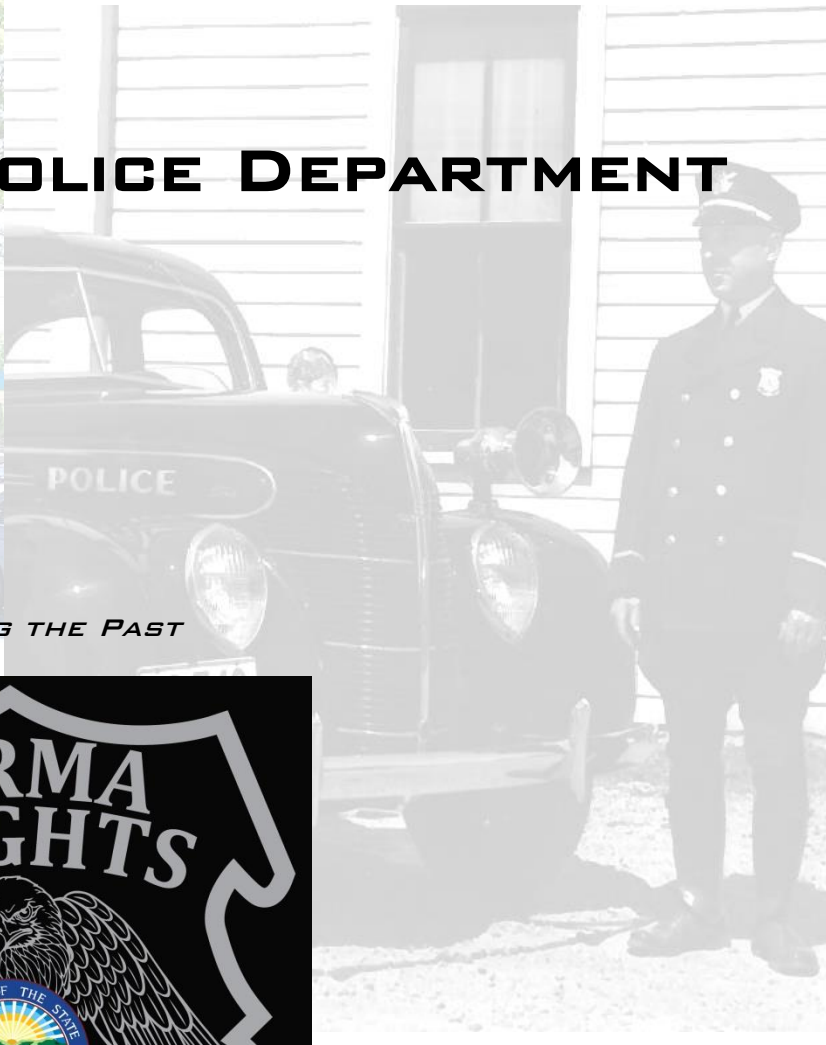


PARMA HEIGHTS POLICE DEPARTMENT



HONORING THE PAST



WHILE BUILDING FOR THE FUTURE

2021 ENTRY-LEVEL APPLICATION INFORMATION



PARMA HEIGHTS POLICE DEPARTMENT



MISSION STATEMENT

We are in service with the purpose to protect, with the passion to persevere, and with the utmost pride in our performance.

PERSONNEL

- 1 CHIEF
- 1 CAPTAIN
- 8 SERGEANTS
- 3 DETECTIVES
- 16 PATROLMEN
(SET 8-HOUR SHIFTS OF 7A-3P, 3P-11P, AND 11P-7A)
- 1 CHIEF'S ASSISTANT
- 2 FULL-TIME CLERKS
- 3 PART-TIME CLERKS

SPECIALIZED UNITS

- COMMUNITY POLICING UNIT
- CRASH TEAM
- DETECTIVE BUREAU
- EVIDENCE TECHNICIANS
- FIELD TRAINING OFFICERS
- FIREARMS TRAINING UNIT
- HONOR GUARD
- RECRUITMENT UNIT
- SWAT OFFICERS
(MEMBERS OF THE SOUTHWEST ENFORCEMENT BUREAU)



