

# Police Officer Selection Process

The purpose of this summary description is to provide all prospective Police Officer candidates with information regarding the Police Officer Selection Process utilized by the City of Dublin and a statement of the City of Dublin's policy regarding re-examination and re-application for the Police Officer classification.

## **POLICE OFFICER SELECTION PROCESS SUMMARY**

The following is an outline of the Dublin Police Officer Selection Process. It is anticipated that the selection process will be completed within one hundred and twenty (120) days from the date of the written examination.

### **A. Announcement/Advertisement & Applications**

1. Formal applications will only be accepted through the City's website at [www.dublinohiousa.gov](http://www.dublinohiousa.gov). The deadline for application will be posted on the job vacancy.
2. Each candidate shall be required to complete the entire online Employment Application, including the "Acknowledgement & Release" section, acknowledging that the City may employ a variety of screening procedures during the selection process (i.e. application review, written examination, structured panel interview, criminal record check, background investigation, polygraph examination, psychological evaluation, driving record check, medical examination, and drug test) in assessing his/her suitability for employment. In addition, each candidate shall be required to complete the "Pre-Employment Drug Testing" section, which indicates consent to participate in such testing at the appropriate time and sequence in the selection process, as well as consent for the results of said testing to be released to City of Dublin personnel. Furthermore, each candidate shall be required to complete the "Drug & Alcohol Testing" section, which indicates consent to participate in such testing after employment, as a condition of continued employment, in certain specifically listed circumstances, as well as consent for the results of said testing to be released to City of Dublin personnel. Without the completion of these sections of the Employment Application, the candidate shall not be given further consideration for employment with the City.
3. Each candidate shall be required, at time of application, to complete the "Fair Credit Reporting Act Notification and Acknowledgement" Form, acknowledging that the City may obtain a consumer report or investigative report (e.g. criminal record, driving record) and use such reports in assessing his/her suitability for employment.
4. Within five (5) days after the receipt of a candidate's application, he/she shall receive email notification of such receipt.
5. During this phase of the process, each candidate's application shall be reviewed to

determine whether or not he/she meets the required minimum qualifications. Each candidate shall then receive notification of receipt of the application materials as well as his/her status with respect to his/ her eligibility to participate in the hiring process.

**B. Written Examination**

1. A written examination will be administered to qualified candidates. Candidates will receive a raw score on the written examination, which will be weighted at a factor of 30%. The written examination will be obtained from an established, recognized, and credible test development organization.
2. In order to increase testing integrity, each candidate shall be required to show at least one source of identification containing his/her picture at the time of the examination. A thumbprint may also be taken at the time of the examination.
3. The candidates finishing in at least the top thirty (30) places on the written exam shall be notified via e-mail of their score and their progression to the next phase of the selection process within ten (10) days. (Greater than 30 candidates may progress to the next phase depending upon the number of vacancies available at that time or the number of "ties" between candidates for the 30<sup>th</sup> place in the scoring.) All other candidates shall be notified via e-mail of their status within thirty (30) days.

**C. Structured Panel Interview**

1. Candidates finishing in at least the top thirty (30) places on the written examination will participate in a structured panel interview. The decision to interview more than thirty (30) candidates will be determined after the written examination based upon the circumstances described previously in Section B.3. This panel interview will be conducted at a designated time and place and each eligible candidate will receive advance e-mail notification of such time and place. Each candidate's raw score from this structured interview will be weighted at a factor of 70%. This panel interview shall be conducted using valid, non-discriminatory procedures.
2. Each candidate will be interviewed by an interview panel, which shall be comprised of, but not limited to the following:
  - Director of Human Resources or his/her designee; and
  - At least one FTO Supervisor or designee and two Patrol Officers.
3. All elements of the structured panel interview shall be standardized, including defined, uniform questions; defined, uniform rating criteria; and a defined uniform rating scale.
4. Each candidate shall be evaluated on a variety of rating dimensions including, but not limited to:
  - image, demeanor, & attitude;

- communication;
- mental alertness;
- judgement, reasoning, & problem solving;
- general personality traits, attributes, characteristics;
- social interaction, interpersonal & human relations; and
- overall suitability.

