



## NORTH ROYALTON POLICE DEPARTMENT

### Lateral Transfer Instructions

### PLEASE READ CAREFULLY

Lateral Transfer candidates for North Royalton Police Department shall meet the following prerequisites:

- Currently employed or previously employed within the last twelve (12) months, as a full-time peace officer working a minimum of thirty (30) hours per week in a jurisdiction in the State of Ohio. A peace officer is defined in O. R. C. 109.71.
- Candidate must be Ohio Peace Officer Training Academy (OPOTA) certified or present an OPOTA letter of training equivalency. A valid (passing) certificate from the Cuyahoga County Community College police agility exam must be presented.
- Candidate must have a minimum of one (1) year of full-time experience with an Ohio State Certified Law Enforcement Agency including having completed the probationary period.
- Candidate shall not be eligible to receive an appointment as a lateral transfer if the Candidate is thirty-five (35) years of age or older. Candidate disqualifiers include any felony level conviction or currently being charged or under indictment for any felony level offense. Expunged and sealed criminal records are subject to review by the Police Division for disqualifying criminal history.
- Those interested in being considered for lateral transfers to the North Royalton Police Department shall print, complete, and return:
  - Application
  - Checklist (this page)
  - Authorization for Release of Personal Information
  - Waiver / Authority to Release Information
  - Copy of valid driver's license
  - Copy of OPOTA Certificate
  - Original, current head and shoulders photograph (at least 2 x 2 passport type)
  - If you have a military background, a copy of your DD214 is required.

1. Please mail the application (and paperwork) in a full size 10 x 13 envelope to:

North Royalton City Hall  
14600 State Road  
North Royalton, Ohio 44133  
ATTN: Karen Pokrandt-Lateral Transfer  
~OR~

By dropping off the completed paperwork listed above in a full size 10 x 13 envelope with applicant's name, Lateral Transfer, Attn: Karen Pokrandt written on it. Applications can be dropped off **Monday through Friday, 8 a.m. til 4:30 p.m.**



# NORTH ROYALTON POLICE DEPARTMENT

## Lateral Transfer Application

### Applicant Information

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

If you have ever been charged with, or convicted of, any violation of the law in either Ohio or any other state, provide the date and location, the charges, and the disposition of the charges. Any felony conviction is a disqualifier.

\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

### Personal References – Please list 3 non-relative professional references

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ How Known: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ How Known: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ How Known: \_\_\_\_\_

Address: \_\_\_\_\_

# NORTH ROYALTON POLICE DEPARTMENT

## Lateral Transfer Application

### Educational Background

High School: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Graduate (Circle One) YES NO

College: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Graduate (Circle One) YES NO

Other: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Graduate (Circle One) YES NO

### Military Experience

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

*Attach copy of DD214*

Rank at Discharge: \_\_\_\_\_ Discharge Classification: \_\_\_\_\_

### Employment History

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact as a reference YES NO

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact as a reference YES NO

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact as a reference YES NO





**NORTH ROYALTON POLICE DEPARTMENT**

**Waiver / Authority to Release Information**

To Whom It May Concern:

I hereby certify that I have given the North Royalton 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 foregoing 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 \_\_\_\_\_, 20\_\_.

Seal

In the county of Cuyahoga and the state of Ohio

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_

Signature of Notary