SALARY – PATROLMAN (EFFECTIVE 01/01/19)

- 5TH YEAR – \$67,171.40 (\$32.29)
- 4TH YEAR – \$65,734.97 (\$31.60)
- 3RD YEAR – \$57,401.22 (\$27.60)
- 2ND YEAR – \$52,684.98 (\$25.33)
- 1ST YEAR – \$47,848.30 (\$23.00)

***CURRENTLY FINALIZING AGREEMENT FOR A 2.5%-3.0% PAY INCREASE ***

BENEFITS

- COMPENSATORY TIME
- DEFERRED COMPENSATION ELIGIBILITY
- DEGREE BONUS
- EDUCATIONAL STIPEND
- EMERGENCY RESPONDER PAY
- HOLIDAYS (13 PAID/YEARLY)
- LONGEVITY PAY (AFTER 4 YEARS)
- MEDICAL INSURANCE
- OHIO PATROLMEN'S BENEVOLENT ASSOCIATION MEMBERSHIP
- OVERTIME PAY
- PENSION (OHIO POLICE AND FIRE)
- SHIFT DIFFERENTIAL PAY
- SICK LEAVE / INCENTIVES
- UNIFORM ALLOWANCE (YEARLY)
- UNIFORMS / EQUIPMENT (FIRST ISSUE)
- VACATION (2-6 WEEKS/YEARLY)

CONTACT INFORMATION



POLICE PHONE: (440) 884-1235

USEFUL LINKS

- CITY OF PARMA HEIGHTS HOMEPAGE
[HTTP://PARMAHEIGHTSOH.GOV](http://PARMAHEIGHTSOH.GOV)
- PARMA HEIGHTS POLICE DEPARTMENT HOMEPAGE
[HTTP://PARMAHEIGHTSOH.GOV/EN-US/POLICE-DEPARTMENT.ASPX](http://PARMAHEIGHTSOH.GOV/EN-US/POLICE-DEPARTMENT.ASPX)
- CUYAHOGA COMMUNITY COLLEGE PHYSICAL ABILITY TEST HOMEPAGE
[HTTP://WWW.TRI-C.EDU/WORKFORCE/PUBLIC-SAFETY-INSTITUTE/LAW-ENFORCEMENT/LAW-ENFORCEMENT-ADVANCED-TRAINING/PHYSICAL-ABILITY-POLICE-OFFICER-TESTING.HTML](http://WWW.TRI-C.EDU/WORKFORCE/PUBLIC-SAFETY-INSTITUTE/LAW-ENFORCEMENT/LAW-ENFORCEMENT-ADVANCED-TRAINING/PHYSICAL-ABILITY-POLICE-OFFICER-TESTING.HTML)





PARMA HEIGHTS POLICE DEPARTMENT



HIRING PROCESS (SUBJECT TO CHANGE)

- STEP 1** – APPLICANTS OBTAIN AND COMPLETE ATTACHED APPLICATION PACKET
- STEP 2** – APPLICANTS RETURN APPLICATION BEFORE DEADLINE OF **WEDNESDAY, JUNE 2, 2021 AT 4:00PM**
- STEP 3** – APPLICANTS REGISTER WITH TRI-C TO TAKE WRITTEN EXAM BEFORE DEADLINE OF **WEDNESDAY, JUNE 2, 2021 AT 4:00PM**
- STEP 4** – APPLICANTS TAKE WRITTEN EXAM ON **SUNDAY, JUNE 6, 2021 AT 8:00AM**
- STEP 5** – ELIGIBILITY LIST IS ESTABLISHED FOR THOSE SCORING 70% OR BETTER ON WRITTEN EXAM
- STEP 6** – BACKGROUND CHECKS ARE CONDUCTED, INCLUDING VOICE STRESS (LIE DETECTOR) TEST
- STEP 7** – A PSYCHOLOGICAL EXAMINATION IS SCHEDULED
- STEP 8** – APPLICANTS ARE INTERVIEWED BY SAFETY DIRECTOR AND POLICE STAFF
- STEP 9** – CUYAHOGA COMMUNITY COLLEGE PHYSICAL AGILITY TEST CERTIFICATE MUST BE OBTAINED
- STEP 10** – MEETING WITH CHIEF OF POLICE / CONDITIONAL OFFER OF EMPLOYMENT
- STEP 11** – MEDICAL EXAM AND DRUG SCREENING IS SCHEDULED
- STEP 12** – SWEARING IN CEREMONY
- STEP 13** – BASIC POLICE ACADEMY (IF NECESSARY) *
- STEP 14** – FIELD TRAINING PROGRAM*

