

Please answer the following test questions:

1. The Police Department shall advertise entry-level recruitment and other "open" recruitments through appropriate media outlets

- A. True.
  - B. False.
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2. The objectives of the recruitment plan include the following:

- A. Establish standards and practices, consistent with OPOTA Commission Guidelines.
  - B. To assist in the recruitment and selection process of applicants who best possess the necessary skills, knowledge, and abilities for the position(s) in question.
  - C. To generally maintain a quality work force that is representative of the community
  - D. Provide format and guidance for sworn and non-sworn recruitment activities.
  - E. Establish recruitment practices, consistent with the Commission on Accreditation for Law Enforcement.
  - F. All of the above.
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3. No person is eligible to receive an original appointment on or after the person's thirty-fifth (35) birthday.

- A. True.
  - B. False.
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4. Recruitment functions of the Department include, but are not limited to:

- A. Seeking advice, assistance and referrals from community organizations and key leaders.
  - B. Posting job announcements with community service organizations.
  - C. Sending recruiters to educational institutions, local academies, job fairs and community organizations.
  - D. Assisting in the development of recruiting and testing materials.
  - E. All of the above.
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5. All selection materials, whether maintained by the Civil Service Commission or the Police Department, will be stored in a secure area when not being used. These materials will be secured in locked files and should not be left unattended.

A  True.

B  False.

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6. The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity.

A  True.

B  False.

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7. The authority and responsibility for Patrolman selection is vested in the Civil Service Commission pursuant to Ohio Revised Code 124.44 and the Civil Service Rules of the City of Highland Heights. However the Police Department plays a major role in the selection process.

A  True.

B  False.

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8. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status or disability.

A  True.

B  False.

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9. The Civil Service Commission shall institute the recruitment process and maintain control over that process.

A  True.

B  False.

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11. Before being granted permanent status, sworn personnel must complete a twenty four month probationary period, during which time the probationary employee is subject to removal from such position by the Mayor without appeal to the Civil Service Commission.

A.  True

B.  False

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12. The Chief and others assigned to the recruiting and hiring function shall be trained and tested on all aspects of the Recruitment and Hiring Policy annually.

A.  True

B.  False

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13. The hallmark of a comprehensive law enforcement program should be an atmosphere of professionalism that pervades the entire force.

A.  True

B.  False

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14. The minimum educational requirement for applicants for the Position of patrolman for the City Highland Heights is a 2 year Associates degree in a field related to law enforcement.

A.  True

B.  False

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15. No employee may aid, abet, compel, coerce or conspire to discharge, harass or cause another to resign because of race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran status or disability.

A.  True

B.  False

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16. The Lieutenant will act as the recruitment coordinator for the Department.

A.  True

B.  False