

GENERAL REQUIREMENTS  
ENTRY-LEVEL PATROL OFFICER

1. Shall attain the age of 21 on or prior to date of appointment. No person shall be eligible to receive original appointment on and after the person's 35<sup>th</sup> birthday.
2. Shall be citizen of United States.
3. Hold a valid Ohio Driver License at time of appointment with a "good driving record".
4. Must be a high-school graduate or hold a GED certificate.
5. Appointee must have minimum 20/20 corrected vision.
6. Appointee must pass a comprehensive medical exam, which will include drug screening test and urinalysis along with a polygraph/voice stress analyzer and/or psychological testing. All appointees will be required to submit to 2 nonscheduled drug screening tests during probationary period.
7. The Police Department will request the candidate to produce a current and valid "certificate of completion" from Cuyahoga Community College for the Police Officer Standardized Physical Agility (candidate must also have a valid certificate at time of appointment), BCI check (additional cost to applicant), current credit history (additional cost to applicant) and a completed application packet upon receipt of letter of notification from the Civil Service Commission. Any candidate unable to produce any of these items will be removed from the eligibility list.

THE FOLLOWING ITEMS MUST BE SUBMITTED AT THE TIME OF FILING. NONE WILL BE ACCEPTED AT A LATER DATE.

- 1 \_\_\_\_\_ Completed application.
- 2 \_\_\_\_\_ \$30.00 non-refundable filing fee.
- 3 \_\_\_\_\_ Original, current head and shoulders photograph at least 2" x 2" (passport type).
- 4 \_\_\_\_\_ Copy of Birth Certificate and proof of US Citizenship if applicable.
- 5 \_\_\_\_\_ Driver License.
- 6 \_\_\_\_\_ Copies of all educational diplomas.
- 7 \_\_\_\_\_ Proof of Honorable Discharge or Separation under Honorable Conditions from Armed Forces of the United States for military credit. Applicants must have served minimum 180 days.
- 8 \_\_\_\_\_ Copies of W2 forms to verify law enforcement experience

All Application forms must be properly completed in English before filing with the Commission Secretary. Note: City does not furnish photocopies.

At time of submission of completed application, applicant must show original driver license to Commission Secretary to verify driver's license number.

This list may not include all requirements in accordance with the Rules and Regulations of the Civil Service Commission, City of Parma Heights. Other requirements, if any will be listed in the information packet or on the application forms.

THE CITY OF PARMA HEIGHTS IS AN EQUAL OPPORTUNITY EMPLOYER