

**CIVIL SERVICE COMMISSION - CITY OF STRONGSVILLE, OHIO
ENTRANCE EXAMINATION - POLICE DEPARTMENT**

Agility Test - Saturday, October 30, 2021 - 9:00 a.m. at Strongsville Middle School,
13200 Pearl Road, Strongsville, OH 44136

Written Test – Saturday, October 30, 2021 - 2:00 p.m. at Strongsville Middle School,
13200 Pearl Road, Strongsville, OH 44136

An Applicant must first pass all three (3) portions of the Fitness/Agility Test in order to qualify to take the Written Exam unless prevented by weather conditions on the date of testing.

A passing score of 70% on the written test is necessary to be placed on the Eligibility list.

1. All applications for examination must be on the application form furnished by the Civil Service Commission. Applications can be picked up beginning **Monday, September 13, 2021** from:
 - Strongsville Municipal Offices, Civil Service Secretary, 16099 Foltz Parkway, Strongsville OH 44149 from 8:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:30 p.m. Monday thru Friday; or
 - Downloaded from City website: www.strongsville.org, Human Resources tab.
 - Applications will not be faxed or mailed by the City.
2. Each applicant for admission to the examination must be a U.S. citizen and must have attained the age of nineteen (19) on or prior to the date of the Agility Test.
3. Each applicant must be at least 21 years of age on or prior to the date of appointment.
4. The City does not accept completed applications returned by mail, fax or returned electronically.
5. **Completed applications must be returned in person to the City of Strongsville, Civil Service Secretary, 16099 Foltz Parkway between the hours of 8:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:30 p.m. no later than Friday, October 15, 2021 at 4:30 p.m. Except during times when City Hall is closed. The Civil Service Commission has limited the acceptance of applications to the first 150 properly completed applications returned with the required fee and all other required documents to the City of Strongsville.**
6. A Filing Fee of **\$25.00** must accompany the completed **APPLICATION**. Filing fee is **NON-REFUNDABLE** and can be paid by Credit Card, Cash, Money Order or Cashier's Check made payable to the City of Strongsville.
7. At the time the application is returned to the City, the applicant must be a high school graduate and must present a high school diploma to the City of Strongsville Civil Service Secretary. The diploma will be copied and returned to the applicant.
8. **APPLICANT MUST HAVE RECEIVED A FOUR (4) YEAR BACHELOR'S DEGREE FROM AN ACCREDITED INSTITUTION BY THE TIME OF APPOINTMENT.** In lieu of a four (4) year Bachelor's Degree from an accredited institution, the Applicant will also be qualified for appointment if the Applicant has served at least four (4) years of active duty in the United States of America Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard by the time of appointment. If applicant has already received a four year degree, please submit that degree instead of the high school diploma. The degree will be copied and returned to the applicant. Applicant must produce proof of time served in active duty in the Armed Services.
9. Applicant must have a valid driver's license and present it to the City of Strongsville Civil Service Secretary when the application is returned. The license will be copied and returned to the applicant.
10. After the certification of an eligibility list, an applicant may be required to submit to a polygraph test, a physical, a psychological examination, and a drug test before appointment.

Applicants will not be admitted to the examination unless the applicant's application has been properly completed and timely filed with the City according to the directions and requirements.

*David R. Knowles, Chairman, Civil Service Commission
City of Strongsville is an Equal Opportunity Employer*

Our Vision

To develop together as a team who enjoys our work, takes pride in our integrity, professional public image, and commitment to constant excellence in our service.

Our Mission

In partnership with the community, we pledge to:

- *Protect the lives and property of our fellow citizens;*
- *Persist in the pursuit of violators of our laws, while respecting the constitutional rights and freedoms of all;*
- *Enhance the quality of life by identifying and solving community problems, preventing crime and extinguishing fear;*
- *Preserve a proud reputation of quality service, professionalism, integrity and compassion.*

Our Values

We value our proud reputation of quality service, professionalism, integrity and compassion.

*The City of Strongsville is an
Equal Opportunity Employer*



Career Opportunity



2021

Police Officer Career Opportunity

**The
Strongsville Police
Department is
looking for new
police officers
Interested?
Don't Wait!**

Police Officer Entrance Exam

Information will be posted at
www.strongsville.org
Under "Departments" select
"Human Resources"

Test Date:
October 30, 2021
Physical Agility
9am – 12noon
Written Exam
2pm – 4pm

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Qualifications

- Must be United States Citizen
- Minimum Age 21 (by date of hire)
- Have a valid Driver's License
- Must have a Bachelor's Degree in any field (by date of hire) **OR** have 4 years military service
- Successfully pass both the physical agility and written tests
- Submit to a complete background investigation, polygraph, psychological, medical and drug screenings