*- PART OF 18 MONTH PROBATIONARY PERIOD



CITY OF PARMA HEIGHTS



CITY FACTS

- MAYOR:** MICHAEL BYRNE (SINCE 2009)
 - POPULATION:** 20,045 (BASED ON 2020 CENSUS)
 - DESIGNATION:** BUSINESS AND RESIDENTIAL
 - HOUSING UNITS:** 10,295
 - TOTAL NUMBER OF BUSINESSES:** 1325
 - LAND AREA:** 4.19 SQUARE MILES
 - BORDERING COMMUNITIES:** PARMA, MIDDLEBURG HEIGHTS, BROOK PARK
 - NUMBER OF PARKS/RECREATION AREAS:** 7
 - NUMBER OF SCHOOLS:** 5 (INCLUDING 2 HIGH SCHOOLS)
- A PORTION OF CUYAHOGA COMMUNITY COLLEGE–WESTERN CAMPUS IS ALSO IN THE CITY





PARMA HEIGHTS POLICE DEPARTMENT



POLICE OFFICER JOB DESCRIPTION

Responsibilities:

Under general supervision, enforces laws and ordinances, maintains order, prevents crime, makes arrest; performs related work as required.

Typical Tasks (Illustrative Only):

Patrols an assigned area on foot or in a vehicle; checks stores, businesses, houses, or other premises for fire, burglary, and other disturbances; investigates and reports suspicious or unsafe conditions. Responds to complaints of criminal occurrences, hazardous conditions, or breaches of the peace, submits reports or investigations of criminal or non-criminal matter; conducts continuing or follow-up investigations on reported incidents; conducts general patrol for detection and prevention of criminal acts.

Observes traffic hazards and conditions and acts or recommends corrections for their abatement; investigates traffic accidents; administers first aid; enforces traffic and parking codes; assists motorists with stalled vehicles; directs traffic; observes and reports unsafe conditions throughout the city.

Makes arrests for violations of laws or ordinances; prepares and files necessary court forms and papers; testifies in court; transports prisoners; detains and locates treatment for hazardous or self-endangering individuals; locates lost persons.

May be assigned administrative duties such as special record maintenance, procedure or rule development; assists in preparation of administrative reports; may analyze report information to enhance enforcement, investigative, or safety efforts; may assist in the training of new personnel; may perform technical or specialized duties as assigned; operates and maintains departmental equipment; may assist with supervisory tasks during supervisor's absence; attends training and/or instructional meetings; performs other related law enforcement duties as assigned; cooperates with governmental or law enforcement agencies; may be called upon to do public speaking or make public presentations; may be called on to perform traditional and non-traditional community oriented police tasks for the public; may be called on at any time for emergency duties.

Essential Knowledge, Skill, and Abilities:

Ability to deal effectively and courteously with others; ability to see and hear to accurately observe situations; ability to analyze and record scenarios analytically and objectively; ability to demonstrate sound judgment under stress and to react quickly and calmly in emergencies; ability to control situations and persons when necessary, using good judgment; ability to prioritize skills and handle multi-task situations; ability to express oneself clearly and concisely, orally, and in writing; ability to understand and interpret laws, ordinances, and regulations so as to enforce them with firmness, tact, and impartiality; ability to develop skills in the use and care of firearms and in the operation of motor vehicles and other departmental equipment.

Minimum Qualifications:

Any combination of training and experience which indicates possession of the knowledge, skill, and abilities listed above.

General Requirements:

Appointee must hold a valid Ohio driver's license and have a "good driving record" as evidenced by; insurability, as determined by the city's motor vehicle insurance carrier; free of felony driving convictions, or six (6) point BMV administrative actions within the past five years; at time of appointment to the position. Must be able to maintain a good driving record at all times.