**E. Tabulation of Scores/Creation of "Eligibility List"**

1. Candidates who completed the Structured panel Interview phase of the process shall be placed on the "Eligibility List", as established by the Director of Human Resources or his/her designee, in order of their finish based upon their combined weighted scores tabulated from the Written Exam and the Structured Panel Interview.
2. Continued "Eligibility" shall be conditional upon successful completion of the remaining components of the selection process as described in the remainder of this summary description. Candidates who are disqualified during subsequent phases of the selection process shall, accordingly, be removed from the "Eligibility List".
3. This "Eligibility List" shall be valid for a period of six (6) months from the date of its original creation and may be extended for an additional period of not more than six (6) months by order of the Director or Human Resources or his/her designee.

**F. Psychological Questionnaire, Background Investigation & Record Check**

1. A thorough and complete background investigation and record check shall be initiated immediately as outlined below. The function of the background investigation and record check is to assist the City in reaching a determination regarding each candidate's suitability for employment as a Dublin Police Officer.
2. The Director of Human Resources or his/her designee shall initiate background investigation and record check procedures by forwarding to the Division of Police the applications on the number of candidates necessary to fill the vacancy (ies)\* in rank order from the "Eligibility List", as follows:

Number of Vacancies	Number of Candidates Forwarded to Background/record Check Phase
1	5
2	6
3	7

4	8
5	9
6	10
7	11

\* Available vacancy is defined, as a vacancy, which the City Manager, in his/her sole discretion determines, should be filled.

3. Background investigations and record checks shall be conducted by the Division of Police, Investigation Section and shall proceed concurrently with polygraph examination procedures. Findings of the investigator may be used in combination with the results of other phases of the process in determining whether a candidate should be disqualified from the process or should be given further consideration. The findings of the investigator may, also, themselves alone be used as a reason for disqualification from the process if the nature of these findings warrants disqualification.
4. The investigator shall be furnished with the application and other information pertaining to each given candidate.
5. The background investigation shall consist of, but not be limited to, the following:
  - a. Verification of the candidate's credentials, educational achievements, past and present employment, age, residence, citizenship, and driver's license;
  - b. interviews with past and present employers, neighbors, school officials, and personal references.
  - c. a review of each candidate's family history, military history, gambling history, substance abuse history.
  - d. Psychological questionnaire
6. The record check shall consist of the following:
  - a. Each candidate's name shall be entered into state and national computers for warrants, arrest warrants and other records;
  - b. fingerprints shall be taken for each candidate and submitted for state and federal screening; and,
  - c. a driver's abstract shall be obtained for each candidate from the Ohio Bureau of Motor Vehicles.
7. The following occurrences, incidents, events, conduct, or behaviors in a candidate's background may result in disqualification from the selection process:
  - felony conviction;
  - admission of an adult offense defined as a felony in the Ohio Revised Code (ORC);

- admission or conviction of a juvenile offense for aggravated felony as defined by the Ohio Revised Code (ORC);
- fraudulent activity (i.e. filing fraudulent insurance claims or fraudulent applications for Worker's Compensation, welfare, unemployment compensation or other public assistance programs);
- conviction as an adult for M-1 or M-2 misdemeanors as listed in the ORC;
- conviction as a juvenile for M-1 or M-2 misdemeanors as listed in the ORC (does not include traffic or minor misdemeanors);
- Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the ORC;
- a pattern of theft offenses or admission of such a pattern;
- conviction of a gambling offense ("gambling" as defined by federal, state or local law);
- engaging in the promotion of illegal gambling activity wherein the applicant gains a financial benefit;
- illegal use or sale of controlled substances and/or conviction for controlled substance violations;
- abuse of alcohol and/or chemical agents/solvent-based substances;
- verified or admitted physical or emotional abuse of one's spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one has lived or has had a relationship;
- non-compliance with a court order or legal contract to provide child support, alimony, or other financial responsibility determined by a finding of any court of law;
- intentional violation of any protective or temporary restraining order as determined by a court of law;
- verified or admitted sexual abuse of one's spouse, ex-spouse, child, stepchild, parent, or other relative or person with whom one has lived or has had a relationship;
- poor work record, especially a discharge or resignation in lieu of discipline from a criminal justice occupation;
- poor driving record (i.e. numerous accidents or numerous convictions for moving traffic violations, suspension of driver's license);