Salary Scale for 2021

Starting
\$62,940.80

After Probation
\$67,641.60

Third Year
\$72,696.00

Fourth Year
\$78,208.00

Fifth Year
\$84,489.60

For any questions, please contact:
Lt. Patrick Russo
440-580-3242
patrick.russo@strongsville.org

Additional Benefits

- Full Health insurance Coverage
- Life Insurance 2x Annual Salary
- Tuition Reimbursement
- Full Pension
- Vacation Time – 2 weeks plus 1 additional week every 5 years
- Holiday Time – 156 hours/yr.
- Personal Time – 3 hours/mo.
- Sick Time – 119 hours/yr.
- Professional Pay - \$1,600/yr.
- Clothing Allowance - \$1,200/yr.
- Longevity - \$100/yr. after 5 yrs.

Career Opportunities

- Special Response Team (SRT)
- Field Training Officer
- Community Response Team
- Crime Scene Technician
- Defensive Tactics Instructor
- Firearms Instructor
- Detective Bureau
- K9 Unit
- Bicycle Unit
- Motorcycle/Traffic Unit
- Supervision

City of Strongsville Pre-employment Application/Police
You must complete this form to apply for employment. Answers must be complete and legible.
Applications lacking sufficient information will not be processed

The City of Strongsville is an Equal Opportunity Employer and provider of ADA services

Applicant Information				
Applicant's Name (Last, First, M.I.)			Position/Department Interested in Employment	
Street Address			Area Code/Telephone No.	
City	State	Zip Code	Alt. Telephone No./Mobile No.	
E-mail Address			County	Referral Source
Are you a citizen of the United States or an alien authorized to work in the United States on a full or part-time basis? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:				
Have you ever been employed by the City of Strongsville before?		If yes, when?	Driver License No./State (attach copy)	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are any of your employment records under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide names:				
Are you at least eighteen (18) years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Education and Training				
Check all Applicable boxes.		School	Grade Completed	
<input type="checkbox"/>	Elementary			
<input type="checkbox"/>	High School Graduate/GED			
Active Military Duty		Branch of Service	Dates of Service	
<input type="checkbox"/>				
		College & Major	Date of Completion	
<input type="checkbox"/>	Associates Degree			
<input type="checkbox"/>	Bachelor's Degree			
<input type="checkbox"/>	Master's Degree			
<input type="checkbox"/>	Other			
Occupational Licenses, Registration, Certificates				
License/Certificates Issued By	Field/Trade/Specialization	License/Certification No.	Issue Date	Expiration Date
Can you travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have the use of a motor vehicle? (If required in the performance of job duties) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been discharged or suspended by an employer or resigned in lieu of dismissal? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, please explain:				
Do you have supplemental employment that could be a potential conflict with the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, please explain:				
Are you related to anyone who currently works for the City of Strongsville? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, please indicate names of relatives and where they work:				

Employment History

Please list below all work-related experience, starting with the most recent employment and working backwards. Provide a detailed description of regularly assigned ongoing duties for each job. Additional sheets may be attached if necessary. Please attach a current resume (if available) to this application.

Classification	Job Title	Dates of Employment (Month & Year)	
		From:	To:
Employer		Supervisor Name and Title	
Business Address		Starting/Current Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

Classification	Job Title	Dates of Employment (Month & Year)	
		From:	To:
Employer		Supervisor Name and Title	
Business Address		Beginning/Ending Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

Classification	Job Title	Dates of Employment (Month & Year)	
		From:	To:
Employer		Supervisor Name and Title	
Business Address		Beginning/Ending Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

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		From:	To:
Employer		Supervisor Name and Title	
Business Address		Beginning/Ending Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

Special Skills: List training, licenses, office machines you can operate, typing speed, languages you speak fluently, etc. and any other skills which add to your qualifications.

Do you have computer skills? Please list software programs you have used:

Do we have permission to contact your present employer? ☐ Yes ☐ No

Do we have permission to contact your previous employer? ☐ Yes ☐ No

Date available for employment:

References (List three PROFESSIONAL references who may be contacted)

Name and Address (Number, Street, City, State and Zip Code)

Telephone Number

Occupation

Name and Address (Number, Street, City, State and Zip Code)

Telephone Number

Occupation

Name and Address (Number, Street, City, State and Zip Code)

Telephone Number

Occupation



The City of Strongsville

The City of Strongsville will not discriminate against any individual or group because of race, gender, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs or disability. Applicants with a disability who may need an accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of Strongsville Human Resource Department.

