IOS™ - Recruitment and Testing Services

Painesville, OH Police Department – Police Officer Application Instructions

Thank you for your interest in the Painesville Police Department. Please be sure to carefully review all application instructions and testing information.

POLICE OFFICER APPLICATION INSTRUCTIONS:

1. Carefully review the **minimum requirements** on the following page. All requirements **must** be met by the specified deadline date(s). **Applicants who do not meet the minimum requirements will not be allowed to continue in the testing process.**

2. Visit recruitment.iosolutions.org to complete the online application for the position of Police Officer. **THE DEADLINE FOR THE ONLINE APPLICATION IS MARCH 31, 2016 AT 4:00 PM (CST)**. When you have finished the application, you will receive a **CONFIRMATION NUMBER**. Save this number for your records.

3. There will be a **non-refundable $20.00 testing fee** payable to the **City of Painesville**, 7 Richmond Street, P.O. Box 601, Painesville, OH 44077. Please mail or drop off payment at the Human Resources Department by **APRIL 22, 2016.**

4. Applicants may mail/ship release form(s) and required documents:
   - **Gather** all required documents, **sign** release form(s) and place all documents into an envelope. Mail/ship envelope via traceable carrier (FedEx, UPS, etc.) or hand-deliver to:
     IOS Recruitment
     ATTN: Painesville PD
     1127 S Mannheim Rd
     Suite 203
     Westchester, IL 60154
     Business Hours: 8:30 a.m. – 5:00 p.m. M – Th, 8:30 a.m. – 3:00 p.m. Friday, closed weekends and holidays

5. Application and required documents must be received by IOS Recruitment **no later than 4:00 PM on THURSDAY, MARCH 31, 2016**. Documents delivered after the application deadline will **not** be accepted.

Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.org with questions regarding the application, required documents or testing BEFORE the application deadline date.

ORIENTATION AND TESTING INFORMATION:

Candidates must attend the mandatory orientation, physical agility test and written examination on **SATURDAY, APRIL 23, 2016**. Please arrive no later than **8:30 AM** with a photo ID (driver's license, state ID, military ID) to sign-in. Test will be held at:

Harvey High School Field House, Recreation Park 301 Latimore St. Painesville, OH 44077

Applicants MUST have paid a non-refundable $20 testing fee ***(in addition to the application fee paid to IOS recruitment)*** **to: City of Painesville, Civil Service Commission, P.O. Box 601, Painesville, OH 44077 by APRIL 22, 2016.**

Candidates will participate in a testing process that consists of a physical agility test and a written examination and a subjective examination. The written examination will assess cognitive ability and non-cognitive factors. The subjective component will be administered in a written format and will assess behavioral skills including conflict resolution, integrity, initiative, service orientation, subordination and team orientation.

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Painesville, OH Police Department – Minimum Requirements

APPLICATION DEADLINE: THURSDAY, MARCH 31, 2016 at 4:00 PM

POLICE OFFICER MINIMUM REQUIREMENTS:

- $25 non-refundable application fee (paid to IOS Recruitment);
- U.S. Citizenship;
- High School Diploma or Equivalent (GED);
- Valid Ohio Driver's License, which is to be shown at the time of written test sign-in;
- Must be **at least 21 years of age and under 35 years of age at time of original appointment.** (No person shall be eligible to receive an original appointment on and after his/her thirty-fifth (35) birthday or prior to his/her twenty-first (21) birthday);
- Must possess an Ohio Police Officer Training Academy (OPOTA) Certificate at the time of original appointment;
- Applicants **MUST** pay a **non-refundable $20 testing fee** to: City of Painesville, Civil Service Commission, P.O. Box 601, Painesville, OH 44077 by **APRIL 22, 2016** *(this fee is in addition to the $25.00 fee paid to IOS Recruitment)*;
- Those individuals hired shall be required to abstain from tobacco use for the duration of their employment with the Painesville City Police Department; those hired will be required to submit for a nicotine test.
- Applicants MUST submit documentation for additional credit by application deadline (see below).

