



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> 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>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  OR  a person who resigned his or her position as an Ohio police officer within 15 months of the time they apply to be hired through the Lateral Entry Civil Service Process with the City and who was in good standing with their former police department when they resigned and who is capable of becoming fully certified as an Ohio Police Officer within 6 months of the time they apply to the City.  Candidates aged 21 to 34 must have a minimum of one (1) year of full-time law enforcement experience. Candidates aged 35 to 40 must have a minimum of three (3) years of full-time law enforcement experience. Candidates aged 41 to 48 must have a minimum of five (5) years of full-time law enforcement experience.
<b>AGE</b>	Minimum of 21 years of age and a maximum of 48 years of age. An applicant shall not have attained his/her 49 <sup>th</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.

## OTHER REQUIREMENTS

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.

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.

Must successfully complete all phases of testing and selection process.

## APPLICATION PROCESS

OBTAINING AN  
APPLICATION  
PACKET

You can obtain an application packet by downloading it from the City of Painesville website [www.painesville.com/employment](http://www.painesville.com/employment) or by picking it up at the City of Painesville Police Department located at 28 Mentor Avenue, Painesville OH 44077.

APPLICATION  
PERIOD

Completed applications for Lateral Entry Process will be accepted starting Friday, March 15, 2024 through July 10, 2024 at 3:00 pm. **Please turn completed applications into the Painesville Police Department. Someone will be available 24/7.**

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 to the Painesville Police Department by the deadline of January 3, 2024.
- 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 or G.E.D.
- Copy of Military DD214 or College Transcripts (no credit given)
- Proof of applicant's full-time law enforcement experience in relation to age (one, three, or five years) as a State of Ohio certified peace officer or on layoff from their prior police employer no more than 12 months from the time of application.