Visit our Internet site www.strongsville.org

Applicant Certification

I certify that all information above is true and complete and I agree and understand that any falsification of material facts will result in forfeiting any rights to consideration for employment with the City of Strongsville. I understand that if accepted by the City of Strongsville, my employment is voluntarily entered into and I am free to resign at any time. Similarly, the City of Strongsville is free to conclude my employment at any time. I further recognize that this application is not a contract and cannot create a contract, and that if hired I will be an employee at will, subject to discharge without cause unless otherwise specified by law.

Applicant Signature

Date

**CITY OF STRONGSVILLE
EQUAL EMPLOYMENT OPPORTUNITY**

Responses to the questions below are **OPTIONAL**. These questions are included to assist our equal employment opportunity efforts. Providing this information is **VOLUNTARY** and will in no way affect the processing of your application or your being considered for employment. Human Resources will process your responses to these confidential questions separately. Responses will be used for statistical purposes only.

Position Applied For _____ Date _____

OPTIONAL: Sex

☐ Male ☐ Female

OPTIONAL: Please select your age group.

☐ Under 18

☐ 18-25

☐ 26-39

☐ 40-54

☐ 55-69

☐ 70+

OPTIONAL: Race/Ethnicity

☐ **WHITE:** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

☐ **BLACK or AFRICAN AMERICAN:** All persons having origins in any of the Black racial groups of Africa.

☐ **HISPANIC or LATINO:** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

☐ **ASIAN:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent (for example, China, India, Japan and Korea).

☐ **NATIVE HAWAIIAN or PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Hawaiian Islands and Pacific Islands (for example, Hawaii, Philippine Islands and Samoa).

☐ **AMERICAN INDIAN or ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

☐ **OTHER:** Please self define. _____

OPTIONAL: Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?

☐ Yes ☐ No

OPTIONAL: Are you a veteran?

☐ Yes ☐ No

OPTIONAL: If you answered Yes to the previous question, please indicate if one or more of the following apply.

☐ **MILITARY STATUS:** The performance of duty in a uniformed service, to include active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty.

☐ **DISABLED VETERAN:** A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

☐ **DESERT STORM/SHIELD VETERAN:** A person whose active duty was performed after August 2, 1990, in the Persian Gulf Conflict.

☐ **VIETNAM ERA VETERAN:** A person served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975.

Ohio Peace Officer Training Commission Fitness Norms

Male Fitness Norms

Sit-ups	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Final 50 th percentile	40	36	31	26	20

Push-ups	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Final 50 th percentile	33	27	21	15	15

1.5 Mile Run	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Final 50 th percentile	11:58	12:25	13:11	14:16	15:56

Female Fitness Norms

Sit-ups	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Final 50 th percentile	35	27	22	17	8

Push-ups	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Final 50 th percentile	18	14	11	13(modified)	8(modified)

1.5 Mile Run	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Final 50 th percentile	14:07	14:34	15:24	17:13	18:52

Protocol for 1 Minute Sit-ups

Purpose:

To measure abdominal muscular strength

Procedure:

1. The participant starts by lying on his/her back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. Fingers must not break contact. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
2. The administrator will hold the feet down firmly.
3. The participant then performs as many correct sit-ups as possible in 1 minute.
4. From the start position, the subject will come up and touch elbows to knees. This is one repetition. The participant will then return to the start position until the shoulder blades touch the floor and repeat the exercise.
5. Score is the total number of correct sit-ups. Any resting must be done in the up position.
6. Breathing should be as normal as possible, making sure the participant does not hold his/her breath as in the Valsalva maneuver.



How to prepare for the Sit-up test

The following routine will prepare you for this component. The first step is to see how many sit-ups you can do in a minute. That will become your initial training repetition dose or ITRD. For successive weeks keep adding 2 repetitions per week. Week 7 should be the minimum goal, one week prior to your test.

Week	Sets	Repetitions	Frequency
1	1	ITRD	3/week
2	3	# ITRD plus 2	3/week
3	3	# ITRD plus 4	3/week
4	3	# ITRD plus 6	3/week
5	3	# ITRD plus 8	3/week
6	3	# ITRD plus 10	3/week
7	3	Refer to physical fitness requirements, age & gender	3/week

Protocol for 1 Min Pushups

Purpose:

To measure muscular endurance of the upper body (anterior deltoid, pectoralis major, and triceps).

Procedure:

1. The hands are placed shoulder-width apart, with fingers pointing forward. Some part of the hands must lie within a vertical line drawn from the outside edge of the shoulders to the floor. The administrator places one fist (3.5 in. sponge for women) on the floor below the participant's chest (sternum).
2. Starting from the up position (arms fully extended with elbows locked, both hands and both feet only touching the floor), the participant must keep the back straight at all times and lower the body to the floor until the chest (sternum) touches the administrator's fist (3.5 in. sponge for women). The participant then returns to the up position with the elbows fully locked. This is one repetition.
3. Resting is permitted only in the up position. The back must remain straight during resting. No part of the participant's body, i.e., knees, quadriceps, is permitted to touch the floor.
4. When the participant elects to stop or cannot continue, the total number of correct pushups is recorded as the score. 1 Minute time limit.



