

Notice of Lateral Transfer Program

The Eastlake Civil Service Commission is accepting applications and resumes for the position of full-time Police Patrol Officer – lateral transfer. All candidates entering into the process for a lateral transfer to the position of full-time patrolman for the City of Eastlake must currently be a “full-time employee” employed as a law enforcement officer, as defined by the Ohio Revised Code, with a minimum of 2 continuous years of service, and whose regular hours of duty total eighty hours in a pay period in a department whose appointment is not for a limited period of time, as promulgated in Ohio Revised Code 124.382.

We will be accepting applications beginning February 12, 2024 and will stop taking applications at 11:59 p.m. on March 4, 2024. Applications are available online at www.eastlakeohio.com, and in person at the Eastlake Police Department, 35150 Lakeshore Blvd., where completed applications need to be turned in. Limited to the first 50 valid applications received. The City of Eastlake is an equal opportunity employer.

City of Eastlake Civil Service Commission.



**City of
Eastlake**

Employment Application

35150 Lake Shore Boulevard • Eastlake, Ohio 44095
(440) 951-1416 • Fax (440) 951-9361

Application Must Be Fully Completed
Please Print or Type

POSITION(S) APPLIED FOR: _____ DATE OF APPLICATION: _____

AS A CONDITION OF EMPLOYMENT, I UNDERSTAND THE COMPANY RESERVES THE PRIVILEGE TO THOROUGHLY INVESTIGATE AND VERIFY ALL INFORMATION CONTAINED IN THIS APPLICATION. APPLICATIONS MUST BE RENEWED EVERY 180 DAYS IN ORDER TO BE CONSIDERED FOR ANY POSITION. Federal and State law prohibit discrimination in employment because of race, color, religion, age, sex, handicap, disability or national origin.

PLEASE PRINT CLEARLY

PERSONAL

Date _____

Name _____ Social Security No. _____
Last First M.I.

Present Address _____
Street City
State Zip Phone _____

Are you 18 years of age? Yes No

If under 18, list date of birth: Month/Day/Year ____/____/____

Date available for work _____ Are you on a lay-off and subject to recall? Yes No

Type of employment desired: Full-Time Part-Time Temporary Seasonal Intern/Educational Co-Op

May we contact you at work? Yes No

If Yes, work number and best time to call: (____) _____ Time _____

EMPLOYMENT SKILLS

Position Desired:

Experience:

Type of work preferred: 1. _____
2. _____

Do you know of any reason why you should not be able to perform the essential functions of the job you are seeking?

State any additional information you think would be of interest in considering your application _____

How did you learn of this opening? _____

Have you ever worked for us before? _____ If Yes, when? _____

Names of other employees working for the Company with whom you are acquainted? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? No Yes. If Yes, describe in full _____

** Do not include anything that happened before your 18th birthday or traffic violations of less than \$100. Conviction does not necessarily disqualify you from employment.*

May we contact the employers and references listed? _____ if not, indicate below which one(s) you do not wish us to contact _____

EDUCATIONAL BACKGROUND

<u>Type of School</u>	<u>Name and Address</u>	<u>Years Attended</u>	<u>Date Graduated</u>	<u>Major Subject Studied</u>
Grammar or Grade				
High School				
College				
Business, Trade or Other				

PERSONAL REFERENCES
(Exclude Former Employers or Relatives)

<u>Name and Occupation</u>	<u>Address</u>	<u>Telephone Number</u>
1.		
2.		
3.		

PERSON TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY

Name _____ Relationship _____

Phone No. _____ Address _____

PRIOR WORK HISTORY (List in order, last, or present employer first)

<u>Dates</u>		<u>Name, Address and Phone No. of Employer</u>	<u>Position Held</u>	<u>Rate of Pay</u>		<u>Supervisor Name, Title</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>			<u>Start</u>	<u>Finish</u>		

Describe in detail the work you did. _____

<u>Dates</u>		<u>Name, Address and Phone No. of Employer</u>	<u>Position Held</u>	<u>Rate of Pay</u>		<u>Supervisor Name, Title</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>			<u>Start</u>	<u>Finish</u>		

