



Thank you for your interest in becoming a Westlake Auxiliary Police Officer! The next few pages will more fully explain the position, the application process and provide tips for your application. Please be aware that the information provided here is of a general nature and each applicant will be considered on an individual basis. If you have questions please call the department at 440-871-3311 and ask to speak to the Auxiliary Liaison Officer.

What is an auxiliary police officer?

A Westlake auxiliary police officer is a *trained volunteer* who donates his/her time and services to the City of Westlake to provide assistance whenever and wherever required. Duties include traffic control, supplemental patrols, community relations functions, traffic/security at school functions, rendering motorist assistance, assisting in evacuations, protecting crime scenes, search and recovery and increasing the general police presence in the city. We also assist with after-hours station duties such as light kennel work and returning lost property.

What is an auxiliary police officer NOT?

A Westlake auxiliary police officer is not a commissioned peace officer, which means two things. First, we do not make misdemeanor arrests (including traffic enforcement). Second, Ohio law does not consider us to be *peace officers*, although we are considered to be *law enforcement officers*. This means that if you currently hold an OPOTC certificate or letter, appointment to this position **will not** keep your peace officer commission active.

Application Process

Due to the nature of the position all applicants go through a formal process similar to the one used to hire other police department employees. Prior to Stage 5 the applicant will be fingerprinted and must sign the necessary waivers to allow the detailed background checks to commence.

- Stage 1 – Applicant completes the application
- Stage 2 – Preliminary background check
- Stage 3 – Telephone interview
- Stage 4 – In-person, panel interview
- Stage 5 – Detailed background check, including reference checks
- Stage 6 – Offer of appointment and swearing in

One of the most common questions from applicants is “how long does the process take?” This is a difficult question to answer because while the department always accepts applications it normally brings on new auxiliary officers at most once a year. Due to the amount of training required we try to bring several new members on at the same time. Depending on how close we are to filling a class your application may be acted upon quickly or it may be held until there are enough other candidates to justify bringing new new members on. We are statutorily limited to 30 members which can cause delays if we are at the limit.

Basic Requirements

- At least 21 years of age
- Completed high school education (or GED)
- Reside in Cuyahoga or an adjacent county
- Physically and mentally capable of performing duties in dynamic, stressful situations, including the ability to work for extended periods of time in extreme weather conditions (heat, cold, rain, snow, etc) with the appropriate protective gear
- Able to work well alone or on a team as duties require
- Able to be trained and to interpret and follow orders and directives correctly

As discussed below, applicants must also have acceptable driving and criminal histories.

Criminal/Driving Records Checks

All applicants are expected to have clean criminal histories and driving records. This does not necessarily mean *perfect* histories. The mere existence of a record may not automatically disqualify an applicant. Each record will be reviewed to determine the type and severity of offense(s), time that has passed and special circumstances, if any.

Because this is a law enforcement position, you must disclose all arrests, regardless of disposition, when the offense occurred or whether the record has been sealed, expunged, set aside, or pardoned.¹ Failure to *fully* disclose one's criminal and/or driving history will result in automatically being excluded from further consideration, no matter how minor the offense or time that has passed.

You are absolutely ineligible for this position if any of the following circumstances pertain to you:

1. You have ever been convicted of a felony.
2. You have been convicted of any offense, or entered into an plea or diversion agreement that prohibits you from holding a public position/office in Ohio or working as a law enforcement officer.
3. You are prohibited by state or federal law from possessing a firearm.²
4. You have any convictions (excluding traffic) in the past two years.
5. You have more than one traffic conviction in the past two years or six or more points on your license.
6. You currently have any traffic or criminal charges pending against you in any jurisdiction.

We cannot give legal advice. If you have questions or concerns about your specific situation please contact a private attorney.

Workers Compensation

Although auxiliary officers are volunteers, we are covered by workers' compensation while carrying out official duties of the WPD.

Uniform and Equipment Needs

The city believes in keeping its auxiliary unit properly equipped. Members will be provided with all necessary equipment. Uniform shirts, pants, and jackets will be provided as well. Members need only provide suitable footwear and an underbelt (duty belt will be provided).

Members are responsible for maintaining all city-issued equipment and must return it when they leave the unit.

1 Ohio Revised Code 2953.32 (D)(6) specifically allows law enforcement agencies to review the full criminal records of any person applying to be a law enforcement officer.

2 See Ohio Revised Code 2923.13 and 18 USC 922(g) and (n)

Training and Time Requirements

No prior law enforcement training is required to become an auxiliary officer, although previous experience will certainly be beneficial. All provisional members will be thoroughly trained prior to becoming full members. Since most members have other obligations training is conducted at convenient times, including evenings and weekends. Between classroom and field training (FTO), each new member will receive approximately 120 hours of training in the first 12-18 months of service. Examinations and checkpoints occur at various points to ensure that new members are responding favorably to the training and are capable of fulfilling the duties of the position. Failure to meet the training requirements will result in dismissal.

New members are expected to complete at least 13 hours of volunteer service per month (training is included in the total). Three of these hours come from the monthly meeting which is generally held at 18:00 on the second Tuesday of each month. Training occurs during each monthly meeting, thus attendance is mandatory.