A police officer is expected to keep himself/herself in physical condition sufficient to engage in strenuous physical activity, involving lifting strength, endurance, or flexibility.

Appointee must have no felony convictions for any offense, or any undetected felonious criminality for which criminal liability may still invoke, no 1st or 2nd degree misdemeanor or offense of violence convictions over the past five years. Conviction(s) for any offense of domestic violence will be grounds for rejection.

Essential/Critical Functions:

The functions specified below are the fundamental job duties which an employee must be able to perform determined by supervisor-incumbent interviews about; the purpose of the position; the availability of others to perform the function; and/or the serious nature of the consequences of not requiring the incumbent to perform the function.

Physical Requirements

The majority of work is done while sitting with intermittent periods of standing and walking. Requirements include:

- Ability to communicate information both orally and in writing.
- Ability to run, walk, stand, or sit for extended or intermittent periods of time.
- Ability to listen, comprehend, and respond to discussions involving either one-on-one or group settings.
- Ability to remain alert and watchful during assigned duty hours.
- Ability to transport individuals, paperwork, or material evidence for short distances which may involve climbing stairs.
- Ability to address groups of assorted sizes in diverse settings.
- Ability to withstand extremes of climate exposure and potential exposure to health and safety hazards.
- Ability to demonstrate strength, endurance, and flexibility while wearing job-related equipment weighing up to 25 lbs. and performing such functions as lifting, pulling, or pushing.
- Ability to operate job-related equipment, including a motor vehicle, while performing multiple tasks such as radio operations, observation, and note taking.
- Ability to distinguish frequencies and sound sources.
- Ability to make visual observations, involving color differentiation and accurate estimates of distance entailing depth perception.
- Sufficient manual dexterity to operate job-related equipment such as radios, telephones, firearms, handcuffs, cameras, etc.
- Ability to affect physical restraint of angry or violent people.
- Ability to pass and maintain the standards of the department's general fitness examination as it relates to the essential functions of the position.
- Ability to control personal anger and prejudices.

Mental Requirements

- Ability to demonstrate mature judgment and reasoning at all times.
- Ability to inspire the trust and confidence of others.
- Ability to make decisions with limited information under stress.
- Ability to cope with and diffuse situations involving angry or difficult people.
- Ability to operate in the absence of clear expectations, precedence, or procedures.
- Ability to concentrate on a given task for extended periods of time.
- Ability to perform basic math functions (e.g., add, subtract, multiply, and divide whole numbers, fractions and decimals, and to calculate percentages).
- Ability to compute job-related formulas in order to accurately measure distances and to complete investigations.
- Reading skills to encompass multiple levels of difficulty from basic instructions to technical/legal material of a time-sensitive nature.
- Ability to prioritize workloads while coordinating multiple demands.
- Ability to visualize scenarios when presented as written plans or oral instructions.
- Ability to compare letters, numbers, or patterns quickly and accurately.
- Ability to logically order information to report on or react to a given situation which may include serious consequences.



PARMA HEIGHTS POLICE DEPARTMENT



MANDATORY DISQUALIFYING FACTORS

YOU WILL BE REMOVED FROM CONSIDERATION AS A PARMA HEIGHTS POLICE OFFICER FOR:

Honesty/Falsification

Any intentional falsehood or attempt to conceal disqualifying information during the selection process, to include omission of pertinent information.

Failure or refusal to answer or respond to oral or written questions during any phase of the selection process.

Use or attempted use of political influence to secure employment.

Family History

Verified or admitted physical or emotional abuse of one's spouse, child, stepchild, parent or other relative, or person with whom one has lived with or has had a relationship with, within the last ten (10) years.

Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.

Intentional violation of any protective or temporary restraining order as determined by a court of law with seven (7) years.

Verified or admitted sexual abuse of one's spouse, ex-spouse, child, step-child, parent or other relative or person with whom one lives/has lived or has had a relationship with.

Employment

Discharge or resignation in lieu of discipline from any criminal justice occupation.