Describe in detail the work you did. _____

<u>Dates</u>		<u>Name, Address and Phone No. of Employer</u>	<u>Position Held</u>	<u>Rate of Pay</u>		<u>Supervisor Name, Title</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>			<u>Start</u>	<u>Finish</u>		

Describe in detail the work you did. _____

Special Qualifications and Skills

- A. Driver's License Number: _____ Expiration Date: _____ State: _____
Type of License: Regular Commercial (C.D.L.)
- B. Approximate number of words per minute in: Typing _____ Shorthand _____
- C. List licenses, registrations or certifications which you possess. Also, list the State or other licensing authority which granted it.
- D. List any machines or equipment requiring special skill which you can use.
- E. Describe any computer experience you may have had.
- F. Give any other special qualifications not covered elsewhere in your application, such as:
(1) your publications; (2) your patents or inventions; (3) public speaking and public relations experience; (4) membership in professional, trade, civic, or scientific organizations; (5) honors and fellowships received.

My signature constitutes my certification that my responses are true and complete. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for the City of Eastlake to investigate the facts submitted; and for those with relevant information (including but not limited to, physicians, hospitals and my prior employers) to release such information to the City of Eastlake.

I understand and agree that any falsification or omission, either on this form or in my responses to questions asked during the interviewing or examination process, is grounds for immediate termination of employment, no matter when the falsification or omission is discovered.

I also understand that, if hired, my employment is to be "at will" and that either I, or my employer, may terminate my employment at any time, with or without cause, unless the "at will" arrangement is modified by a written agreement signed by both me and a duly authorized officer of the City of Eastlake.

Signature of Applicant

Date Signed

Received By

Date Received



**CITY OF EASTLAKE CIVIL SERVICE COMMISSION
EASTLAKE POLICE DEPARTMENT
APPLICANT CONTACT INFORMATION**

Please print legibly. The Eastlake Police Department will not be responsible for failed attempts to contact applicants due to the inability to read the provided information.

THIS FORM MUST BE RETURNED WITH YOUR COMPLETED APPLICATION.

NAME: _____

ADDRESS: _____

EMAIL: _____

CELL PHONE: _____

HOME PHONE: _____

WORK PHONE: _____

**EASTLAKE POLICE DEPARTMENT
QUALIFICATION REQUIREMENTS FOR APPLICATION FOR POLICE OFFICER**

**Please read and initial each qualification and return this page with your application and all documentation.
The absence of any required documentation will be grounds for removal from eligibility.

QUALIFICATIONS CHECK LIST

- _____ 1. Candidates must be 20 years old to participate and 21 years old for appointment. Per Ohio Revised Code 124.41, no person is eligible to receive an original appointment after his or her 35th birthday. However, the commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 30 years of service by age 65.
- _____ 2. Applicants must be a citizen of the United States of America. ***Copy of Birth Certificate or proof of U.S. Citizenship must be attached.***
- _____ 3. Ohio Peace Officer Training Academy (OPOTA) certificate. ***A copy of your OPOTA certificate must be attached.***
- _____ 4. Candidates must have a high school, or equivalent education. ***A copy of High School diploma or GED Certificate must be attached.***
- _____ 5. Candidates must provide a copy of a current State of Ohio Driver's License. ***Copy must be attached.***
- _____ 6. Applicants eligible for, and wishing to claim extra credit for Military Service or College credit must file documentation at the time of application. ***Copy of Military Discharge DD214, College Transcripts, Associate's Degree, or Bachelor's Degree must be attached.***
- _____ 7. Applicants eligible for, and wishing to claim extra credit for in-service training and/or extra duties/assignments must file documentation at the time of application. ***Copy of in-service training certificates (over 8 hours) and certificates designating applicant eligible for extra duties / assignments (range, FTO, S.W.A.T, etc.), must be attached.***
- _____ 8. Applicants must provide proof of fulltime, non-probationary, employment for at least two continuous years, without a break in service. ***Copy of documentation must be attached.***
- _____ 9. If out of state, applicants must provide a letter from the OPOTC establishing that they attained a training equivalency prior to appointment. ***Copy of documentation must be attached.***

I certify that I have read each of the above qualifications. I certify that I meet each qualification and have included the required documentation with my application.

