

CITY OF ASHTABULA

NOTICE OF CIVIL SERVICE ENTRANCE EXAM **POLICE PATROL OFFICER**

WHEN: SUNDAY, March 23rd 2025 FROM 10:00 AM TO 12:30 PM - REGISTRATION STARTS AT 9:00 AM **VALID ID REQUIRED FOR ADMITTANCE TO EXAM.**

WHERE: ASHTABULA PUBLIC LIBRARY
4335 PARK AVE, ASHTABULA, OHIO 44004

APPLICATIONS AVAILABLE:

DOWNLOAD AT: **www.CityofAshtabula.com/employment-opportunities**

OR APPLICATION MAY BE OBTAINED DURING NORMAL BUSINESS HOURS AT:

**ASHTABULA MUNICIPAL BUILDING
CITY MANAGER'S OFFICE
4250 LAKE AVE, ASHTABULA, OHIO 44004**

FEE: A \$25.00 APPLICATION FEE IS DUE WITH YOUR COMPLETED APPLICATION
CASH, CHECK OR MONEY ORDER **ONLY**, MADE PAYABLE TO: **CITY OF ASHTABULA**

RETURN ALL COMPLETED APPLICATIONS AND VERIFYING DOCUMENTATION STARTING
MONDAY, FEBRUARY 10TH AT 9:00 A.M. AND NO LATER THAN FRIDAY, MARCH 14, 2025 AT
4:00P.M .TO:

**ASHTABULA MUNICIPAL BUILDING
CITY MANAGER'S OFFICE
4250 LAKE AVENUE, ASHTABULA, OHIO 44004**

(SEE ATTACHED PAGES FOR MINIMUM REQUIREMENTS AND GENERAL INFORMATION)

**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 A VALID DRIVERS LICENSE AT 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 DIPLOMA, G.E.D. EQUIVELANT OR COLLEGE DIPLOMA, HONORABLE DISCHARGE PAPERS (IF APPLICABLE) AND ANY EXTRA CREDIT DOCUMENTATION (***SEE LINE 10 BELOW**)
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 SUCCESSFULLY COMPLETE AND/OR PASS THE FOLLOWING HIRING CRITERIA
 - A WRITEN EXAM WITH A MINIMUM SCORE OF 70%
 - A PHYSICAL AGILITY TEST
 - A POLYGRAPH EXAMINATION
 - A PSYCHOLOGICAL EXAMINATION
 - A PHYSICAL EXAMINATION
 - A DRUG SCREEN
7. ALL APPLICANTS MUST HAVE SUCESSFULLY COMPLETED THE OHIO BASIC POLICE ACADEMY AND STATE CERTIFICATION PRIOR TO FULL-TIME APPOINTMENT.
8. YOU ARE REQUIRED TO RESIDE IN THE COUNTY OF ASHTABULA OR ADJACENT COUNTY IN THE STATE OF OHIO WITHIN SIX (6) MONTHS OF APPOINTMENT.
9. APPOINTEE MUST SUCCESSFULLY COMPLETE A PROBATIONARY PERIOD OF UP TO 18 MONTHS.
10. *IT IS THE RESPONSIBILITY OF EACH APPLICANT TO PROVIDE THE NECESSARY DOCUMENTS AT THE TIME HIS/HER APPLICATION IS SUBMITTED IN ORDER TO RECEIVE EXTRA CREDIT POINTS ON THE EXAM. **EXTRA CREDIT POINTS WILL BE AWARDED ONLY TO THOSE WHO PASS THE WRITTEN EXAM WITH A MINIMUM SCORE OF 70%.** EXTRA CREDIT POINTS ARE AWARDED FOR THE FOLLOWING:
 1. 10 POINTS FOR CURRENT OHIO OPOTA CERTIFICATION
 2. 7 POINTS FOR A GRADUATE OF A POLICE ACADEMY (IF YOU ARE ELIGIBLE FOR #1, YOU ARE NOT ELIGIBLE TO RECEIVE POINTS FOR #2)
 3. 2 POINTS IF YOU SPEAK SPANISH PROFICIENTLY. (“**PROFICIENTLY**” SHALL BE DETERMINED BY AND AT THE SOLE DISCRETION OF THE CITY OF ASHTABULA
 4. 3 POINTS IF YOU HAVE A MASTER'S DEGREE, 5 POINTS IF MASTER'S DEGREE IS IN THE FIELD OF LAW ENFORCEMENT
 5. 2 POINTS IF YOU HAVE A BACHELOR'S DEGREE, 4 POINTS IF BACHELOR'S DEGREE IS IN THE FIELD OF LAW ENFORCEMENT
 6. 1 POINT IF YOU HAVE AN ASSOCIATE'S DEGREE, 3 POINTS IF ASSOCIATE'S DEGREE

IS IN THE FIELD OF LAW ENFORCEMENT

7. 5% OF THE PASSING SCORE FOR HONORABLE DISCHARGE FROM THE MILITARY. DISCHARGE PAPERWORK (DD-214) MUST BE SUBMITTED WITH APPLICATION
11. A WAIVER OF LIABILITY IS REQUIRED TO PARTICIPATE IN THE PHYSICAL AGILITY EXAM (TO BE DISTRIBUTED AT THE PHYSICAL AGILITY EXAM). **THE PHYSICAL AGILITY EXAM IS CONDUCTED AT CUYAHOGA COMMUNITY COLLEGE (CCC) BY APPOINTMENT.**

CANDIDATES WHO ALREADY HAVE OBTAINED A VALID PHYSICAL AGILITY CERTIFICATE FROM CCC MAY SUBMIT THEIR CERTIFICATE WITH THE EXAM APPLICATION DOCUMENTS. FOR THE CERTIFICATE TO BE DEEMED VALID IT MUST HAVE BEEN ISSUED NO MORE THAN 12 MONTHS FROM THE TIME IT IS SUBMITTED TO THE CITY OF ASHTABULA WITH THE APPLICATION DOCUMENTS. CANDIDATES WHO HAVE NOT YET RECEIVED A CERTIFICATE FROM CCC MAY SCHEDULE THEIR PHYSICAL AGILITY EXAM AT A LATER TIME AND IN COORDINATION WITH THE CITY OF ASHTABULA HIRING PROCESS.

STUDY MATERIAL FOR THIS ENTRANCE TEST IS AVAILABLE FOR INDIVIDUAL PURCHASE HERE:

<https://iosolutions.com/product/cwh-ngle-study-guide-online-2/>

PLEASE ARRIVE NO LESS THAN 30 MINUTES PRIOR TO TEST TIME FOR REGISTRATION!