- numerous debts which are not being regularly paid-off;
  - other related and/or similar occurrences, incidents, events, conduct, or behaviors that would be unacceptable or undesirable in a Police Officer given the power and responsibilities incumbent to the position.
8. If, due to background investigation and record check procedures, a certain number of candidates on the "Eligibility List" are disqualified; they shall be replaced with an equal number of candidates, in rank order, from the "Eligibility List". These candidates shall then begin to be processed through the background investigation and record check phase of the process.

**G. Polygraph Examination**

1. Concurrent with the background investigation and record check phase of the process, a polygraph examination shall be administered by a trained and certified polygraph examiner.
2. The subject areas to be explored by the polygraph examiner during the examination will include employment history, general background, personal conduct, childhood, educational history, illegal drug use, criminal activity resulting from illegal drug use, criminal activity resulting from alcohol use, gambling activity, driving history, military history, arrest record (juvenile and adult), general criminal activity, theft, fighting, and criminal sexual activity.
3. Admissions concerning inappropriate or illegal conduct/behavior made during the polygraph examination shall be scrutinized for the purpose of determining the candidate's continued eligibility.
4. The candidate may or may not be advised of the results of the polygraph by the examiner upon completion of the exam.
5. A finding regarding whether the candidate has been truthful during the polygraph exam shall not be used as a single determinant of continued eligibility. However, deception to relevant questions during any part of the polygraph exam that is corroborated by other investigative means may be used as the basis for disqualification.
6. If, due to the polygraph examination a certain number of candidates on the "Eligibility List" are disqualified, they shall be replaced by an equal number of candidates, in rank order, from the "Eligibility List". These candidates shall then begin to be processed concurrently through the background investigation & record check and polygraph examination phases of the process.

**H. Final Interviews with the Director of Human Resources, Bureau Commanders and Chief of Police**

After the completion of the previous selection process components, the Director of

Human Resources or his/her designee, the Bureau Commanders and the Chief of Police shall interview and consider the five highest ranking candidates from the "Eligibility List" for each available vacancy\* and shall select one of those five candidates for each available vacancy. If multiple vacancies exist, the Director of Human Resources or his/her designee and the Chief of Police shall interview the required number of candidates necessary to fill the multiple vacancies and consider said number of candidates for selection in a manner consistent with the following illustration:

Candidates 1, 2, 3, 4, and 5 from the "Eligibility List" are considered for the first vacant position; candidate 2 is selected for said vacant position; candidates 1, 3, 4, 5, & 6 are then considered for the second vacant position; candidate 1 is selected for said vacant position; Candidates 3,4,5,6, and 7 are then considered for the third vacant position; candidate 5 is selected. (This process, given the provisions in subsections 3 and 4 below regarding disqualification, would continue until a selection would be made for each remaining vacant position.)

**NOTE:** In the event a vacancy becomes available when less than five (5) candidates remain on the "Eligibility List", a new recruitment & selection process shall be initiated.