Signature

Date



CITY OF EASTLAKE CIVIL SERVICE COMMISSION EASTLAKE POLICE DEPARTMENT LATERAL TRANSFER APPLICATION INFORMATION

The City of Eastlake and the Eastlake Police Department has established procedures for the recruitment, selection and hiring for the position of full time (regular) patrolman as defined in Ohio Revised Code 2901.01 (A) (11) and section 501.01 K of the Codified Ordinances for the City of Eastlake. These hiring procedures are reflective of the policies & procedures and the union contract for the Eastlake Police Department. ¹ The Civil Service Commission hereby creates a lateral transfer eligibility list for the position of full-time officer for the City of Eastlake. The Civil Service Commission may hire an individual for the position of full-time patrolman from either the Civil Service eligibility list or the lateral transfer eligibility list as set forth in Section VII-3 of the charter for the City of Eastlake. ²

All candidates entering into the process for a lateral transfer to the position of full-time police officer for the City of Eastlake will adhere to the below listed standards. All candidates entering into the lateral transfer process must be full time paid police officers with their respective department and provide proof as described in the application process section. A "Full-time employee", with a minimum of 2 years of service, means an employee whose regular hours of duty total eighty hours in a pay period in a department whose appointment is not for a limited period of time, as promulgated in Ohio Revised Code 124.382 (5).³ The lateral transfer program set forth by the city / civil service commission is not a guarantee for all entry level candidates with prior full time law enforcement experience.

Candidates who lateral transfer to the City of Eastlake as a full-time patrolman shall not be credited with any unused accumulated sick leave earned with another public agency/entity as promulgated in Article 30, Section 10 of the patrolman's contract. ⁴ Additionally, vacation time

¹ Ohio Revised Code. Chapter 2901 General Provisions. Retrieved from: <http://codes.ohio.gov/orc/2901>.

Codified Ordinances for the City of Eastlake. Chapter 501 General Definitions. Retrieved from: [http://library.amlegal.com/nxt/gateway.dll/Ohio/eastlake_oh/codifiedordinancesofthecityofeastlakeohi?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:eastlake_oh](http://library.amlegal.com/nxt/gateway.dll/Ohio/eastlake_oh/codifiedordinancesofthecityofeastlakeohi?f=templates$fn=default.htm$3.0$vid=amlegal:eastlake_oh).

² City of Ashland. Chapter 155: Employment Provisions. Retrieved from: [http://library2.amlegal.com/nxt/gateway.dll/Ohio/ashland_oh/codifiedordinancesofthecityofashlandohio?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:ashland_oh](http://library2.amlegal.com/nxt/gateway.dll/Ohio/ashland_oh/codifiedordinancesofthecityofashlandohio?f=templates$fn=default.htm$3.0$vid=amlegal:ashland_oh).

³ Ohio Revised Code. 124.382 Sick Leave Credit – misuse of Sick Leave. Retrieved from: <http://codes.ohio.gov/orc/124.382>.

⁴ Agreement Between the City of Eastlake and the Fraternal Order of Police/Ohio Labor Council Inc. (2017, January). Article 30: Sick Leave.

and all other compensatory time does not transfer. However, the Chief of Police and Mayor / Public Safety Director have the ability to modify the pay steps, vacation time, sick time and probationary time based on the amount of full time - previous experience. ⁵ This modification will not exceed the salary of an existing sworn members with the same years of uninterrupted years of service.

I. Filing of Application

- 1. Qualified applicants may obtain applications from the Eastlake Police Department. The first fifty (50) applications will be considered. All others will be placed on a waiting list in the order that they were received.**

II. Minimum Qualifications for Application

1. Candidates must be 21 years old for appointment. Per Ohio Revised Code 124.41, no person is eligible to receive an original appointment after his or her 35th birthday. However, the commission may grant an age waiver for service that is transferable to the Ohio Police and Fire Pension System if the applicant is able to obtain 30 years of service by age 65.
2. Applicants must be a citizen of the United States of America.
3. Ohio Peace Officer Training Academy (OPOTA) certification.
4. Candidates must have a high school, or equivalent, education.
5. Candidates must provide a copy of a current State of Ohio Driver's License.
6. Applicants eligible for and wishing to claim extra credit for Military Service or completion of a College Degree **must file documentation at the time of application.**
7. Proof of full-time employment as a full-time patrolman, non- probationary officer, for at least two continuous years - without a break in service, or have been laid off from such a position within the last year, certified in the State of Ohio with arrest powers as set forth by Ohio Revised Code 2935.03

⁵ Agreement Between the City of Eastlake and the Fraternal Order of Police/Ohio Labor Council Inc. (2017, January). Article 13: Probationary Period & Article 22: Salary Schedule.

