

## **CIVIL SERVICE COMMISSION**

132 North Elmwood Avenue

Medina, OH 44256

DATE OF ISSUE: April 26, 2023

MEDINA CIVIL SERVICE COMMISSION announces an open-competitive examination process for lateral transfer patrol officers to create a lateral transfer eligible list for the classification of:

### **POLICE PATROL OFFICER (LATERAL TRANSFER)**

Accepting applications on an on-going basis. When a vacancy occurs, all applicants will be contacted to participate in the lateral transfer testing process. Applications may be obtained at the Civil Service Office lower level of Medina City Hall, 132 N. Elmwood or by email at [lwilson@medinaoh.org](mailto:lwilson@medinaoh.org) or calling the Civil Service Commission office at (330)722-9077 or visiting <https://www.medinaoh.org/job-opportunities> for more information and to locate an application to complete and submit online. Please mention you are "Interested in the Lateral Transfer Option" on your application.

#### **APPLICATIONS ACCEPTED ON AN ON-GOING BASIS**

**SALARY:** \$66,032-\$84,267/annually (\$31.74-\$40.51/hourly) plus time and a half for approved overtime work. Lateral transfer wage compensation is based on full-time law enforcement experience. These wages include the city's contribution of 10% towards the employee's contribution to the Police & Firemen's Disability and Pension Fund under a deferred plan. Benefits include: uniform allowance, group hospitalization/or opt-out stipend, sick leave, paid holidays, paid vacations.

**NATURE OF WORK:** Protection of life and property through the enforcement of laws and ordinances.

**MINIMUM QUALIFICATIONS:** Lateral Transfer Officers must be currently employed with a minimum of one (1) year of full-time peace officer experience, or previously employed within the last twelve (12) months as a full-time peace officer, with an Ohio State Certified Law Enforcement Agency in a jurisdiction in the State of Ohio, including having completed the probationary period at that employment. For purpose of this requirement, "peace officer" shall be defined in the Ohio Revised Code 109.71 (A). Need to be in physical condition to perform the essential functions of the job. Must be 21 years of age, but be less than 41 years of age at time of appointment. Have a valid Ohio driver's license. Applicant must be certified by the Ohio Peace Officer Training Academy (OPOTA) or present to the Commission an OPOTA letter of training equivalency. **No criminal record other than minor traffic violations**

**NATURE OF EXAMINATION:** Individually scheduled computerized assessment will be used that provides insight into each candidate's motivating factors, work approach, interpersonal skills, and decision-making that makes them successful. The passing score for the examination is 60% or above. Applicants for lateral transfer appointments will be required to pass the Medina Police department physical agility test which will be proctored by a team of Medina Police Officers. Steps to determine physical, mental, and character fitness will not be taken prior to establishing an eligible list but will be part of the total testing procedure, the failure of which can be cause for removal of name from the eligible list. **A thorough background investigation, drug testing, psychological examination, polygraph and any other method necessary to ascertain the applicant's qualifications will be administered and if any negative information is obtained, this could disqualify an applicant for this position.** Testing results and scores are subject to all public record laws.

**FEE:** No filling fee.

**EXTRA POINTS:** The Commission have set the extra credit points not to exceed five (5) points

1. **Military Service:** 5 points for completed service and honorably discharged from uniformed service or transferred to the reserve with evidence of satisfactory service. (DD-214)
2. **Four-year Degree:** 5 points for a four-year degree from an accredited college or university. (Official transcript required) or
3. **Two-year Associate Degree:** 2 points for a two-year associate degree in Criminal Justice or Law Enforcement fields from an accredited college or university. (Official transcript required)
4. **Service as an Auxiliary (Special) with the Medina Police Department:** 3 points for a minimum of one year's service (letter from department stating service time required).
5. **State of Ohio Emergency Medical Technician (EMT) Certification:** 2 points for Level B or higher.

**WRITTEN PROOF MUST BE PRESENTED AND VERIFIED PRIOR TO THE DATE OF THE WRITTEN EXAMINATION TO RECEIVE ADDITIONAL CREDIT. Official copies must be presented for credit; no copies will be made from originals for applicants. EXTRA CREDIT POINTS WILL BE ADDED TO AN APPLICANT'S WRITTEN SCORE of 70% or better.**

**PROBATION:** The probationary period shall be regarded as an integral part of the examination process and shall be used to closely observe the employee's work, to give the employee full opportunity to demonstrate successful performance on the job, and to remove any employee whose performance does not meet required work standards. No appointment shall be deemed final until the appointee has satisfactorily served the probationary period, from first workday, of not less than **one year**. At the request of the appointing authority, the Commission may extend an employee's probationary period.

**ACCOMMODATION:** An applicant may request reasonable accommodation to participate in the application/examination process by completing and submitting an EXAMINATION ACCOMMODATION REQUEST form.