



CITY OF GENEVA

44 North Forest Street
Geneva, Ohio 44041

Phone: (440) 466-4675
Fax: (440) 466-5027
E-mail: tcaya@genevaohio.com

Re: City of Geneva
Police Civil Service Testing
Written Test Date: **Sunday December 4, 2022 at 1:00 PM**

Dear Applicant:

We are pleased you are considering employment with the City of Geneva Police Department. Please read this letter and the attached information carefully. The application and the completed release form must be returned to the administrative office at the City of Geneva, 44 North Forest Street, Geneva, Ohio by **4:00 p.m. on November 28, 2022.**

Passage of an entrance examination is required. The entrance exam shall consist of three parts; written test, physical agility test and oral interviews. Failure to pass any of the tests shall preclude the applicant from continuing the testing process. Upon successful completion of all three examinations, the Civil Service Commission shall establish an eligibility list.

Applicants must have attained their Ohio Police Officer Certificate at the time of appointment to the office of Police Officer.

The physical agility testing will be conducted by Tri-C. The upcoming testing dates for Tri-C can be found at www.tri-c.edu. You must be registered with Tri-C by Wednesday before the testing to take that test. The cost for physical agility testing through Tri-C is \$70.00 and applicant is responsible for that cost. If you are hired at the City of Geneva, the \$70.00 will be reimbursed upon hire. Tri-C will issue a certificate of completion to candidates who successfully passes the Police Officers Physical agility testing. The candidate must provide the City of Geneva with a copy of their certificate of completion by **December 19th, 2022.** The City of Geneva will accept certificates dated **December 19, 2021 to December 19, 2022.** **The City of Geneva will also accept an OPOTA graduate physical dated December 19, 2021 – December 19, 2022.** Further, it is suggested that applicants contact their personal physician prior to beginning any training program associated with the physical agility test administered.


The written portion of the testing process will be scheduled for **Sunday, December 4, 2022.** The test will begin promptly at **1:00 PM on Sunday, December 4, 2022** and will be given at Geneva City Hall in the City Council Chambers located at 44 North Forest Street, Geneva, Ohio 44041. Allow yourself enough time to be signed in and receive instructions. It is recommended that you arrive at least 10 minutes early. **A state driver's license or state identification card must be presented at the time of testing.** It is imperative that you be on time. If the location of the test needs to be changed, each candidate will be contacted ahead of time.

Applicants must fill out the application completely as the oral interview panel will use the information. The panel will consist of members of the Civil Service Commission as well as the Police Chief, City Manager and/or designee. The oral examination shall be based upon criteria prescribed by the Commission to test general suitability for the position to be filled. **The oral examinations shall be pass/fail. Oral Interview will be scheduled the week of December 19, 2022.**

Applicants who successfully complete the required testing will be put on an eligibility list for the position of police officer. Additional testing/screening may be required for the appointment to the position of police officer.

If you have any questions on the application process, please call Tammy Caya, Civil Service Secretary, before the deadline at (440) 466-3316 or email at tcaya@genevaohio.gov.

Thank you,



Tammy Caya
Civil Service Commission Secretary
City of Geneva

Cuyahoga Community College

Police Physical Agility Testing

The Police Physical Agility Program conducts three assessments for numerous area law enforcement agencies:

- Police Physical Agility Exam (\$70 fee)
- Written Cognitive Assessment (\$60 fee)
- Pre-Screening Psychological Assessment (\$60 fee)

Police Officer Physical Agility Exam:

Cuyahoga Community College will issue a certificate of completion to participant's who successfully pass the Police Physical Agility Exam at the 30th percentile of the Cooper Standards. It is the participant's responsibility to provide the agency or agencies he/she is testing for with a copy of their certificate of completion. The certificate will be valid for one year, unless otherwise stated by the agency the candidate is testing for.

Participants should dress appropriately (no sleeveless shirts, extremely baggy shorts/pants, and/or short shorts). The 1.5-mile run will be conducted on an outdoor track unless weather conditions do not permit.

Written Cognitive Assessment:

This Assessment is provided for participating law enforcement departments. The assessment battery has been created by independent experts, validated by scientific research and will be administered impartially and fairly.

Pre-Screening Psychological Assessment:

This Assessment is provided for participating law enforcement departments. The assessment battery has been created by independent experts, validated by scientific research and will be administered impartially and fairly.

Prerequisites

- Must be in excellent physical condition.*
- Must register and pay the testing fee by the Wednesday prior to the test date, providing a valid email address so you can receive your specific start time and other important information.
- Must read, complete and return the participant packet to the academy staff the day of the assessment (this is emailed to you in the above mentioned email.)
- Must show actual photo ID to be permitted into the testing area.

*It is highly recommended that participants consult with their personal physician before taking the physical agility exam.

Please note: Cuyahoga Community College does not assume any responsibility for any medical consequences that might arise from participating in the Police Officer Physical Agility Exam.

2022 Physical Agility Test Dates

- Dec. 12, 2021
- Jan. 23
- Feb. 13
- March 13
- April 10
- May 15
- June 12
- July 10
- Aug. 14
- Sept. 18
- Oct. 16
- Nov. 20
- Dec. 11

Registration Information

All Police Physical Agility Exams are held on Sundays and last **approximately 2 hours**. Participants must be in the classroom for orientation promptly at their scheduled time or they will not be able to take the exam that day.

Test dates and registration are online. Registration deadline: 4 p.m. the Wednesday prior to the test date.

You will register and pay for a specific date. Prior to the start day you will receive an email from our staff with an assigned time for your test. **No walk-ins.**

Certificates will be emailed to the participants within three (3) business days.

Location

Western Campus
Simulated Scenario Village
11000 W. Pleasant Valley Road
Parma, Ohio 44130

Report to the Simulated Scenario Village (behind the KeyBank Public Safety Training Center) on the Western Campus for the start time indicated in the email you receive on the Thursday or Friday prior to the test date. If you registered and did not receive an email by Friday before noon contact the office (216-987-3033 or **PoliceAgility@tri-c.edu**).

How to Reach Us

Carrie Havens
Coordinator II
(216) 987-3033
PoliceAgility@tri-c.edu

**Cuyahoga Community College
Public Safety Training Center
Law Enforcement Division
Police Agility Program**

Preparing for the Police Physical Agility Exam

WHAT TEST STANDARDS MUST BE MET?

There are three events that must be successfully completed to receive a Cuyahoga Community College Certificate of Completion. Each event is scored separately and the participant must meet the standard on each and every event to a certificate. The standards are as follows:

		COOPER INSTITUTE OF AEROBIC RESEARCH STANDARDS				
		30th percentile				
AGE		20-29	30-39	40-49	50-59	60+
MEN	1.5 Run	13:16	13:46	14:34	15:58	17:38
	Sit-Ups (1 Minute)	35	32	27	21	17
	Push-Ups (1 Minute)	26	20	15	10	8
WOMEN	1.5 Run	15:52	16:38	17:22	18:59	
	Sit-Ups (1 Minute)	30	22	17	12	
	Push-Ups (1 Minute)	13	09	07	09*	

*Modified push-ups.

HOW TO PREPARE FOR THE TEST?

PHYSICAL FITNESS ASSESSMENT PREP / TRAINING ROUTINES						
WEEK	MAX PUSHUPS & SIT-UPS 3X/WEEK		1.5 MILE RUN			
	Determine your max push-up/sit-ups; this will be the initial training repetition dose (ITRD). Add 2 repetitions for each successful week.		The progressive routine below is proven to gradually increase your running endurance. If applicable, you may advance the schedule on a weekly basis and then proceed to the next level.			
	SETS	REPS	ACTIVITY	DISTANCE	MAX TIME	FREQUENCY
1	1	ITRD	Walk	1 mile	17-20 min	5x/week
2	2	ITRD+2	Walk	1.5 miles	25-29 min	5x/week
3	3	ITRD+4	Walk	2 miles	32-35 min	5x/week
4	3	ITRD+6	Walk	2 miles	28-30 min	5x/week
5	3	ITRD+8	Walk / Jog	2 miles	27 min	5x/week
6	3	ITRD+10	Walk / Jog	2 miles	26 min	5x/week
7	3	ITRD+12	Walk / Jog	2 miles	25 min	5x/week
8	3	ITRD+14	Walk / Jog	2 miles	24 min	5x/week
9	3	ITRD+16	Jog	2 miles	23 min	4x/week
10	3	ITRD+18	Jog	2 miles	22 min	4x/week

WRITTEN TEST INFORMATION

TEST DATE:

SUNDAY, DECEMBER 4, 2022 – 1:00 PM

GENEVA CITY HALL
44 NORTH FOREST STREET
GENEVA, OHIO 44041

ONLINE PRACTICE WRITTEN EXAM:

OHIO LAW ENFORCEMENT SELECTION INVENTORY TEST

<https://iosolutions.com/product/oh-select-interactive-online-practice-test/>



Description

The OH-SELECT Practice Test contains 60 questions that are designed to provide insight as to how you will perform on the cognitive (i.e. reading, writing, math, etc.) portion of the OH-SELECT.

Purchasing this product will give you immediate access to an interactive test that must be taken online via the IOS Recruitment website.

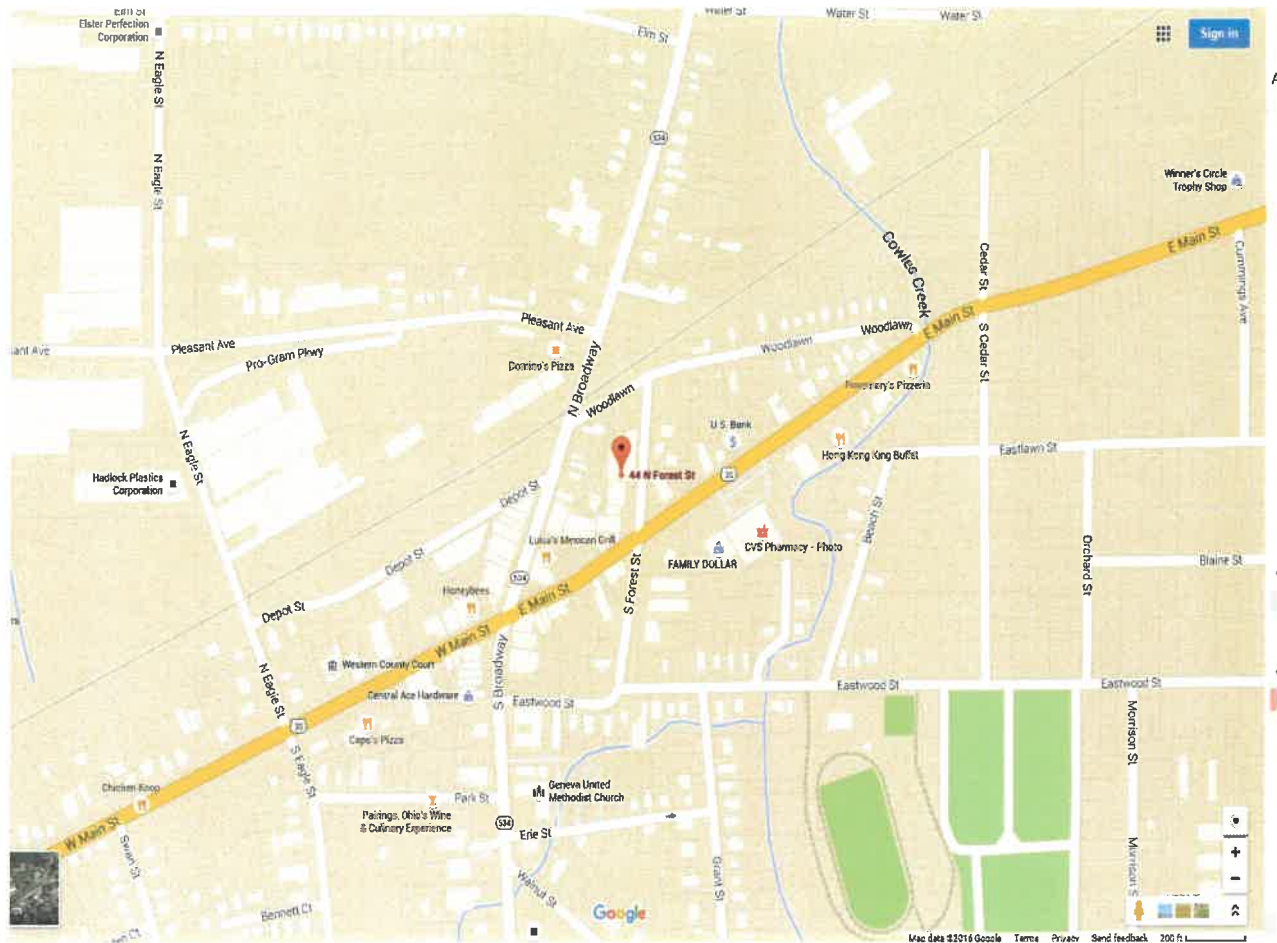
Details:

- 60 practice items
- Tests the same dimensions as the actual OH-SELECT exam
- Upon completion, you will receive your overall score including a breakdown of your performance on each dimension
- Automatic scoring of your exam with breakdown of performance per dimension
- View correct answers and retake the questions you answered incorrectly
- No time limit per attempt

This test contains a different set of questions from the practice test contained in the OH-SELECT Enhanced Study Guide. If you desire more practice after completing this test, purchase the enhanced study guide for a unique set of questions. *Please note that online products are not downloadable and expire 365 days from date of purchase. Online products are currently not compatible with smart phones.*

CIVIL SERVICE WRITTEN TEST:
SUNDAY, DECEMBER 4, 2022 – 1:00 PM

GENEVA CITY HALL
44 NORTH FOREST STREET
GENEVA, OHIO 44041
CITY COUNCIL CHAMBERS



CITY OF GENEVA
APPLICANT RELEASE FORM

I, _____, presently reside at _____,
_____, Ohio has applied for employment with the City of Geneva. I have been advised and am fully aware that a representative of the City of Geneva will be conducting a thorough investigation of my background to assist in determining my suitability for this employment. I realize that, in conducting this background investigation, a city representative will make inquires of; officials and record officers at schools which I have attended; physicians and/or other persons who may have examined or tested me for any physical or other type of illness or injury; police or courts with whom I may have an arrest or conviction record; credit bureaus and/or firms which may have information regarding my credit record and/or financial standing; present and previous employers; BMV records and any other persons who may be able to provide information about me which the City of Geneva desires.

I hereby give my permission and waive all provisions of law forbidding any physician or any other person who has attended me, or any other school official, court, police agency, credit bureau, employer, firm, or person, from disclosing any knowledge or information they have concerning me which is requested or desired by the City of Geneva. I further consent and request that the public safety director of the City of Geneva or his representative is provide with a copy of any such record concerning me, which they may desire.

I recognize the right of the City of Geneva to treat, at its discretion, certain sources as confidential, and its right to withhold from my agent or me the names of such confidential sources, and information obtained there from.

By: _____

Dated: _____

Witnesses:

CITY OF GENEVA

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
Advertisement <input type="checkbox"/>	Friend <input type="checkbox"/>
Employment Agency <input type="checkbox"/>	Relative <input type="checkbox"/>
	Walk-In <input type="checkbox"/>
	Other <input type="checkbox"/> _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If Yes, give date _____

Have you ever been employed with us before?

Yes No

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

If Yes, give date _____

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address Of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and Extra-curricular activities.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which include race, color, religion, gender, national origin, disabilities or other protected status.

Name of employer: Address: City, State, Zip Code: Phone number:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer: Address: City, State, Zip Code: Phone number:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer: Address: City, State, Zip Code: Phone number:	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

If you need additional space, please continue on a separate sheet of paper.

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills Check Skills/Equipment Operated

<input type="checkbox"/> Windows	<input type="checkbox"/> Mac/Apple	<input type="checkbox"/> Internet	Production Mobile Machinery (list):
<input type="checkbox"/> Excel	<input type="checkbox"/> QuickBooks	<input type="checkbox"/> E-mail	_____
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Publisher	<input type="checkbox"/> Fax	_____
<input type="checkbox"/> Adobe	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Typewriter	Other (list)
<input type="checkbox"/> WordPerfect	<input type="checkbox"/> PageMaker	<input type="checkbox"/> Calculator	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES NO

References

1. _____ () _____
(Name) (Phone)

(Address)
2. _____ () _____
(Name) (Phone)

(Address)

3. _____ () _____
(Name) (Phone)

(Address)

4. _____ () _____
(Name) (Phone)

(Address)

5. _____ () _____
(Name) (Phone)

(Address)

Affirmative Action Voluntary Information

Completion of information below is voluntary.

The City of Geneva considers all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any similarly protected status. The City of Geneva also complies with all applicable laws governing employment practices and does not discriminate on the basis of any unlawful criteria.

Applicant can complete this on a voluntary basis. This is not for interview purposes. This form will be filed separate from application.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, the City of Geneva invites you to complete this applicant survey. Providing this information is STRICTLY VOLUNTARY. Failure to fill out this survey will not subject you to any adverse personnel decision or action.

This survey is NOT part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Please Print

Position (s) applying for _____

Referral Source

<input type="checkbox"/> Walk-In	<input type="checkbox"/> Government Employment Agency	<input type="checkbox"/> Relative
<input type="checkbox"/> Employee	<input type="checkbox"/> Private Employment Agency	
<input type="checkbox"/> Advertisement - Source	<input type="checkbox"/> School	

Applicant Information

Name _____ Telephone () _____

Last First Middle

Address _____

Street City State Zip Code

Please check the following Equal Employment Opportunity Identification Groups:

<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> White	<input type="checkbox"/> Male
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Asian	
<input type="checkbox"/> Hispanic/Latino (White race only)	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Female
<input type="checkbox"/> Hispanic/Latino (all other races)		

For Administrative Use Only

Position(s) applied for _____ Available _____ Not Available _____ Other _____

Other positions considered for _____

Hired _____ Yes _____ No _____

Position hired for _____

From the EEO job classifications listed below, which one best describes the position filled?

<input type="checkbox"/> Officials and Managers	<input type="checkbox"/> Office and Clerical Workers
<input type="checkbox"/> Professionals	<input type="checkbox"/> Craft Workers (Skilled)
<input type="checkbox"/> Technicians	<input type="checkbox"/> Operatives (Semi-skilled)
<input type="checkbox"/> Sales Workers	<input type="checkbox"/> Laborers (Un-skilled)
<input type="checkbox"/> Service Workers	

Completed By _____ Date ____/____/____