



UHPD LATERAL ENTRY

CITY OF UNIVERSITY HEIGHTS



LATERAL PATROL OFFICER GENERAL INFORMATION

BENEFITS

- 2023 Lateral Entry Base Pay:
 - 1-year Prior Experience - \$86,664
 - 2-year Prior Experience - \$91,071
- 2024 Base Pay - \$94,713
- 2025 Base Pay - \$96,608
- Vacation Credit for Prior Related Service:
 - 1-5 years - 80 hours
 - 6-11 years - 120 hours
 - 12-18 years - 160 hours
 - 19-22 years - 200 hours
 - 23+ years - 240 hours
- Premium Health Care Packages
- Generous Annual Sick Leave:
 - Transfer-in up to 240 Hours of Previously Accrued Sick Time
- 12 Paid Holidays
- 3 Paid Personal Days
- Entire Initial Uniform & Equipment Outfitting Provided by the City
- Ohio Police and Fire Pension System
- FOP/OLC Collective Bargaining

RECURRING DEPARTMENT TRAINING

- Defensive Tactics
- Career & Leadership Development
- Firearms
- CQB Tactics
- Scenario Based Simulation
- PoliceOne Academy Access
- RTF

SPECIAL ASSIGNMENTS

SWAT • Bike Patrol • Investigations • Crisis Negotiation • Mobile Field Force • Field Training Officer • Training Instructor • Traffic Crash Investigations • Unmanned Aerial Vehicle Unit • Bomb Squad • Community Policing

EXTRA COMPENSATION INCENTIVES

- Uniform and Equipment Pay - \$2,000 Annually
- Physical Fitness Pay - \$1,400 Annually
- Education Pay:
 - Associate's Degree - 1% of Base Pay
 - Bachelor's Degree - 2% of Base Pay
- Full Tuition Reimbursement
- Longevity Credit for Prior Related Service:
 - 6 years - \$526
 - 7 years - \$702
 - 8 years - \$877
 - 9-12 years - \$1,052
 - 13-19 years - \$2,104
 - 20+ years - \$2,450
- Select Special Assignment Pay

APPLICATION

- Download the Lateral Entry application packet at www.universityheights.com by clicking on the Employment tab
- OR
- Pick up the Lateral Entry application packet at the University Heights Police Department 24/7, 2304 Warrensville Center Road, University Heights, Ohio, 44118

The City of University Heights is an equal opportunity employer and encourages women and minority applicants to apply.

COMMITMENT TO OUR COMMUNITY

We are looking for energetic and professional individuals who want to join us in our mission to deliver superior and ethical police services to our community with respect, integrity, dedication, and excellence!



UNIVERSITY HEIGHTS POLICE DEPARTMENT

2304 Warrensville Center Road, University Heights, Ohio 44118
www.universityheights.com • (216) 932-1826



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MINIMUM QUALIFICATIONS/REQUIREMENTS

Read over the following minimum qualifications below before you begin to fill out the application. If you do not meet the minimum qualifications, please do not submit an application. Applicants that meet minimum requirements will be evaluated on a first-come, first-served basis.

NOTE: If you cannot meet one or more qualifications due to a disability, you may still submit an application. We will consider your situation on an individual basis to determine whether a reasonable accommodation can be made.

CERTIFICATION	Must possess current and valid OPOTA certification or other state equivalent certification if applicable.
POLICE EXPERIENCE	Must have 1 year of law enforcement experience and be currently employed as a law enforcement officer.
AGE	Minimum of 21 years of age.
CITIZENSHIP	Must be a citizen of the United States.
EDUCATION	High School Graduation or G.E.D.
FITNESS FOR DUTY	Applicants must possess the strength and physical ability to successfully perform the essential job functions of the Police Officer classification, and be free of medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others. Emotional stability and maturity also required.
PHYSICAL AGILITY	Prior to appointment, must possess a certificate of passage of the Tri-C Patrol Officer Agility Test or an equivalent valid certificate of passage from a similar issuing body that demonstrates a candidate achieving the Cooper Standards at a 30 th percentile level. The certificate of passage must be issued to the candidate <u>within one year prior to submission to the city</u> .
DRIVER'S LICENSE	Must possess a valid Ohio's driver's license at the time of appointment and have a good driving record.
HIRING PROCESS	Applicants will be subject to interviews, HR processes, medical exams, drug testing, polygraph examinations/CVSA's, psychological examinations, and background investigations.

