



The Selection Process



The responsibility associated with a law enforcement career is significant; however, there is tremendous benefit and pride in serving and protecting others. Not only will you ensure the safety of citizens, but you will also uphold the law, and ensure that the rights of citizens are preserved.

These responsibilities make this profession among the most important in maintaining the integrity of the laws created on the local, state, and federal levels.

The Lima Police Department has a strong focus on the initial training as well as continuing education of police personnel. The Department dedicates itself to providing the finest service possible to the citizens of Lima.

Prior police experience is NOT required, so if you are ready for a rewarding career that will provide life-long skills and continue to be a challenge, please consider this career!

To qualify for the position of Police Officer, you must complete the following steps in the testing, background, and selection process:

Step 1: YES!! I want to be a Police Officer!!

The first step is to call the City of Lima, Human Resource Department, (419) 221-5222, and request your name to be added to the Civil Service Board Examination Date Notification List. To qualify:

1. You must be 21 years old in order to be appointed (and no older than 34);
2. You must have a valid driver's license;
3. You must have a High School Diploma, or GED equivalent;
4. You must be a U.S. citizen.

Please note: Application-filing periods are announced by the City of Lima Civil Service Commission on an as-needed basis.

Step 2

Hiring of all new employees done by the competitive Civil Service testing requires applicants to score a minimum of 70% to obtain a passing grade.

Step 3

After receiving the Civil Service eligibility list of applicants and copies of each applicant's Civil Service employment application, a sufficient number of eligible applicants will be contacted and required to complete a police department employment application, personal background questionnaire, release of information waiver, and any other necessary forms as determined by the department.

Step 4

Police officer and correction officer applicants must successfully complete a physical ability assessment.

Step 5

A thorough and complete background investigation will be conducted on those applicants not eliminated by any of the aforementioned steps of the hiring process. The background investigation will be used to determine if the applicant meets and/or exceeds the minimum employment qualifications for the open position(s). Upon completing the background investigation, the investigation file and a summary of the investigator's findings will be forwarded to the Administrative Services Division.

Step 6

Oral interviews will be conducted after the above steps are completed. Those persons present for the interviews will normally include the City's Human Resource and Police Department Administrators.

Step 7

Applicants will be examined with truth testing equipment (CVSA) preferably after the background investigation and interview is complete.

Step 8

A psychological and medical examination to determine the applicant's fitness for employment will be given to each applicant who has been offered employment; this will include a drug screen.

Please note: Applicants found not to meet departmental qualifications will be eliminated from consideration. Elimination may occur anytime during the hiring process.

Step 9

Candidates will be notified by letter of an appointment date.

What are my chances of becoming a Police Officer?

Many individuals express interest in employment with The Lima Police Department. Since the selection process is competitive, with a limited number of individuals that will be successful, those numbers can be overwhelming. However, the number of individuals who are truly committed to becoming a Police Officer drops dramatically. There are a great number of individuals who do not commit themselves to what is required for this process. We realize it is a process requiring a great time commitment; however, it is an extremely important position with great responsibility that must include a rigorous selection process. When you consider this position, you should also consider the many rewards that come with this position. We encourage you to commit yourself to this process; you will NOT regret it!

Important TIP!!

Keep your address current with us!!! You will miss important information unless your address is kept current with the Civil Service Commission and The Lima Police Department. This information needs to be provided in writing and can be *mailed to*:

- City of Lima, Human Resource Department
50 Town Square
Lima, OH 45801

Also mail to:

- The Lima Police Department
Attn: Sgt. Beverly Leary
117 E. Market St.
Lima, OH 45801

Be sure to include your name, your social security number, and the "old" and "new" information to be changed.