Military History

Dishonorable discharge from military service.

Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony conviction under the Ohio Revised Code (O.R.C.).

Traffic Related Offense

Not possessing a valid driver's license or having valid insurance as required by the residence state on owned vehicle, at the time of application.

Any conviction of vehicular homicide.

Any other traffic offense(s) which would make the applicant to be deemed uninsurable by the City.

Gambling Offenses

Conviction of a gambling offense within the last (5) five years.

Conviction of, or admission of, engaging in the promotion of illegal gambling activity where the applicant gains a financial benefit.

Criminal Activity

Any fraudulent insurance claims or fraudulent application for welfare or worker's compensation.

As a juvenile, any admission or conviction of an offense of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.

As an adult, any conviction of any offense which would be defined as any offense of Domestic Violence as defined by the federal, state or local law of the jurisdiction where the offense occurred.

As an adult, any conviction of any offense which would be defined as a felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.

Any pattern of theft offenses from an employer or during the course of employment as an adult.

Immoral conduct, to include corrupting minors, voyeurism, importuning and other sexually related criminal offenses.

Substance Abuse

As an adult, any illegal sales of drugs of abuse, marijuana or prescription drugs.

A pattern of abuse of alcohol, chemical agents/solvent-based substances or prescription drugs within the last (3) three years.

General

Failure to submit certificate(s) or proof of required certification.

Unexcused failure to respond for a scheduled testing appointment (including but not limited to CVSA/Polygraph, interview and evaluation).



PARMA HEIGHTS POLICE DEPARTMENT



ENTRY-LEVEL EXAM INSTRUCTIONS

-- PLEASE READ CAREFULLY --

- Those interested in taking the entry-level exam for the Parma Heights Police Department shall print, complete, and return pages eight (8, next page) through twelve (12, last page) of this packet, available on the City of Parma Heights website (<http://www.parmaheightsoh.gov>), from **Wednesday, May 5, 2021 until 4:00 p.m. on Wednesday, June 2, 2021.**
- Applications may be dropped off at the Parma Heights Police Department (6184 Pearl Road, Parma Heights, Ohio 44130) in a full-size (10x13) brown envelope by the applicant, with the applicant's name and "Entry Level" written on it, or by scanning and e-mailing the completed application to sshort@phpd.us with "Entry-Level Application" in the subject line. Applications may be submitted in-person or via e-mail 24 hours a day, 7 days a week; there is no fee for submitting this portion of the application.
 - After submitting the attached application as instructed above, applicants **MUST** e-mail Carrie Havens at the Tri-C Public Safety Center to register for the written portion of the entry-level exam. The e-mail address to register is PoliceAgility@tri-c.edu. There is a \$60.00 fee to take the written portion of the exam. Please contact (216) 987-3033 with any questions regarding the written exam.
 - No applicants will be permitted to take the written examination without first submitting the attached application. Furthermore, any applicant who fails to register with Tri-C to take the written exam after filing the attached application will be withdrawn from consideration.
- Study the General Requirement Sheet, Instruction Sheet, and the Information Packet. The application of any applicant, who fails to meet any of the minimum qualifications listed, is subject to rejection by the Civil Service Commission.
- Credit for military service is awarded in accordance with the rules of the Civil Service Commission. The applicant must have served a minimum of 180 days with Honorable Discharge. Applicants claiming such credit must present proof of Honorable Discharge or separation under honorable conditions from the Armed Forces of the United States at the time of filing application only. Attach photocopies to the application. All extra credit requested must be identified on application form.
- Educational credits are given in accordance with the Rules of the Civil Service Commission. All diplomas must be filed with the application. All extra credit requested must be identified on application form.
- Credit for two years actual full-time experience as a local, state, or federal law enforcement officer. W2 forms must be filed with the application.
- Mandatory disqualifying factors for police applicants shall cause removal of the applicants' name from the eligibility list.
- Any material omission, false statement or misrepresentation by an applicant in the application is sufficient cause for the exclusion of such applicant from examination and/or removal of such applicant's name from the register established as a result of examination as well as discharge if employed at any time.
- Copies of birth certificate and proof of U.S. Citizenship if applicable, driver's license and proof of educational requirements must also be furnished with the application. An original, current head and shoulders photograph, at least 2" x 2" in size, must be furnished with the application (passport-type photo).
- **Written Examination:** The written examination will be conducted **Sunday, June 6, 2021** at the Tri-C Public Safety Training Center at 7029 Homewood Avenue in Parma Heights, Ohio at 8:00 a.m. Check-in time is between 7:00 a.m. and 7:45 a.m. No one will be admitted after 7:55 a.m.
 - Failure to pass the written examination with a score of 70% or better before extra credit will result in disqualification.
 - Applicants must bring their driver's license as identification for entrance to the test. No reference material, cellular telephones or electronic storage devices may be brought to the test.
- **Physical Fitness Testing:** The Police Department will request the candidate to produce a current and valid "certificate of completion" from Cuyahoga Community College for the Police Officer Standardized Physical Agility Test, BCI check, (additional cost to applicant), current credit history (additional cost to the applicant) and a completed application packet at the time they are requested to contact the police station. Any candidate unable to produce any of these items will be removed from the eligibility list. For more information see application packet.