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APPLICANT DISQUALIFIERS

The following could be causes for removal from the selection process for employment in the Division of Police:

1. Provide false, incorrect, or inconsistent information including a finding of deception as a result of the truth verification test.
2. A pattern of use or illegal possession of illegal or prescription drugs including; Cocaine, Crack Cocaine, Heroin, Ecstasy, Methamphetamines, Benzodiazepines, Methadone, Amphetamines, and or Bath Salts.
3. Convicted, pled to or found guilty of possession of a drug of abuse, to include the minor misdemeanor charge of possession of marijuana, as an adult.
4. As an adult, a past pattern of continual or ongoing use of any illegal drugs, including prescription drugs without a prescription.
5. A pattern of abuse of alcohol to a level that would indicate abuse, dependency, or a level of inability to function without the use of alcohol for any period of time.
6. Committed, admitted to, or convicted of any drug trafficking charge.
7. Committed, admitted to, or convicted of any crime related to illegally receiving public assistance.
8. Convicted of a violent misdemeanor or felony level crime, Including Domestic Violence.
9. Arrested, convicted and incarcerated for a misdemeanor level crime, including traffic offenses as an adult.
10. A dishonorable discharge from the military or having demonstrated a past disciplinary history in the military.
11. Extensive history of motor vehicle accidents, displaying a lack of defense driving ability or traffic convictions for serious traffic offenses (I.E. Reckless operation or Drag Racing), or considered uninsurable at the time of application due to traffic convictions for the following: a. No valid Driver's License; b. Two or more OVI convictions; c. Leaving the scene of an accident; d. Vehicular Homicide; e. Fleeing and Eluding.
12. Documented poor employment history including poor attendance and/or tardiness, poor quality and/or quantity of work, inability to get along with others, poor disciplinary record, etc.
13. Failure to provide for family/dependents as ordered by the courts including child support or spousal support, or for which legal obligation of care exists. Any violation of a CPO (civil protection order) or TPO (temporary protection order) for spousal abuse and /or children/dependents.
14. "Shall not have a history of untruthfulness or possess any other limitations affecting courtroom testimony which could reflect negatively upon his or her credibility as contemplated by United States Supreme Court authority set forth in Brady v. Maryland, 373 U.S. 83 (1963); and United States v. Giglio, 405 U.S. 150 (1972) and their progeny."

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PATROLMAN JOB DESCRIPTION

Developed 12/19/2011

GENERAL DEFINITION OF WORK:

Performs intermediate police department duties involving a variety of general or support duty police assignments; performs related duties as required. Duties are performed under the regular supervision of a Police Sergeant. Duties are performed under emergency conditions and frequently involves considerable personal hazard.

ESSENTIAL FUNCTIONS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, and/or quickly; perception of verbal and other aural information receive detailed information through oral communications and/or to make fine distinctions in sound; preparation and analysis of written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the employee is subject to inside and outside environmental conditions; extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The employee may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Enforcing laws; investigating crimes; controlling traffic; collecting evidence; preparing reports; issuing warrants and summons.