2. Should a candidate from the "List" be considered but not selected for two vacant positions, the Director of Human Resources or his/her designee shall have the authority to disqualify said candidate from future consideration and shall remove that candidate's name from the existing "Eligibility List", in which case, the Director of Human Resources or his/her designee shall notify the candidate in writing stating the reason for his/her disqualification and removal from the "Eligibility List". The decision of the Director of Human Resources or his/her designee to disqualify said candidate from future consideration and to remove said candidate's name from the "Eligibility List" shall be final.
3. If, during or after the final interview, the Director of Human Resources or his/her designee learns that a candidate has misrepresented his/her qualifications, skills, abilities, prior employment history, etc. or in general has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the Director of Human Resources or his/her designee shall have the authority to disqualify the candidate from future consideration and remove said candidate's name from the existing "Eligibility List", in which case, the Director of Human Resources or his/her designee shall notify said candidate in writing stating the reason for his/her disqualification and removal from the "Eligibility List". The decision of the Director of Human Resources or his/her designee to disqualify said candidate from future consideration and to remove said candidate's name from the "Eligibility List" shall be final.
4. Prior to, or after the interview, each candidate may be given a tour of the police facility.
5. At the conclusion of the interview, each candidate shall have a final opportunity to ask questions.

**I. Conditional Offer of Employment**

1. Candidates selected for available vacancies in accordance with the procedures identified in Section G.1. of this summary description, shall be extended (both verbally and in writing) a conditional offer of employment and, at that time, be advised that they will be appointed based on the condition that they pass a psychological evaluation, medical examination, and a drug test, and that their appointments would be probationary in nature for a period of at least one (1) year. At the time the verbal conditional offer is made, the representative of the City extending such offer shall cover a checklist of all elements of the offer, including all employee benefits for which the candidate would be eligible upon appointment.

**J. Psychological Evaluation**

1. A psychological evaluation shall be conducted on each candidate to whom a conditional offer of employment has been extended. The purpose of this psychological evaluation shall be to determine whether the candidate possesses an appropriate, acceptable, or desirable psychological, emotional, and personality profile, and/or the appropriate, acceptable, and desirable characteristics, traits, qualities, attributes, tendencies, etc. to perform the essential functions of the Police Officer position and with no direct threat to the candidate's own health or safety or that of others.
2. Each candidate shall be administered a variety of psychological tests and participate in a variety of procedures and exercises, the purpose of which shall be to identify a variety of personality, emotional, and psychological characteristics, traits, qualities, attributes, tendencies, etc. Candidates who possess identifiable personality, emotional, and psychological characteristics, traits, qualities, attributes, tendencies, etc. which, in the judgment of the City's consulting psychological or psychiatric professional and/or the Chief of Police and Director of Human Resources or his/her designee, reflect a significant potential for unacceptable or undesirable performance of the essential functions of the job or would pose a direct threat to the candidate's own health or safety or that of others, may result in a revocation of the conditional employment offer. In particular, the following characteristics, traits, qualities, attributes, tendencies, etc. are considered to be unacceptable, undesirable, or inappropriate, and may result in revocation of a conditional employment offer:
  - anti-social behavioral patterns and attitudes;
  - "quick temperedness";
  - inability/unwillingness to accept super-vision and to carry out orders of a superior;
  - lack of compassion, sympathy;
  - low level of self-esteem or confidence; or an inordinately high level of same;
  - deceptiveness in answering questions;

- inability to accept constructive criticism;
  - inability to deal with verbal abuse in a proper and effective manner;
  - inability to deal effectively with the stress inherent to police work;
  - racial/sexual prejudice; and,
  - other related and/or similar traits, tendencies, characteristics, qualities, or attributes that would be unacceptable, undesirable, or inappropriate in a Police Officer given the duties and responsibilities inherent to the position.
3. The purpose of administering a variety of psychological tests and having each candidate participate in a variety of procedures and exercises is to; furthermore, determine whether each candidate has the ability to endure the stress associated with the nature of the job.
  4. The psychological evaluation shall be conducted by qualified psychological or psychiatric professionals.