ADDITIONAL CREDIT (Maximum of 15%):

Additional credit in the maximum amount of 15% total shall be granted to applicants with, only After receiving a passing score, shall be added to their written score who show proof at the time of application of the following:

- **Prior service with an honorable discharge and completed 180 days or more of active duty in this country's armed forces** (Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard or the reserve units of such); 5% additional credit of applicant's written score – DD214 required.
- **Municipal, State, or County law enforcement satisfactory full-time service with a municipal, state, or county law enforcement agency for five (5) years or more**; 10% additional credit of applicant's written score. Applicants applying for prior law enforcement credit MUST submit an ORIGINAL signed letter from his/her employer stating years of service as proof of said service
- **Completion of the police academy**; 5% additional credit of applicant's written score. Applicants applying for credit must provide OPOTC certificate.
- **Education Credit as follows (Maximum of 5%):**
  - 2.5% for an associate's degree or two years completed in pursuit of a 4 year degree at an accredited university or college; or
  - 5% for a bachelor's degree or higher educational degree from an accredited university or college.

***Credits will only be added to the passing score and higher. Credit will not be applied to achieve a passing score.**

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Painesville, OH Police Department – Application and Recruitment Information

PAINESVILLE POLICE OFFICER APPLICATION DOCUMENTS - Due MARCH 31, 2016 AT 4:00 PM

BE SURE TO PROVIDE ANSWERS FOR ALL APPLICABLE QUESTIONS IN THE APPLICATION. IF NOT APPLICABLE, PLEASE FILL IN "N/A." INCOMPLETE APPLICATIONS MAY RESULT IN DISQUALIFICATION.

☐ **Confirmed Online Application** **Write Your Confirmation Number Here:_____**

☐ **Consent and Release Agreement (2 pages) – must be signed and dated by applicant.**

TESTING FEE - Payment DUE: APRIL 22, 2016

Applicants must have paid a non-refundable $20 testing fee to: **City of Painesville, Civil Service Commission, P.O. Box 601, Painesville, OH 44077**

REQUIRED DOCUMENTS - Due MARCH 31, 2016 AT 4:00 PM

BE SURE THAT ALL PHOTOCOPIES ARE CLEAR AND LEGIBLE.

☐ **COPY of HIGH SCHOOL DIPLOMA**

If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.

☐ **COPY of VALID DRIVER'S LICENSE**

Include copy of both sides if license bears renewal sticker.

☐ **COPY of BIRTH RECORD AS PROOF OF CITIZENSHIP**

The following documents are accepted as proof of citizenship:

- **COPY of U.S. COUNTY-/STATE-ISSUED BIRTH RECORD**
- **COPY of VALID U.S. PASSPORT**
- **COPY of NATURALIZATION PAPERS**

Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

ADDITIONAL CREDIT - Due MARCH 31, 2016 AT 4:00 PM

Additional credit shall be granted to applicants, only after receiving a passing score, who show proof at time of application. *Credits will only be added to the passing score and higher. Credit will not be applied to achieve a passing score.

****If an applicant is seeking additional credit for a maximum of 15% they must submit the below listed documents for consideration**:

☐ **COPY of Military DD-214 showing honorable discharge**

Prior service with an honorable discharge in this country's armed forces (Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard or the reserve units of such); 5% additional credit of applicant's written score.

☐ **Original signed letter from employer indicating dates of employment**

Municipal, State, or County law enforcement service of five (5) full-time years or more; 10% additional credit of applicant's written score. Applicants applying for prior law enforcement credit must provide proof of said service.

☐ **COPY of OPOTC certificate**

Completion of the police academy; 5% additional credit of applicant's written score.

☐ **COPY of official college/university transcripts OR diploma**

Education Credit as follows (Maximum of 5%) :

- 2.5% for an associate's degree or two years completed in pursuit of a 4 year degree at an accredited university or college
- 5% for a bachelor's degree or higher educational degree from an accredited university or college

Please deliver **signed release form** and **all required documents** to the address below by **MARCH 31, 2016 AT 4:00 PM:**

IOS Recruitment
ATTN: Painesville PD
1127 S Mannheim Rd. Suite 203
Westchester, IL 60154

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IO Recruitment before the application deadline with any questions regarding the application, required documents or testing.