A "current and valid" certificate of completion for CCC Physical Agility Test is required at the time of appointment.



PARMA HEIGHTS POLICE DEPARTMENT



ENTRY-LEVEL PATROL OFFICER – GENERAL REQUIREMENTS

1. Shall attain the age of 21 on or prior to date of appointment. No person shall be eligible to receive original appointment on and after the person’s 35th birthday.
2. Shall be citizen of United States.
3. Hold a valid Ohio Driver License at time of appointment with a “good driving record”.
4. Must be a high school graduate or hold a GED certificate.
5. Appointee must have minimum 20/20 corrected vision.
6. Appointee must pass a comprehensive medical exam, which will include drug screening test and urinalysis along with a polygraph/voice stress analyzer and/or psychological testing. All appointees will be required to submit to 2 nonscheduled drug screening tests during probationary period.
7. The Police Department will request the candidate to produce a current and valid “certificate of completion” from Cuyahoga Community College for the Police Officer Standardized Physical Agility (candidate must also have a valid certificate at the time of appointment), BCI check (additional cost to applicant), current credit history (additional cost to applicant) and a completed application packet upon receipt of letter of notification from the Civil Service Commission. Any candidate unable to produce any of these items will be removed from the eligibility list.

THE FOLLOWING ITEMS MUST BE SUBMITTED AT THE TIME OF FILING. NONE WILL BE ACCEPTED AT A LATER DATE.

- 1 _____ Completed application.
- 2 _____ Original, current head and shoulders photograph at least 2” x 2” (passport type).
- 3 _____ Copy of Birth Certificate and proof of U.S. Citizenship, if applicable.
- 4 _____ Driver License and a copy of Driver License.
- 5 _____ Copies of all educational diplomas.
- 6 _____ Proof of Honorable Discharge or Separation under Honorable Conditions from Armed Forces of the United States for military credit. Applicants must have served minimum 180 days.
- 7 _____ Copies of W2 forms to verify law enforcement experience.

All application forms must be properly completed in English before filing. Note: The city/department does not furnish photocopies or notarization.

This list may not include all requirements in accordance with the Rules and Regulations of the Civil Service Commission, City of Parma Heights. Other requirements, if any will be listed in the information packet or on the application forms.



PARMA HEIGHTS POLICE DEPARTMENT



EXTRA CREDIT FORM

PARMA HEIGHTS CIVIL SERVICE RULES AND REGULATIONS
EXTRA CREDIT

12. Credit for Military Service. Requests for the additional credit for military service, as defined in Section 124.23 of the Revised Code, together with an honorable discharge or other proof of satisfactory service, provided that applicant has served a minimum of 180 days with honorable discharge, shall be submitted to the Commission with the application for examination or credit for military service will not be given. When proper proof of acceptable service in the Armed Forces of the United States, as defined in Section 124.23 of the Revised Code, is presented to the Commission specified in these Rules and Regulations, in any regular entrance examination, he or she shall be granted additional credit of ten (10%) percent of such grade.

