

**POLICE OFFICER APPLICANT INFORMATION**  
**July 13, 2009**

Thank you for your interest in applying for a position with the City of Bowling Green Police Division. You may already know that you will have to undertake and pass a Civil Service examination that includes both a physical agility test and a written examination in order to be considered for hire. Both portions of the examination must be passed. Some current information about the requirements for the position of Entry-Level Police Officer is described below. ***Please note that the information provided below is the subject to change prior to the next examination.***

**Education Requirement:** The City's Civil Service Commission has established a requirement that applicants for the position of Entry Level Police Officer must have a minimum of an Associate's Degree or the completion of at least 96 quarter hours or 64 semester hours toward a Bachelor's Degree at an accredited college or university in order to participate in the examination process. Applicants must provide written verification of this educational achievement at the time of application.

**Age Requirement:** In accordance with Section 124.41 of the Ohio Revised Code (ORC), applicants must be 21 years of age and must not have reached their 35<sup>th</sup> birthday by the date of original appointment as a Police Officer. This age maximum is permitted by the Public Safety Exemption to the Age Discrimination Act restored in the Omnibus Appropriations Act. (P.L. 104-208.)

**Credit for Military Service:** (ORC 124.23) Applicants who are current Ohio residents and who have been honorably discharged from active duty in the armed services of the United States or transferred to the reserve with evidence of satisfactory service are eligible to receive an additional credit of 20% of the score of their written examination; however, a passing score must first be obtained. Proof (copy of the DD-214, which must show the type of discharge or a certificate of service) must be submitted with the application. **No credit is given if proof is submitted after the application has been submitted.**

It is not necessary for you to complete an application at this time. However, notice of future examination will be placed on the City's webpage at: <http://www.bgohio.org/departments/personnel-department/employment-opportunities>. You are also advised to review the local newspaper for announcements of any future testing dates. Such announcements will include information regarding the application process. Additionally, the City also notifies the Ohio Department of Job & Family Services of any testing dates.

If you have any questions regarding this information please contact the Personnel Department at (419) 354-6200 or inquire by email at [bgpersonnel@bgohio.org](mailto:bgpersonnel@bgohio.org).