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Painesville, OH Police Department – Application and Recruitment Information

PURPOSE: Public notice is hereby given by the City of Painesville, Ohio Civil Service Commission of an open-competitive examination to establish an eligibility list for original appointment for the position of full-time Police Officer in the Painesville Police Department.

TEST INFORMATION:

- Saturday, April 23, 2016
- HARVEY HIGH SCHOOL Field House, Recreation Park 301 Latimore St. Painesville, OH 44077
- Sign-in will begin at 8:30 a.m. (EST), Physical Agility testing will begin at 9:00 a.m. (EST)
- NO ONE SHALL BE ADMITTED TO THE BUILDING AFTER 8:30 a.m. (EST)
- Applicants must present a valid Ohio driver's license for admission to the examination.
- Applicants must successfully pass the physical agility test to proceed to the written examination.
- Applicants must have paid a non-refundable $20 testing fee to: City of Painesville, Civil Service Commission, P.O. Box 601, Painesville, OH 44077 by April 22, 2016.
- NO FOOD OR BEVERAGE WILL BE PERMITTED IN THE EXAMINATION AREA.

DIRECTIONS TO HARVEY HIGH SCHOOL FIELD HOUSE: From route 90, take route 44 north to sr 84. Turn right onto 84 and continue east until you reach Liberty St. Turn left and continue north until you reach South Park. Turn right, travel east around the square and turn right onto Main St. Take Main St., east past S. St. Clair St., and N. State St., down the hill. Turn left onto Mill St., and enter Painesville Recreation Park, the Field House will be on your left side.

ENTRY TO BUILDING: Applicants should enter the fenced area for the football stadium. Field house will be on their left.

PASSING GRADE: Applicants must successfully complete the physical agility test to move onto the written examination. Applicants must achieve a 70% or higher on the written test for a passing score.

ADDITIONAL CREDIT (15% Maximum): Additional credit in the maximum of 15% total shall be granted to applicants, only after receiving a passing score, shall be added to their written score who show proof at time of application of the following:

- Prior service with an honorable discharge and completed 180 days or more of active duty in this country's armed forces (Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard or the reserve units of such) 5% additional credit of applicant's written score – DD214 required.
- Municipal, State, or County law enforcement satisfactory service of five (5) full-time years or more; 10% additional credit of applicant's written score. Applicants applying for prior law enforcement credit must submit an ORIGINAL signed letter from his/her employer indicating dates of employment as proof of said service.
- Completion of the police academy; 5% additional credit of applicant's written score. Applicants applying for credit must provide OPOTC certificate.
- Education Credit as follows (Maximum of 5%):
  - 2.5% for an associate's degree or two years completed in pursuit of a 4 year degree at an accredited university or college
  - 5% for a bachelor's degree or higher educational degree from an accredited university or college.

*** Credits will only be added to the passing score and higher. Credit will not be applied to achieve a passing score.**

CONDITIONS OF EMPLOYMENT AS A POLICE OFFICER:

- Prior to appointment, successful examinees shall be required to successfully complete a comprehensive medical examination, polygraph test, psychological evaluation, full background investigation and driver record check.
- Those individuals hired shall be required to abstain from tobacco use for the duration of their employment with the Painesville City Police Department. . Those hired will be required to submit for a nicotine test.

Contact IOS Recruitment with all questions about the application and requirements BEFORE the application deadline.

Any falsification, misrepresentation or deliberate omission of fact either included within the application or provided during the pre-employment process shall be justification for denial of employment, or if ultimately employed by the City of Painesville, termination therefrom.

The City of Painesville is an Equal Employment Opportunity employer, and does not discriminate against persons because of Race, Sex, Religion, Nationality, nor for any other reason. Minorities and females are encouraged to apply.

Consent and Release Agreement

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with Painesville Police Department ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, IOS Recruitment ("IOS Recruitment"), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FRCA.

Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

I hereby certify that I have read this document and I understand its content.

Print Name: _____ Social Security Number: _____

Signature: _____Date: _____