



# MAYFIELD HEIGHTS POLICE DEPARTMENT

6154 MAYFIELD ROAD  
MAYFIELD HEIGHTS, OHIO 44124  
440-442-2323

## POSITION TITLE

Patrol Officer- Full-time (Entry level and lateral transfer accepted)

3 positions available

## 2023 PATROL OFFICER SALARY RANGE

\$61,500 - \$100,537

Officers with prior full-time experience may be placed at a higher starting salary in the pay scale.

## EXAM

Exam and transferred scores will be accepted from October 15 to December 2, 2023. All applicants must complete the Law Enforcement Exam through the *National Testing Network*. There are four parts to the exam:

1. Situational Judgment Test (Proctored)
2. Report Writing Test (Proctored)
3. Reading Test (Proctored)
4. Public Safety Self-Assessment (PSSA)

Additionally, applicants must complete the Personal History Questionnaire (PHQ) and Video Interview.

Proctored tests can be taken online or in person at a testing location near you (see in-person testing locations sites on the NTN website) All other testing is done online.

## Requirements | Documents (Must be uploaded to the NTN site)

- OPATA certified at the time of appointment.
- Valid Ohio Driver's License
- U.S. Citizen
- Ages 21-35 at the time of application
- High School Diploma | GED Certificate
- Applicants must be physically, mentally, emotionally, and medically capable of performing the duties of the position.
- Must have an overall passing score of 70% on the Law Enforcement Exam to be considered.

## Extra Credit | Documents (Must be uploaded to the NTN site)

- 5 pts. If a full-time City of Mayfield employee
- 3 pts. If a part-time City of Mayfield employee
- 3 pts. for a bachelor's degree from an accredited institution of higher learning (degree or transcript)
- 2 pts. For any military person who has been honorably discharged or transferred to the reserve with evidence of satisfactory service (active military ID or a DD214).

## WHY MAYFIELD HEIGHTS?

- We have a healthy, team-oriented culture where morale is high throughout the department. Enjoy coming into work every day to work as a team.
- We have the support of the administration and the community
- We offer advancement and career opportunities:
  - 39 full-time sworn officers
  - 14 Supervisor positions
  - Agency units include SWAT, K9 Unit, Bomb Squad, Narcotics Units, Community Operations Office, Bike Patrol, Hostage Negotiators, Honor Guard, Detective Bureau, D.A.R.E. Officer, Traffic Bureau, School Resource Officers, Motorcycle Unit, Drone Unit
- We are a CALEA Accredited Agency
- We are the top-paying department in Cuyahoga County & have great benefits
- 12-hour shifts
- Beards & tattoos are permitted (no neck or face tattoos)
- We offer college tuition reimbursement
- 24/7 jail & dispatch onsite
- No officer has left our department for another agency in the past 20 years
- **Lateral transfers:**
  - With full-time experience, may have an accelerated FTO program.
  - May receive half credit for seniority points for prior service on promotional exams.
  - Receive vacation time and seniority transfers after the first year.
  - May receive higher starting pay based on prior full-time experience.
  - Vacation accrual from previous department carries over after 12 months.

## BENEFITS

- Fully funded HRA Single & Family Health Insurance
- No Copays
- Dental & Eye Insurance
- Longevity Pay
- Vacation \ Holiday Cash Out Option at the end of the year
- 40-hours extra pay if no sick time is used each year
- Annual Uniform Allowance
- Up to 120 hours of accrued sick leave with another police agency in the State of Ohio can be transferred to the City of Mayfield Heights for the purpose of calculating vacation accrual, which employees are eligible to receive after their one-year probationary period.

## STEPS TO APPLY FOR THE EXAM

Applicants who have earned an overall passing score of 70% on the Law Enforcement Exam within the last year may transfer their scores. Please make sure you have completed PSSA and PHQ. Submit any documents needed for the Mayfield Heights exam before December 2, 2023. All others follow the exam steps below.

1. Upload all required documents and extra credit documents (if applicable). Please make sure all documents are readable and clear before you submit them, or they will not be accepted.
2. Take the Public Safety Self-Assessment (PSSA) online.
3. Take the NTN Law Enforcement Exam - The exam can be taken online with a proctor or on-site at a proctored testing center. We encourage you to take the exam at a testing center to reduce the potential of any technical difficulties.
4. Fill out the Personal History Questionnaire (PHQ) online.
5. **The deadline to submit all required documents, take the Exam, PSSA, and complete the PHQ is December 2, 2023.**

## WHAT TO EXPECT AFTER THE NTN TESTING PROCESS

- We will have 3 full-time Patrol Officer positions as of January 1<sup>st</sup>, 2024.
- Applicants who meet all the requirements for the Mayfield Heights Police Department will be added to an eligibility list.
- Candidates on the list will be sent a letter with their final score and placement on the eligibility list.
- The top 20 candidates' names will be given to the Chief of Police for review.

- **Top 20** candidates will be interviewed by the Detectives for the position
- Some candidates will advance for 5-7 ride-a-longs with Patrol Officers
- Interview with the Chief and Captain
- Background check completed by Detective Bureau (1st time your current employer is contacted by our department)
- Final interview with Chief and Captain
- A conditional job offer is given
- Candidates must submit to a voice stress test and/or polygraph test
- Candidates must pass a pension physical and drug screening
- Candidate(s) passing all phases of the conditional job offer will receive a final job offer
- Swearing in ceremony
- Scheduled for start of Field Training Program

## **CANDIDATE SUPPORT TEAM**

For testing, scheduling, or any other NTN-related concerns, please contact the Candidate Support Team:

**Website:** <https://nationaltestingnetwork.com/publicsafetyjobs/contact.cfm>

**Email:** [support@nationaltestingnetwork.com](mailto:support@nationaltestingnetwork.com)

**Call:** 1-206-428-3265

## **CITY OF MAYFIELD HEIGHTS CIVIL SERVICE COMMISSION**

For questions about requirements or extra credit documentation, please contact:

Tammy Clines

Communications Coordinator | Secretary to the Civil Service

**Email:** [tammyclines@mayfieldheightsohio.gov](mailto:tammyclines@mayfieldheightsohio.gov)

**Call:** 440-442-2626 x 307

*The City of Mayfield Heights is an Equal Employment Opportunity (EEO) Employer*