

POLICE OFFICER
CITY OF BEREA, OHIO
LATERAL TRANSFER
GENERAL INFORMATION:

The City of Berea is accepting applications to be placed on a Lateral Transfer Eligibility List for Full-Time Police Officers. All applications must be made on the application form furnished by the Civil Service Commission. Applications can be picked up from the City of Berea Police Department Clerk's Office, 17 Berea Commons, Berea, Ohio 44017 (applications available Monday thru Friday 8:00 a.m. to 3:30 p.m.). Applications may also be downloaded from the City of Berea website:

<https://cityofberea.org/DocumentCenter/View/2805/lateral-transfer---application>

Completed applications may be returned in person to the City of Berea Police Department Clerk's Office during business hours listed above or by email to the Civil Service Secretary at

civilservice@cityofberea.org

1. Each applicant must be at least twenty-one (21) years of age and have not yet reached their forty-second (42) birthday at the time of hire.
2. Have a valid Ohio driver's license.
3. Be a high school graduate or hold a GED certificate.
4. Successfully have completed the probationary period at their current or most recent place of employment as a law enforcement officer.
4. Be currently Ohio Peace Officer Training Academy (OPOTA) certified as an Ohio Peace Officer as defined in Chapter 109 of the Ohio Administrative Code.
5. The applicant's current or previous employment as an Ohio peace officer must have been the result of a competitive examination process.
6. Candidates shall be currently working, or have worked within the past twelve (12) months in the capacity of a full-time (minimum of thirty hours per week) as an OPOTA-certified Ohio Peace Officer in Ohio, as defined in R.C. 109.71, which includes service in a full-service college police department or as a commissioned officer with a hospital department.
7. Must not have left a current or prior law enforcement position because of a disciplinary issue, or to avoid a disciplinary action.
8. Successfully pass a physical agility test conducted by Cuyahoga Community College within the preceding twelve months prior to appointment. Information and scheduling can be found at: <https://www.tri-c.edu/workforce/public-safety/law-enforcement/law-enforcement-advanced-training/physical-agility-police-officer-testing.html>
9. Submit to a complete background investigation to include: polygraph or voice stress analyzer, psychological, medical, and drug screenings.

If there are any questions not answered, please contact the Civil Service Secretary at civilservice@cityofberea.org.

Before being placed on a Lateral Transfer List, every applicant shall submit to an oral interview before a panel consisting of the Director of Public Safety, the Police Chief, and two members of the Civil Service Commission. In the oral interview process, the panel may consider the following factors, among other job-related factors, deemed appropriate by the panel:

- The reason the applicant has been separated from the applicant's former employers or wishes to leave the applicant's current employment.
- The type of agency or entity that employed the applicant in the past.
- Any additional certifications obtained by the applicant.
- The results of any background check.
- Any other job-related factors the panel deems appropriate.

If the panel determines that the Applicant meets the criteria for the Lateral Transfer List and successfully completes the oral interview process and would be an appropriate Applicant to be placed on the Lateral Transfer List considering job related factors, the panel shall place the Applicant on the list, complete the list, and forward the list to the Civil Service Commission. There will be no ranking of the Applicants on the list. The Commission shall then certify the list if it finds everything to be in compliance with the Commission's Rules. The Commission has the discretion to leave the time period for the Lateral Transfer List open for an indefinite period of time; however, the Commission must certify any Applicant on the Lateral Transfer List before that Applicant is eligible for appointment.

Shift work, work on holidays, and rotating days off are standard and required for this position.

*The City of Berea is an
Equal Opportunity
Employer*

City of Berea Pre-employment Application/Police Lateral Transfer
 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 Berea 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 Berea before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?	Driver License No./State (attach copy)	
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	
		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?			Yes	No
Do you have the use of a motor vehicle? (If required in the performance of job duties)			Yes	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 Berea?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please indicate names of relatives and where they work:				

Current OPOTA Certified Ohio Peace Officer Employer within the past twelve (12) months

Name of Employer

Dates of Employment

_____ to _____
 _____ to _____
 _____ to _____

Attach a copy of **your resumé**

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		

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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



The City of Berea 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 Berea Law Department.

Visit our Internet site www.cityofberea.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 Berea. I understand that if accepted by the City of Berea, my employment is voluntarily entered into and I am free to resign at any time. Similarly, the City of Berea 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 during the duration of the probationary employment period, subject to discharge without cause unless otherwise specified by law.

Applicant Signature

Date

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 and transporting.
- 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.
- 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



Immediate Lateral Transfer Openings



Apply Now

Berea Police Department

Lateral Qualifications

The Berea Police Department is looking for new officers through the lateral entry hiring program.

Information on the lateral entry hiring program and the Berea Police Department will be available on the Berea Police Department's website: www.cityofberea.org/180/Police-Department

or by contacting Lt. Krouse at: akrouse@bereapolice.org

The City of Berea is an equal opportunity employer.
Berea Police Department
17 Berea Commons Berea, Ohio 44017



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- Successfully have completed the probationary period at your current or most recent place of employment as a law enforcement officer.
- Applicant's employment as an Ohio peace officer must have been the result of a competitive hiring process.
- Must not have left a current or prior law enforcement position because of a disciplinary issue or to avoid disciplinary action.
- Submit to an oral interview before a panel consisting of the Director of Public Safety, the Chief of Police, and two members of the Civil Service Commission.
- Successfully pass a physical agility test conducted by Cuyahoga Community College (TRI-C).
- Submit to a complete background investigation, including: polygraph, psychological, medical, and drug screening.

Specialized Opportunities

- Detective Bureau • K-9 Unit • Motorcycle Unit • Bicycle Patrol • Field Training Officer
- School Resource Officer • Accident Investigation • Evidence Technician • Training Instructors • Regional Response Team (SEB)

Entry salary Range for Lateral Transfers in 2023 with professional wage supplement

- 2-3 years full time experience - \$71,302.40
- 3-5 years full time experience - \$74,526.40
- 5 or more years full time experience - \$77,771.20