13. Additional Credit for Entry Level Examinations. (A) Police Department (1) Educational Credit will be applied to applicant’s earned grade in the percentages consistent with this section, and will be added to the applicant’s examination score, provided the applicant receives a passing earned grade in the competitive examination of seventy percent (70%) or as otherwise specified in these Rules and Regulations. An applicant shall only be entitled to the highest eligible allocation of subsections (a), (b) or (c). (a) An applicant with a Bachelor’s degree in law enforcement or criminal justice shall be entitled to additional credit of ten percent (10%). (b) An applicant with a Bachelor’s degree in a field besides law enforcement or criminal justice shall be entitled to additional credit of seven percent (7%). (c) An applicant with an Associate’s degree shall be entitled to additional credit of five percent (5%). (2) Employment credit will be given to any applicant who has two years actual full-time experience as a local, state or federal law enforcement officer. That candidate shall be entitled to additional credit of ten percent (10%) of applicant’s earned grade which will be added to the applicant’s examination score, provided the applicant receives a passing earned grade in the competitive examination of seventy percent (70%) or as otherwise specified in these Rules and Regulations. (3) Upon receipt of proper proof of valid and current completion of the Ohio Peace Officers Basic Training Program issued by the State’s Attorney General, additional credit of ten percent (10%) of applicant’s earned grade will be added to the applicant’s examination score, provided the applicant receives a passing earned grade in the competitive examination of seventy percent (70%) or as otherwise specified in these Rules and Regulations.

NO APPLICANT SHALL RECEIVE MORE THAN A TOTAL OF FIFTEEN (15) PERCENT ADDITIONAL CREDIT TO HIS EARNED GRADE IN ANY EXAMINATION. Proper proof must be presented at the time the application is filed with the Civil Service secretary.

In order to receive extra credit, you must identify the extra credit you would be eligible to receive and attach the proof to this extra credit form. If this form is not completed or the evidence is not included, no extra credit will be awarded. W2 forms required to verify full time law enforcement experience extra credit.

_____ Military **(10%)**

_____ State of Ohio Peace Officer’s Basic Training Academy Program **(10%)**

_____ Two years actual full-time experience as a local, state, or federal law enforcement officer **(10%)**

_____ Bachelor’s Degree in Law Enforcement or Criminal Justice **(10%)**

_____ Bachelor’s Degree other than Law Enforcement or Criminal Justice **(7%)**

_____ Associate’s Degree **(5%)**



PARMA HEIGHTS POLICE DEPARTMENT



AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Parma Heights Police Department, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions; including records of loans; the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans' Administration; employment and pre-employment records, including background reports, polygraph and/or Computerized Voice Stress Analyzer reports, charts and tapes; efficiency ratings, complaints or grievances filed by or against me; and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or part, upon this release authorization will be considered in determining my suitability for employment by the Parma Heights Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photo copy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Full Name: _____ / / Social Security Number / / Date of Birth
Please Print

Address: _____, _____, _____ Zip Code
Number Street Name City State

Signature: _____ Phone: _____ - _____ - _____

Sworn to and subscribed before me this _____ day of _____, 2021

In the county of Cuyahoga and the state of Ohio

Affix seal here

_____ My Commission Expires: _____
Signature of Notary



PARMA HEIGHTS POLICE DEPARTMENT



WAIVER / AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I hereby certify that I have given the Parma Heights Police Department permission to obtain a copy of any arrest or conviction record pertaining to me now in the files of the Ohio Bureau of Criminal Identification, London, Ohio.

I hereby release the Ohio Bureau of Identification and Investigation and all individuals connected therewith from all liability in connection with the dissemination of such arrest and conviction data.

Signature: _____ Date: _____

Full Name – typed or printed: _____

STATE OF OHIO

COUNTY OF CUYAHOGA

_____ Being first duly sworn on his/her oath say that the statements made and subscribed by him/her in the forgoing application are true.

Signature of Applicant

Subscribed in my presence by the said affiant and by him/her sworn to before me this _____ day of _____, 2021.

Notary

Witness and Signature of Person taking Prints

Date