

**APPLICATION INSTRUCTIONS FOR POLICE OFFICER
PLEASE DETACH AND RETAIN**

WRITTEN TEST:

WEDNESDAY, OCTOBER 16, 2019

6:00 p.m.

Dwyer Memorial Center

300 Bryson Lane

Bay Village, Ohio 44140

Return this application, with a \$35.00 non-refundable processing fee, on or before 4:00 p.m., Friday, October 11, 2019. Make checks payable to THE CITY OF BAY VILLAGE. Applications returned by mail must be postmarked by Friday, October 11, 2019. If returning in person, return to the Bay Village City Hall Receptionist, 350 Dover Center Road, Bay Village, OH 44140 (**NOTE: Prompt return of your application is important. All applications received shall have a date and time of return. Tie scores shall be determined by the earliest returned application.**) **PLEASE BE CERTAIN THE APPLICATION IS NOTARIZED BEFORE RETURNING IT.**

QUALIFICATIONS

Age:	Minimum of 21 years at time of appointment Applicants must not have reached their 35th birthday at time of appointment
Education:	High School Diploma or GED
Citizenship:	U.S. Citizen

Applicants must pass all examinations to be considered for appointment: written, physical agility*, background investigation, polygraph, personal interview, and a comprehensive medical examination, including drug testing. **The City of Bay Village has a “no-hire policy” for applicants who use tobacco.**

More information concerning agility testing will be distributed on test date, or after receiving notification of your test score.

EXTRA CREDIT

Applicants passing the written exam shall be allowed the following additional credit for higher education and training and/or military service **provided the applicant can satisfactorily furnish proof of successful completion of the following: A maximum of ten point credit permitted.**

- 5 Points:** Two-year Criminal Justice, Law Enforcement, or Police Science Associate Degree, OR, four-year BA, BS, or AB Degree from an accredited college in any field. Please submit copy of proof with application. The City of Bay Village only recognizes degrees granted from a university or college if the degree granting institution is accredited by a nationally recognized accrediting organization. The accrediting organization must be recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- 5 Points:** Current Ohio Peace Officer Training Academy (OPOTA) Certification for full-time officer, plus two years experience or (4160 hours equivalent) in the field (i.e. municipal or township police officer, deputy sheriff, university police officer, Ohio State Patrol Officer, or CMHA Police Officer). Please submit copies of proof with application.
- 2 Points:** Current Ohio Peace Officer Training Academy (OPOTA) without experience in the field.
- 5 Points:** Military veterans who have served at least one year active duty and have been **HONORABLY DISCHARGED**. Please submit copy of your DD214 with application.

The Written Examination for Police Officer will be held on Wednesday, October 16, at 6:00 p.m., at the Dwyer Memorial Center, 300 Bryson Lane, Bay Village, Ohio. 44140. Applications also available on web site at www.cityofbayvillage.com. **Please note that you will not receive further notification after filing your application. You must just appear the date of the test.**

***The Dwyer Memorial Center is located directly across from the Bay Village Municipal Pool. You can access the area from the parking lot behind Bay Village City Hall, 350 Dover Center Road, immediately north of Wolf Road. Turn into the parking lot from Dover Center Road, and continue going west and then north until you see the high slide of the pool. The building directly to the west is the Dwyer Memorial Center.**

Please note that you will not receive further notification after filing your application. You must just appear at the Dwyer Center on the date of the test. Please try to arrive by 5:30 p.m., as fingerprinting will be done prior to the test.