**K. Medical Examination**

1. A complete and thorough medical examination shall be conducted on each candidate to whom a conditional offer of employment has been extended. The medical examination shall be conducted by a licensed physician, as selected by the City of Dublin, and shall be at the City's expense. The medical examination shall be administered for the purpose of ensuring that a candidate possesses the general health status necessary to perform the essential job functions of the Police Officer job classification in the City of Dublin and that no medical condition exists that would pose a direct threat to the health or safety of himself/herself or others.
2. The candidate shall be certified by the City's examining physician as being in good general health and free of any medical conditions which would pose a direct threat to the health or safety of himself/herself or others, or which may preclude the candidate from performing the essential job functions of a Dublin Police Officer; therefore, any lab or other test (e.g. blood test) which are required pursuant to Section 742.38 of the Ohio Revised Code or which the examining physician feels, in his professional opinion, would aid the City in reaching such a determination, will be authorized by the City of Dublin; generally accepted medical and health standards shall be the basis of this examination process.
3. The City of Dublin's examining physician (and his assistants) shall examine candidates for the position of Police Officer based in part upon the following general requirements. A candidate may be disqualified if he/she fails to meet any valid requirement, including the following, if such failure would preclude that candidate from performing the essential job functions of the Police Officer job classification or would pose a direct threat to the health or safety of himself/herself or others:

- a. candidate shall be free of cardiovascular and pulmonary diseases;
  - b. vision requirements are based on vision acuity, depth perception and color perception; a candidate shall have both eyes correctable to 20/20 by use of eyeglasses or contact lenses; there shall be no disease of the eye; vision must be free of color deficiencies;
  - c. candidate shall be free of parasitic and systemic skin disease;
  - d. there shall be no evidence of intemperate or illegal use of stimulants, depressants, or other drugs;
  - e. there shall be no obstruction to free breathing, or severe sinus disease;
  - f. there shall be no serious disease of the ear, nose, or throat; candidate should possess normal hearing in both ears;
  - g. there shall be no actual or potential hernia or lower back problem(s);
  - h. each candidate shall possess an index, middle, and ring finger and thumb on each hand; each foot shall have a great toe;
  - i. the brain and nervous system shall be free from defects; there shall be no epilepsy; and,
  - j. the kidneys shall be healthy; the urine normal.
4. Results of the medical examination shall be submitted to the Chief of Police and Director of Human Resources or his/her designee for consideration. The results of medical examinations shall be kept strictly confidential.

**L. Drug Testing**

1. Each candidate to whom a conditional offer of employment is extended shall be required to submit to and pass a urinalysis to detect the presence of illegal drugs, or legal drugs which may have been obtained and used illegally, in his/her system.
2. It is the policy of the City not to appoint any candidate who does not consent to a drug test or whose test results are confirmed to be positive for the presence of illegal drugs or legal drugs for which the candidate cannot submit sufficient proof that such drugs were legally obtained or used.
3. At the time of application and prior to the testing of any candidate, the candidate shall be advised that a drug test is a required part of the City's selection process and that said test will be administered only after the extension of a conditional offer of employment; that after the extension of said conditional offer, he/she will be required to submit to and pass such a test in order to be appointed; that the test will screen for

the presence of drugs in his/her bodily fluids; that he/she will be provided the opportunity to identify any recent legally prescribed drug use which might be detected in the test results (such explanation shall be sought and accepted only after the candidate has been extended a conditional offer of employment); and that he/she is required to sign the Pre-Employment Drug Testing Consent Section of the Employment Application as referenced in this summary description, which includes consent that notice of the test results will be provided to City of Dublin personnel.