Completing the Application

The application begins on the next page. Print clearly, using blue or black ink. It is not necessary to include these instruction sheets with your application and no cover letter is required. Do not include any other documents (e.g. medical records, certificates, or letters of reference). If specific documents are needed they will be requested later. Due to the timing issues discussed above please allow at least three months before calling to check the status of your application.

Closing Comments

Thanks again for your interest in our department. We are a dedicated group of people from all walks of life who share a common goal: serving our community to make it a better, safer place to live and work. We strive to be a top notch *quality* asset to the city and wish you all the best in the process and look forward to getting to know you better!

City of Westlake Ohio Auxiliary Police Officer Application

Be sure to complete every question on every page of this application! If a question does not apply, write N/A

If you need additional space to answer one or more questions, please use the continuation sheet provided.

Preliminary Questions

Are you at least 21 years of age? ☐ Yes ☐ No

Do you reside in Cuyahoga or one of its adjacent counties? ☐ Yes ☐ No

If you answered **NO** to either question, **STOP**; you are not eligible for the position at this time.

Are you prohibited by law or agreement from holding a public position? ☐ Yes ☐ No

Do you currently have any criminal or traffic charges pending in any jurisdiction? ☐ Yes ☐ No

If you answered **YES** to either question, **STOP**; you are not eligible for the position at this time.

Basic Biographical Details

Name: _____ Place of Birth: _____
Last First Initial

Aliases: _____

Include any nicknames, aliases, or former names that you have ever used, formally or informally. If you currently prefer one of these (e.g. Jim for James), place an asterisk after it.

Address: _____

Previous Address: _____

Only required if you have lived at your current address less than one year, also list the date you moved out

Social Security Number: Ohio Driver License Number:
(2 letters and 6 numbers)

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

Emergency Contact Details

Name	Telephone	Relation
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Personal References

Please provide three references who are not related to you. These should be adults who have known you for at least a full year and with whom you still associate or maintain contact.

Name	Address	Telephone	Why do they know you?
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Name	Address	Telephone	Why do they know you?
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Name	Address	Telephone	Why do they know you?
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APPLICATION CONTINUES ON NEXT PAGE

Education History

Please provide the name, location, dates of attendance, and the degree you earned for all formal education since high school. If you attended a college but did not graduate check the “Did Not Graduate” box.

Type	Name and Location	Dates Attended	Degree Earned
High School			<input type="checkbox"/> Diploma <input type="checkbox"/> GED
2 yr College			<input type="checkbox"/> Did not graduate
4 yr College			<input type="checkbox"/> Did not graduate
			<input type="checkbox"/> Did not graduate

Employment History

Please list your employment history, starting with your most current position. If you are still with an employer write N/A in the **Date To** column.

Employer or Firm Name	Last Position You Held	Address City/State	Date From	Date To	Supervisor's Name May we contact?
					<input type="checkbox"/> May Contact
					<input type="checkbox"/> May Contact
					<input type="checkbox"/> May Contact
					<input type="checkbox"/> May Contact

Criminal / Traffic History

List your full arrest history, including all traffic citations. Per Ohio law, ORC 2953.32 (D)(6), you must include any and all sealed records.

Type	Charge	Date	City/State	Disposition
<input type="checkbox"/> Criminal <input type="checkbox"/> Traffic				
<input type="checkbox"/> Criminal <input type="checkbox"/> Traffic				
<input type="checkbox"/> Criminal <input type="checkbox"/> Traffic				
<input type="checkbox"/> Criminal <input type="checkbox"/> Traffic				
<input type="checkbox"/> Criminal <input type="checkbox"/> Traffic				

Special Skills

Please list any special skills or training that you have that might be helpful in this role.

APPLICATION CONTINUES ON NEXT PAGE

Additional Details

Please list your current work/school schedule in the boxes below.

AM						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PM						

Other than the times listed above, are there any other days/times that you are generally not available for auxiliary duty?

Please list all social media sites that you have posted to in the past five years (e.g. Facebook, YouTube).

How did you hear about this position and why do you want to be a Westlake auxiliary police officer?

Acknowledgement of Understanding

I hereby authorize the Westlake Police Department and its officers/agents to conduct a full and complete investigation of all statements and related facts given with this application. All information provided by me is true and correct to the best of my knowledge. I understand that any omission or misrepresentation, no matter how minor, at any point in the process may be cause for exclusion from further consideration or immediate expulsion as the case may be. I further understand that this unit is a voluntary, non-commissioned organization and there is no monetary compensation whatsoever for duties performed as an auxiliary police officer serving the City of Westlake.

Signature

Date

☐ Check this box if there is additional information on Continuation Sheet(s).

Submit your application to the Auxiliary Liaison Officer at the Westlake Police Department, 27300 Hilliard Blvd, Westlake, OH 44145. You may also drop your application off at the department (please seal in an envelope addressed to the Auxiliary Liaison Officer).

Continuation Sheet

If you need additional space to answer any of the questions, you may do so here. Please specify the question(s) you are providing additional details for. Additional copies of this page may be used.

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