- On an assigned platoon, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints; issues traffic citations; serves warrants, summons.
- Controls individual and group actions through verbal direction and/or the employment of necessary physical force.
- Makes arrests and testifies in court.
- Provides police escorts, directs traffic, performs residential and commercial checks.
- Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.
- Assist in the investigation of crimes.
- Assist in the collection of evidence, conducts searches.
- Fills out arrest records, prepares reports and records.
- Participates in a variety of in-service and special training programs.
- Responds to and investigates domestic disputes, assists other law enforcement agencies when requested or assigned.
- Transports and cares for prisoners as assigned.
- May be assigned to investigation, crime prevention, selective enforcement, watch desk, communications, or other technical or special support operations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of police methods, practices and procedures; general knowledge of the geography of the city and location of important buildings; general knowledge of the rules and regulations of the police department; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of a motor vehicle; ability to establish and maintain effective relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Ohio. Possession of Basic Law Enforcement certificate issued by the State of Ohio. Must meet and maintain minimum training and experience qualifications for position as established by the City and State of Ohio. Possession of LEADS and CCH Certification.

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APPLICATION FOR LATERAL EMPLOYMENT

The City of University Heights is an equal opportunity employer and encourages women and minority applicants to apply. Completed applications should be submitted to the University Heights Human Resources Department by email, mail, or in person:

- **Email:** mzhelesnik@clemansnelson.com
- **Mail:** 2304 Warrensville Center Road, University Heights, Ohio, 44118, ATTN: Human Resources
- **In person:** M-F 8am-4:30pm at University Heights City Hall, 2300 Warrensville Center Road, University Heights, Ohio 44118, ATTN: Human Resources

Applications may be submitted at any time. There is not a deadline for Lateral Entry applications.

PERSONAL INFORMATION			
Last Name	First Name		Middle Initial
Date of Birth		SSN	
Home Address		City	State Zip
Home Phone	Other Phone		Email Address
EDUCATION			
NAME OF SCHOOL AND LOCATION	NUMBER OF YEARS COMPLETED	TYPE OF DEGREE OR DIPLOMA	MAJOR AREA OF STUDY
College			
High School			
EMPLOYMENT			
Present Employer		Address	
Date Started	Starting Pay	Ending Pay	Phone Number
Duties Performed			
Name, Title, and Phone Number of Immediate Supervisor			

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APPLICATION FOR LATERAL EMPLOYMENT

CERTIFICATION FORM			
Complete and include copies of your OPOTA Peace Officer Training Certificate or equivalency, a copy of your High School Diploma or equivalency, and a copy of your driver's license.			
High School	Date of Diploma	If no Diploma, date of GED	Copy of Diploma/GED attached <input type="checkbox"/> YES
Driver's License Number	Out-of-State Driver's License Number (if applicable)		Copy of license attached <input type="checkbox"/> YES
Peace Officer Certificate (OPOTA or equivalent)	Certificate Date (MM/YY)		Copy of certificate attached <input type="checkbox"/> YES
Academy Name and Telephone Number		Academy Commander Name	

ACKNOWLEDGEMENT

I certify that the statements contained herein are true to the best of my knowledge and belief. I understand that false statements or omissions on this application are grounds for immediate disqualification or dismissal upon discovery thereof no matter when the falsification or omission is discovered. I further acknowledge that any falsehoods may subject me to prosecution under Ohio revised code section 2921.13.

I authorize all persons, schools, companies, and government agencies to give you any and all information, personal or otherwise, that they may have, and I release all parties from liability for any damage that may result from furnishing such information.

I understand that I may be required to undergo further examinations to include, but not limited to, medical and psychological examinations before beginning work to determine my ability to perform the duties of the position applied for and failure to undergo such examinations shall be grounds for disqualification.

In consideration of my employment, I agree to abide by the City of University Heights' ordinances, and the policies, procedures, rules, and regulations of the University Heights Police Department. I understand that during my probationary period my employment and compensation can be terminated with or without cause and with or without prior notice, at any time, at the discretion of the city.

My signature below indicates my acknowledgement that the above statements apply equally to all portions of this application and to any additional documents I have attached, to all of which I have affixed my initials at the bottom right corner.

Signature: _____ Date: _____