How to prepare for the Pushup test

Maximum Pushup:

You can use the following routine to prepare for this component. The first step is to see how many pushups you can do. That will become your initial training repetition dose or ITRD. For successive weeks keep adding (2) two repetitions per week. If you cannot do a regular pushup at first, do the modified pushup for several weeks following this routine, then advance to the regular pushup. Week 7 should be the minimum goal, one week prior to your test.

Week	Sets	Repetitions	Frequency
1	1	ITRD	3/week
2	3	# ITRD plus 1	3/week
3	3	# ITRD plus 2	3/week
4	3	# ITRD plus 4	3/week
5	3	# ITRD plus 6	3/week
6	3	# ITRD plus 8	3/week
7	3	Refer to physical fitness requirements, age & gender	3/week

Protocol for the 1.5 Mile Run

Purpose:

The 1.5-mile run is a measure of aerobic power (cardiovascular endurance). The objective in the 1.5-mile run is to cover the distance as fast as possible.

Procedure:

1. Participants should not eat a heavy meal or smoke for at least 2 - 3 hours before the test.
2. Participants should warm up and stretch thoroughly before running.
3. The participant runs 1.5 miles as fast as possible
4. Participants should not physically touch one another during the run unless it is to render first aid.
5. Finish time should be called out and recorded.
6. Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e., pooling of the blood in the lower extremities, which reduces the return of blood to the heart and may cause cardiac arrhythmia).



How to prepare for the 1.5 Mile Run

To prepare for this test, you need to gradually increase your running endurance. The table shown here is a proven progressive routine. Begin at the level you can accommodate, and if you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then do so. Week 7 should be the minimum goal, one week prior to your test.

Week	Activity	Distance (miles)	Duration (min.)	X per week
1	Walk/jog	2	25	5
2	Walk/jog	2	24	5
3	Jog	2	23	4
4	Jog	2	22	4
5	Jog	2	21	4
6	jog	2	20	4
7	Run	1.5	Refer to physical fitness requirements, age & gender	3

Position Description

POSITION TITLE: Patrol Officer

REPORTS TO: Patrol Sergeant

MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Patrols the community to deter and detect criminal activity.
- Responds to calls for service
- Documents allegations of a crime; protects persons and property; and advises on preventative practices.
- Performs preliminary and continued investigations (traffic and criminal)
- Searches for and collects physical evidence; interviews witnesses and victims.
- Enforces traffic laws by monitoring traffic movement visually and with radar or laser, contacts violators, and issues traffic citations or warnings.
- Enforces criminal laws by arrest or non-arrest dispositions.
- Testifies in court.
- Answers emergency and non-emergency calls for service.
- Investigates crimes by obtaining witness statements, collecting evidence and processing crime scenes.
- Writes reports on alleged criminal incidents, follow up investigations, arrests, juvenile records, motor vehicle crashes.
- Prepares criminal charges.
- Serves warrants.
- Handles prisoners, including booking, transporting and jailer duties.
- Responds to citizen's requests for special attention and traffic enforcement in problem areas.
- Efficiently uses discretionary patrol time for self-initiated work.
- Maintain a condition of readiness to efficiently and effectively respond to critical incidents.
- Protect the constitutional rights of citizens.
- Maintain regular and predictable attendance.

ADDITIONAL DUTIES:

- Directs traffic at accident scenes, malfunctioning traffic signals and community events.
- Identifies and solves community problems; promotes crime prevention.
- Acts as bailiff in Mayor's Court.
- Promotes police-community relations through interaction at homeowner's association meetings, school events and block parties.
- Other duties as assigned

QUALIFICATIONS, JOB-RELATED SKILLS, KNOWLEDGE AND ABILITIES REQUIRED:

- Efficiently, effectively and productively complete the essential work function of the position without direct supervision the majority of the time.
- Thorough knowledge of the accepted practices of delivering police service.
- Thorough knowledge of Department Policies, Procedures, Regulations, and Directives.
- Good knowledge of human relation techniques.
- Training and proficiency in firearms, defensive tactics, less lethal force equipment, Intoxilyzer operator, defensive driving, LEADS, radar and laser operation, domestic violence and legal updates.
- Thorough knowledge of state and local laws, recent court rulings, case law, search and seizure, and laws of arrest.
- Proper use and care of department equipment and vehicles.
- Ability to write comprehensive and detailed crime reports, accident reports, and administrative reports.
- Be able to effectively communicate orally.
- Must be able to render credible testimony in a court of law