

**CIVIL SERVICE COMMISSION  
CITY OF WILLOWICK**

**ANNOUNCEMENT OF EXAMINATION FOR FULL-TIME POLICE OFFICER**

The Willowick Police Department and the Civil Service Commission invite qualified persons to apply for the position of Police Officer.

**DATE OF ONLINE  
EXAMINATION:**

**Wednesday November 1, 2023 through Monday December 4, 2023**

**APPLICATION:**

The City of Willowick Civil Service Commission will be establishing a list of candidates for the position of Patrol Officer for the City of Willowick Police Department. The test will be administered through the **NATIONAL TESTING NETWORK (NTN)** at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com). A copy of birth certificate, high school diploma or GED, and valid State Issued driver's license must accompany the online application.

**CITIZENSHIP:**

Must be a citizen of the United States.

**AGE:**

Minimum of 21 years of age upon appointment. No person is eligible as an applicant for admission to any examination for original appointment to the Police Division if such person is thirty-five (35) years of age or older as of the date of examination.

**EYESIGHT:**

Corrected to 20/20 with glasses or contact lenses.

**EXAMINATIONS:**

Online NTN Test, physical ability, background investigation, polygraph and/or voice stress analyzer, psychological, drug abuse screening.

**EXAMINATION &  
TESTING:**

Those applicants who are successful in passing the NTN examination with a grade of 70% or better, will be required to pass either the Police Officer Standardized Physical Agility Exam through Cuyahoga Community College (CCC), any approved Ohio Police Officers' Training Academy (OPOTA), its equivalent OR have a valid certificate of completion from CCC. If the candidate is successful in passing the physical ability examination, he/she will proceed to the polygraph and/or voice stress analyzer, psychological examinations and drug abuse screening. Appointment to the position by the Mayor / Safety Director will be predicated on passing a medical examination at a time and place designated by the Civil Service Commission. If applicant should be referred to his/her personal physician for suspicion of a medical problem, such expense shall be borne by the applicant.

\*Applicant may provide a copy of current Physical Agility Test at the time of application. "Current" indicates valid as of December 4, 2023.

**U.S. MILITARY SERVICE:**

Applicants who wish to claim credit of 5% for military service as provided in the Rules and Regulations of the Civil Service Commission must submit a copy of Honorable Discharge Certificate (DD Form 214) or other satisfactory evidence of Service. Military Service Credit will apply only if applicant achieves a score of 70% or better on the NTN examination.

**CERTIFICATION:**

Applicants who wish to claim credit of 5% for completion of the basic police academy training course in an OPOTA accredited academy within the past two years or have a current and active police commission through OPOTA must submit a copy of their certificate. OPOTA Certification Credit will apply only if applicant achieves a score of 70% or better on the NTN examination.

**EDUCATION:**

Applicants will be credited with up to 10% for educational achievement. However, no applicant may receive both educational credit and Veteran's Preference credit, but shall receive an average of the two that will give applicant the highest examination score. Educational credit will apply only if applicant achieves a score of 70% or better on the NTN examination.

- **Maximum** of 5% for Associate Degree in Law Enforcement.
- **10%** for Bachelor's Degree in Law Enforcement, Public Safety Management, Political Science or Public Administration.
- **7.5%** for any other Bachelor's Degree.

Copies of College transcripts and diploma must accompany application. **All applicants must upload their educational diploma, OPOTA Certificate or DD 214 into the national testing center portal to receive the extra percentage. Please ensure all documentation is sent in with your application and/or uploaded on NTN. Additional information may be required upon completion and passage of written examination.**