



Painesville Police Department • 28 Mentor Avenue • Painesville Ohio 44077 • 440-392-5840  
[www.painesville.com](http://www.painesville.com)

INFORMATION FOR LATERAL ENTRY PROCESS FOR POSITION OF FULL TIME POLICE PATROL OFFICER

<b>MINIMUM QUALIFICATIONS</b>	
<b>Read the following minimum qualifications <i>before</i> you begin completing the application. If you do not meet the minimum qualifications, DO NOT submit an application.</b>	
<b>CERTIFICATION</b>	Must possess a current and valid OPOTA certification.
<b>EXPERIENCE</b>	Must be currently employed as a full-time State of Ohio certified peace officer or on layoff from their prior police employer no more than 12 months from the time of application. Candidates will have a minimum of three (3) years of consecutive full-time law enforcement experience.
<b>AGE</b>	Minimum of 21 years of age and a maximum of 40 years of age. An applicant shall not have attained his/her 41 <sup>st</sup> birthday at the time of appointment.
<b>EDUCATION</b>	High school diploma or G.E.D. is required.
<b>DRIVERS LICENSE</b>	Must possess a valid Ohio driver's license and have an acceptable driving record.
<b>FITNESS</b>	Must be physically, mentally, emotionally and medically capable of performing the duties of the position.
<b>CITIZENSHIP</b>	Must be a citizen of the United States, or have legally declared his/her intention of becoming a citizen of the United States and be authorized to work in the United States.

<b>OTHER REQUIREMENTS</b>
<p>Must be willing to work irregular hours and days, enforce laws regardless of personal ethics or feelings, wear the uniform furnished by the department grooming standards, carry a firearm and work under adverse or potentially hazardous conditions.</p> <p>Must also be of good moral character, free from any physical, emotional or mental condition which would preclude one from successfully performing the essential functions of the job, mentally and physically capable of taking the life of another if justified in terms of existing laws, policies and procedures and have the skill to read and interpret complex technical documents written in English, such as laws, ordinances, court decisions and training bulletins.</p> <p>Must successfully complete all phases of testing and selection process.</p>

## APPLICATION PROCESS

OBTAINING AN APPLICATION PACKET	You can obtain an application packet by downloading it from the City of Painesville website <a href="http://www.painesville.com/employment">www.painesville.com/employment</a> or by picking it up at the City of Painesville Police Department located at 28 Mentor Avenue, Painesville Ohio 44077.
APPLICATION PERIOD	Completed application packets for Lateral Entry Process may be turned in from October 2, 2020 until the closing date of November 17, 2020 by 3:00PM to the Painesville Police Department located at 28 Mentor Avenue, Painesville Ohio 44077. <b>Applications will only be accepted Monday through Friday, 8:00AM to 3:00PM.</b>
APPLICATION FEE	There is no application fee

If you have any questions, please contact the Civil Service Secretary, Connie Morrison, at 440-392-5788 or [cmorrison@painesville.com](mailto:cmorrison@painesville.com)

## STEPS IN THE SELECTION PROCESS

- Submit a completed application packet before the deadline
- Background investigation
- Panel Interviews
- Psychological assessment
- Interview with the Chief of Police
- Post offer polygraph examination and physical/medical examination

**THE PAINESVILLE POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

## APPLICATION MATERIALS CHECKLIST

Please use the checklist below to ensure that you present and submit all required materials for application to the City of Painesville Police Department.

- Completed Application
- Copy of your Ohio Driver's License
- Copy of OPOTA Certificate
- Copy of High School Diploma
- Copy of Military DD214 or College Transcripts (no credit given)
- Proof of consecutive three years full-time State of Ohio certified peace officer or on layoff from their prior police employer no more than 12 months from the time of application.