

CITY OF ASHTABULA  
NOTICE OF CIVIL SERVICE EXAM  
ENTRANCE POLICE OFFICER

THE CITY OF ASHTABULA WILL HOLD AN OPEN EXAMINATION FOR THE POSTION OF PATROLMAN ON SATURDAY, MARCH 3, 2018.

THE EXAMINATION WILL BE GIVEN AT THE ASHTABULA PUBLIC LIBRARY, 4335 PARK AVE. ASHTABULA, OHIO FROM 9:30 AM – 11:30 AM.

APPLICATIONS WILL BE AVAILABLE AND ACCEPTED MONDAY, JANUARY 16, 2018 THROUGH TUESDAY, FEBRUARY 20, 2018 ONLY.

APPLICATIONS MAY BE OBTAINED AND MUST BE RETURNED TO THE ASHTABULA CIVIL SERVICE COMMISION CHAIRMAN, BRET J. CIMORELL, LOCATED AT THE HUNTINGTON BANK BUILDING 2<sup>ND</sup> FLOOR, 4366 MAIN AVE. ASHTABULA, OHIO, 44004 NO LATER THAN TUESDAY FEBRUARY 20, 2018 AT 4:00 P.M.

SEE THE ATTACHED SHEET FOR REQUIREMENTS. AN APPLICATION FEE IS DUE WITH THE RETURNED APPLICATION **IN THE FORM OF A MONEY ORDER OR A CHECK MADE PAYABLE TO: THE CITY OF ASHTABULA.**

THE CITY OF ASHTABULA IS AN EQUAL OPPORTUNITY EMPLOYER.

CITY OF ASHTABULA  
CIVIL SERVICE COMMISSION  
REQUIREMENTS FOR POLICE OFFICER ENTRANCE EXAM

1. MUST BE 21 YEARS OF AGE AT THE TIME OF EXAM.
2. MUST HAVE VALID DRIVER'S LICENSE AT THE TIME OF TEST. MUST HAVE VALID OHIO DRIVERS LICENSE AT TIME OF HIRE.
3. A COPY OF THE FOLLOWING MUST ACCOMPANY YOUR COMPLETED APPLICATION.
  - VALID DRIVER'S LICENSE
  - BIRTH CERTIFICATE (UNCERTIFIED)
  - HIGH SCHOOL OR COLLEGE DIPLOMA
  - HONORABLE DISCHARGE PAPERS (IF APPLICABLE)
  - ANY EXTRA CREDIT DOCUMENTATION
4. A PHOTO ID WILL BE REQUIRED FOR ADMISSION TO EXAM, PLEASE BRING TWO (2) NUMBER 2 PENCILS.
5. A BACKGROUND SCREENING AND INTERVIEW(S) WILL BE PERFORMED BY THE ASHTABULA POLICE DEPARTMENT PRIOR TO APPOINTMENT.
6. PRIOR TO APPOINTMENT, YOU MUST PASS THE FOLLOWING HIRING CRITERIA:
  - MUST PASS A WRITTEN EXAM WITH A 70% OR BETTER
  - A PHYSICAL AGILITY TEST
  - A POLYGRAPH EXAMINATION
  - A PSYCHOLOGICAL EXAMINATION
  - AN EXTENSIVE PHYSICAL EXAMINATION
  - A DRUG TEST
7. ALL APPLICANTS MUST HAVE SUCESSFULLY COMPLETED OR BE ENROLLED IN THE OHIO BASIC POLICE ACADEMY PRIOR TO THE TEST DATE AND SUCESSFULLY PASSED THE STATE OF OHIO POLICE ACADEMY EXAM PRIOR TO HIRE, WITH CURRENT OHIO CERTIFICATION.
8. YOU ARE REQUIRED TO RESIDE IN THE COUNTY OF ASHTABULA OR ADJACENT COUNTY WITHIN SIX MONTHS OF APPOINTMENT.
9. APPOINTEE MUST SUCCESSFULLY COMPLETE A PROBATIONARY PERIOD OF UP TO 18 MONTHS BEFORE PERMANENT APPOINTMENT.
10. EXTRA CREDIT WILL BE GIVEN FOR THE FOLLOWING;  
IT IS YOUR RESPONSIBILITY TO PROVIDE THE NECESSARY DOCUMENTS TO RECEIVE EXTRA CREDIT:
  - 5% OF PASSING WRITTEN TEST SCORE FOR MILITARY SERVICE (HONORABLE DISCHARGE REQUIRD)
  - 10 POINTS FOR CURRENT OHIO OPOTA CERTIFICATION
  - 7 POINTS FOR A GRADUATE OF A POLICE ACADEMY (IF YOU ARE ELIGIBLE FOR #2, YOU ARE NOT ELIGIBLE TO RECEIVE POINTS FOR #3.)
  - 2 POINTS IF CERTIFIED AS SPANISH SPEAKING
  - 3 POINTS IF YOU HAVE A MASTER'S DEGREE, 5 POINTS IF MASTER'S DEGREE IS IN A LAW ENFORCEMENT FIELD
  - 2 POINTS IF YOU HAVE A BACHELOR'S DEGREE, 4 POINTS IF BACHELOR'S DEGREE IS IN LAW ENFORCEMENT FIELD
  - 1 POINT IF YOU HAVE AN ASSOCIATE'S DEGREE, 3 POINTS IF ASSOCIATE'S DEGREE IS IN A LAW ENFORCEMENT FIELD
11. A WAIVER OF LIABILITY IS REQUIRED TO PARTICIPATE IN THE PHYSICAL AGILITY EXAM. (TO BE DISTRIBUTED AT THE PHYSICAL AGILITY EXAM)

**PLEASE ARRIVE 30 MINUTES EARLY FOR REGISTRATION**

## RELEASE AUTHORIZATION

This is to advise that I, the undersigned, hereby waive any privilege I may have and authorize the City of Ashtabula, Ohio to inspect, copy, and/or receive all files or records of any nature whatsoever pertaining to me. You are, as recipient of this Release Authorization, authorized and instructed to make any and all files or records of any nature whatsoever pertaining to me immediately available to the Ashtabula City Police Department, of the City of Ashtabula upon your receipt of a signed or photocopy of this Release Authorization.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth