



**CIVIL SERVICE APPLICATIONS ACCEPTED
FOR THE POSITION OF
POLICE OFFICER – POLICE DEPARTMENT**

General Requirements

- Valid Ohio Driver's License.
- High school diploma or equivalent.
- Minimum of 21 years of age upon application (CSR 14 § B).
- Maximum of 41 years of age at time of original appointment (CSR 14 § B).
- Must successfully pass written exam, with a minimum score of 70 percent, as well as agility, medical, polygraph, and psychological examinations.
- Must successfully pass a criminal background investigation.
- Ability to perform essential job functions.

General Information

Applications, general requirements, the job description, and details of the position are available for pickup at the Avon Lake Municipal Building, 150 Avon Belden Road, 1st Floor, between 8:00 a.m. and 4:30 p.m. beginning on Tuesday, May 13, 2025. **Applications must be received by the Civil Service Commission no later than 4:30 p.m. on Friday, June 13, 2024.**

Individuals whose applications indicate they meet the minimum qualifications will be permitted to sit for the written test. If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act of 1990) to participate in any examination phase, the applicant must notify the Civil Service Commission in writing and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. Submission of a request does not guarantee that the request will be granted. Individuals with disabilities may contact the Clerk of the Civil Service Commission at 440-933-6141, for additional information or assistance.

Written Exam

A written exam will be administered at Avon Lake High School, Room 114, on **Wednesday, June 18, 2025, at 6 p.m. Registration begins at 5:30 p.m.** A photo ID is required for entrance to the examination. **No one will be admitted to the test site after the exam has begun.**

In the case of a tie score on the written exam, the application filed earliest will receive the higher ranking.

Additional Credit for Military Service

In accordance with Avon Lake Civil Service Rule 9, Section B, veterans who qualify for military service credit may receive either 5 or 10 points added to the final passing score of their civil service examination. To qualify for the credit, **candidates must submit the required documentation at time of application and no later than date of exam.** Required documentation shall be any official records from a branch of the U.S. Armed Forces (e.g. DD214 Member 4 Copy) and/or the U.S. Department of Veterans Affairs that identify:

- a. Branch of service
- b. Dates of service
- c. Total amount of active service
- d. Character of service (e.g., honorable, under honorable conditions, general)
(And as Applicable)
- e. The present existence of a compensable service-connected disability of 30 percent or more

Agility Exam

The Police Officer Physical Agility Exam conducted by Cuyahoga Community College is not required to take the written examination and to be placed on the certified eligibility list. **It will, however, be required during the hiring process along with medical, polygraph, and psychological examinations.**

A non-refundable \$25 filing fee is required when the application is returned. The fee must be paid by cash or personal check payable to the City of Avon Lake.

THE CITY OF AVON LAKE IS AN EQUAL OPPORTUNITY EMPLOYER