8. An applicant **will not be considered** for employment / lateral transfer if the intended separation from their employer or any prior law enforcement experience is due to pending termination stemming from disciplinary action.
9. If out of state, the applicant must provide a letter from the Ohio Peace Officer Training Commission establishing that they have attained a training equivalency prior to appointment as a full-time patrolman.
10. Candidates must complete a physical agility given by the Eastlake police department prior to appointment.

III. Salary/Benefits

1. The 2024 salary range is as follows:

Training Rate	\$30.33 (\$63,086.40 annually)
Entry Rate after Training	\$33.30 (\$69,264.00 annually)
After 1 years of fulltime service	\$35.10 (\$73,008.00 annually)
After 2 years of fulltime service	\$37.51 (\$78,020.80 annually)
After 3 years of fulltime service	\$40.86 (\$84,988.80 annually)
2. Benefits, established through a contract between the City and the Fraternal Order of Police, Ohio Labor Council, Incorporated, presently includes sick leave, injury leave, medical examinations, funeral leave, vacations, holidays/personal days, insurances, uniform maintenance allowance, educational pay and longevity.
3. No newly hired probationary employee will be eligible for any fringe benefits provided by the employer until he/she has satisfactorily completed ninety (90) calendar days of this probationary period. Sick leave however, shall upon the satisfactory completion of this ninety (90) calendar day period, be granted retroactively to the employee's date of hire.

Personnel Hiring Process

IV. Police Patrol Officer Examination Information

1. Lateral Transfer Ranking

The purpose of this ranking system is to provide a method for ranking candidates applying to the Eastlake Police Department through a lateral transfer process.

To establish a ranked list, the following elements will be taken into consideration and points will be assigned for each of the 5 main elements.

- Years of continuous fulltime service at another agency
- Education
- Military service
- Training certificates
- Extra duties or assignments
- Time and date submitted (Tiebreaker)
- ***Copies of qualifications for extra credit must be submitted upon the filing of your application.***

Point System – Maximum of 10 points in any one category (50-point max)

Years of Full Time Service

- 2 Years 0 points
- 3 years 3 points
- 4 years 6 points
- 5 years 9 points
- 6 years + 10 points

Education

- Some college 2 points
- Associate's 4 points
- Associates in law enforcement 6 points
- Bachelor's 8 points
- Bachelor's in law enforcement 10 points

Military

- ≤ 2 year 2 points
- 3 full years 5 points
- 4+ years 10 points

Training Certificates – 1 point for each (Max 10)

Extra Duties/Assignments – 2 points each (Max 10)

- ERT, FTO, Range, Evidence Tech, Traffic Crash, Instructor

2. Tie Scores: Should two or more applicants receive the same grade, the order in which their names are placed on the eligibility list shall be determined by the date and time of return of the application.

3. Physical Agility Test

The City of Eastlake will physical agility test will consist of:

- Sit ups
- Push ups
- Half mile run

V. Additional Selection Criteria

An eligibility list will be certified by the Civil Service Commission. Candidates will be ranked based on qualifying lateral credits.

When a vacancy occurs in the Police Department, the Commission will submit to the Chief of Police or his designee, the ten (10) highest ranking candidates from the eligibility list. Those candidates will undergo the following assessments as part of the selection process. Candidates who do not make it past any of these assessments shall be removed from the eligibility list, pending the approval of the Commission. The next candidate on the eligibility list will then be submitted to undergo the assessments.

1. Comprehensive Background Investigation – The background investigation and evaluation shall include present and previous employers, neighbors, landlords and family who will be contacted as part of the investigation. In addition, a check of local and state police and FBI records will be made. Conviction of any felony offense will be grounds for removal from consideration.

