEP 7: Conditional Offer of Employment (Entry Level & Lateral) (2-3 Weeks)

At the completion of Step 6 the Hiring Board shall make their recommendations to the hiring authority. The hiring authority shall make the final hiring decisions. Those that are hired will receive a conditional offer of employment. Following the offer the applicant will complete a psychological assessment and interview, medical examination and drug screening. During this step the applicant will be required to complete a Computer Voice Stress Analyzer test for the purposes of truth verification.

STEP 8: Final Offer of Employment (Entry & Lateral) (2-4 Weeks)

Applicants who successfully complete all requirements will be offered a final offer of employment and given a swearing in date.

Entry level candidates not OPOTA certified will be enrolled in an OPOTA academy upon appointment.

Estimated timeline for hiring process is 26-39 weeks for entry level and 25-37 weeks for lateral transfers.

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