4. Each candidate to whom a drug test is administered shall be notified of the test results and be advised whether he/she will be disqualified due to said results. Any explanation a candidate may have as to why a positive test result was obtained shall be carefully considered.
5. Drug testing shall be conducted in the following manner:
  - a. No candidate shall be administered a drug test until he/she has been extended a conditional offer of employment; the conditional nature of the offer shall be that appointment is contingent upon passage of a drug test.
  - b. After notifying a candidate that he/she will be appointed contingent upon passage of a drug test, and only after he/she has consented to testing, he/she shall be directed to an authorized collection site where, after showing proper identification, a urine specimen shall be collected. Sites authorized for the collection of specimens shall be selected at the sole discretion of the Director of Human Resources or his/her designee.
  - c. The specimen shall then be forwarded to a D.H.H.S (Department of Health & Human Services) certified laboratory for testing and analysis. Laboratories selected for testing and analysis shall be selected at the sole discretion of the Director of Human Resources.
  - d. In screening for the presence of drugs, generally accepted screening procedures shall be used and the threshold level for determination shall be established in accordance with generally accepted medical procedures and existing laws and/or regulations. If the presence of drugs is found in the specimen, that specimen shall be submitted for further verification (confirmatory) testing.
  - e. After the initial screening and confirmatory screening (if applicable) has been completed, the results shall be provided to the Director of Human Resources or his/her designee.

**M. Physical Fitness Assessment**

1. Each candidate to whom a conditional offer of employment is extended shall be required to complete a physical assessment to determine his/her readiness to enter the Police Academy of the City's choosing. Candidates are required to meet the standards shown below:

<b>Age and Gender Minimum Scores*</b>		
<b>Exercise</b>	<b>Males (&lt;29)</b>	<b>Females (&lt;29)</b>
Sit-ups (1 min.)	30	21
Push-ups (1 min.)	18	8
1.5 Mile Run	15:14	18:39
<b>Exercise</b>	<b>Males (30-39)</b>	<b>Females (30-39)</b>
Sit-ups (1 min.)	26	15
Push-ups (1 min.)	13	6
1.5 Mile Run	15:56	20:13
<b>Exercise</b>	<b>Males (40-49)</b>	<b>Females (40-49)</b>
Sit-ups (1 min.)	22	10
Push-ups (1 min.)	9	4
1.5 Mile Run	17:04	21:52

**N. Unconditional Offer of Employment**

1. Upon passage of the required psychological evaluation, medical examination, physical assessment and drug test, the Division of Human Resources or his/her designee shall notify each selected candidate (both verbally and in writing) that the above referenced conditions have been satisfied and that the offer is unconditional in nature.
2. A start date shall then be identified for each selected candidate and notification of such shall be provided to the Division of Police, the Department of Finance, and the Division of Information Technology.

**N. Appointment & Probationary Period**

1. Upon written acceptance of the City's employment offer by the selected candidate, the candidate shall be appointed to the position in probationary status for a period of at least one (1) year from date of such appointment.
2. The purpose of the probationary period shall be to provide the new employee with the opportunity to demonstrate that he/she has the knowledge, skills, abilities, work habits and other attributes necessary to obtain "regular" employment status.
3. Should the selected candidate be required to attend a Police Training Academy, continued employment will be conditional upon acceptance into and successful completion of the Police Academy of the City's choosing.
4. An employee shall be retained beyond the probationary period and granted "regular" status only if the performance of the employee has been determined to be "satisfactory". Under certain circumstances, the probationary period may be extended,

but only for valid reasons, only after approval of the City Manager, and only for a specified period of time. The probationary period shall not be extended indefinitely. If, upon conclusion of this extended probationary period, the employee's performance is still deemed "unsatisfactory", the employee shall be dismissed from his/her position.

**RE-EXAMINATION/RE-APPLICATION POLICY**

Candidates who are disqualified from the selection process will not be re-examined for a period of one (1) year from the date of such disqualification, unless the Director of Human Resources or his/her designee determines that such re-examination is in the best interest of the City's Law Enforcement Personnel Recruitment Program. Candidates who have been disqualified from the selection process will have the opportunity to re-apply for future selection processes after said six (6) month period.