2. Polygraph/CVSA Examination – This test will be used as a tool of assessment to determine the candidate’s eligibility to perform all aspects of this job, as well as, the degree of fit for the Eastlake Police Department.
3. Psychological/Social Assessment – An evaluation will be administered to determine the candidate’s ability to perform all aspects of the job, as well as, the degree of fit for the Eastlake Police Department.
4. Assessment and Oral Interview – The top ten (10) candidates who successfully pass the previous steps shall be moved to the Assessment and Oral Interview. Candidates will undergo multifaceted job related assessments and an interview with the hiring board. The hiring board shall reach a consensus on the candidate that is the best fit for the position and the department, as determined by their performance.
5. Medical Examination/Drug Screening – the selected candidates will be required to pass a medical and drug screening examination prior to the completion of the hiring process.

VI. Life of the Eligibility List

1. The life of the eligibility list pursuant to this examination will be one (1) year from the date the list is established. The list may be extended one (1) additional year if the Civil Service Commission sees fit to do so.
2. The eligibility list may be nullified at any time that there are no more eligible candidates, or if there remain an insufficient number of eligible candidates for purposes of the hiring process.

Applications accepted through 11:59pm, March 4, 2024, in person at the Eastlake Police Department.

Application packets and complete details available at the Eastlake Police Department, 35150 Lakeshore Blvd, (24/7); or online at <https://eastlakeohio.com>.

Questions should be directed to any of the following:

Chief Larry Reik 440-951-1400 at Ext 1120 or lreik@eastlakeohio.com

Lt. Mike Werner 440-951-1400 at Ext 1119 or mwerner@eastlakeohio.com

Lt. John McCauley 440-951-1400 at Ext 1138 or jmccauley@eastlakeohio.com

¹ City of Eastlake Charter. Article VII – Civil Service. Section VII-3 – Powers. Retrieved from [http://library.amlegal.com/nxt/gateway.dll/Ohio/eastlake_oh/codifiedordinancesofthecityofeastlakeohi?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:eastlake_oh](http://library.amlegal.com/nxt/gateway.dll/Ohio/eastlake_oh/codifiedordinancesofthecityofeastlakeohi?f=templates$fn=default.htm$3.0$vid=amlegal:eastlake_oh).

CITY OF EASTLAKE
APPLICATION PROCESS

PLEASE RETAIN FOR FURTHER REFERENCE.

APPLICATION PROCESS:

1. To be considered an applicant for a position with the City of Eastlake, you must complete the employment application and submit all documents and materials required in any job announcement or job requested with the application. Incomplete job applications will not receive further consideration.
2. If letters of recommendation, transcripts or other supplemental materials are sent under separate cover, please include your full name on the documents and forward to the Finance Department – Attention: (position you are applying for).
3. When applying for different positions, applicants must submit an original application form and a separate set of documents for each position. Submitted materials become City property and will not be returned.
4. Applications are kept on an “Active” status for six months and on file for one year.

SELECTION PROCESS:

1. Many positions are a part of bargaining units and others (Police Officers and Fire Fighters) are filled through Civil Service tests and procedures. Contract language for many positions mandates we must first consider current members of these bargaining units for seniority, experience and best qualified. Bargaining unit positions are posted internally for five (5) working days.
2. Next consideration will be given to current employees who are filling temporary or part time positions. Experience and qualifications will be reviewed. This classification of an employee must complete a new application.
3. If there are no eligible applicants from these actions, notices of employment opportunities will be distributed through whatever means deemed necessary, including but not limited to, newspapers or journals for publication and notices to colleges, universities, minority organizations, agencies representing the physically challenged, etc.
4. After the necessary processes are complete, the Mayor will review the applications to determine which applicants possess the minimum qualifications. Meeting the minimum qualifications does not assure the candidate of an interview. Applicants selected for interview will be from those possessing at least the minimum qualifications and will be determined in conjunction with the supervisor of record.
5. Applicants selected for an interview will be notified by telephone.
6. The City of Eastlake reserves the right to contact an applicant’s references at any time after the application is received in our offices.
7. All final decisions will be made by Directors/Department Heads with concurrence by the Mayor.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER WHO VALUES DIVERSITY IN THE WORKPLACE.