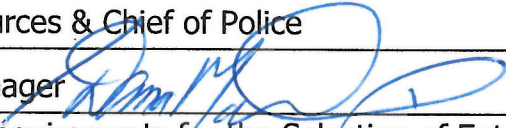




CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 2.15
TO: Director of Human Resources & Chief of Police
FROM: Dana McDaniel, City Manager 
SUBJECT: Professional and Legal Requirements for the Selection of Entry Level Sworn Law Enforcement Personnel
DATE: September 2, 2022
<i>Supersedes and replaces the following Administrative Orders: 2.15 dated 12/13/2016 regarding the same subject. 2.13 dated 11/01/1993 Job Announcements and Publicity in the Recruitment Of Entry-Level Law Enforcement Personnel 2.14 dated 11/01/1993 Application Process for the Recruitment of Law Enforcement Personnel 2.16 dated 10/14/2005 Administrative Practices & Procedures for the Selection Of Entry-Level Law Enforcement Personnel 2.17 dated 11/14/2005 Background Investigations Used in the Selection of Entry-Level Law Enforcement Personnel 2.18 dated 11/01/1993 Polygraph Examinations Used in the Selection of Entry-Level Law Enforcement Personnel 2.19 dated 5/15/02 Structured Panel Interviews Used in the Selection of Entry-Level Sworn Law Enforcement Personnel 2.20 dated 1/15/2019 Occupational Qualifications, Medical Examinations, Physical Fitness Evaluations, and Psychological Evaluations for Entry-Level Law enforcement Personnel 2.21 dated 11/14/2005 Probationary Period for Entry-Level Law Enforcement Personnel</i>
PROPONENT: Director of Human Resources and Chief of Police

1. PURPOSE

The purpose of this Administrative Order is to establish formal, professional standards/requirements, policies, and procedures governing the selection of sworn law enforcement personnel. Specifically, this Administrative Order will:

- A. assign authority and responsibility for selection process administration;

- B. establish and describe all elements of the selection process;
- C. ensure that the selection process has validity, utility, and minimum adverse impact;
- D. ensure that selection process scoring, administration, and evaluation are performed in a uniform and consistent manner;
- E. establish procedures for the storage and destruction of selection material; and,
- F. require an annual evaluation of the selection process.

2. SELECTION PROCESS ADMINISTRATION

A. The Director of Human Resources, or their designee, will have the authority and responsibility to administer the selection process.

B. The Chief of Police will have the authority to identify the specific needs of the Department; the specific knowledge, skills, abilities, and other qualifications for its positions; and the performance of background investigations and record checks on candidates for its positions.

C. The City Manager will have the final authority to appoint all entry-level sworn law enforcement personnel.

D. Selection Pathways

(1) The Chief of Police will determine which selection pathway will be followed to best suit the Department's current needs when a new hiring process begins.

(2) The selection pathway is determined prior to the beginning of the hiring process. The specific requirements for the selected pathway will be outlined in the job posting.

(3) All pathways shall be conducted to ensure appointments are made on the basis of merit and fitness through the selected competitive process.

(4) Examination Pathway:

a. The examination pathway typically includes an examination, interview panel, physical fitness assessment, background investigation, final interview, conditional offer, polygraph, psychological evaluation, medical evaluation, drug screen, and unconditional offer.

b. The examination may be written, computer-based, or video-based.

(5) Lateral Pathway:

a. For a candidate to be eligible for a lateral pathway they must be currently certified by the Ohio Police Officer Training Academy (O.P.O.T.A.), have successfully completed police officer probation, and have one year of experience (not including time in the academy or field training).

b. The lateral pathway typically includes a resume and application submission, interview panel, background investigation, final interview, conditional offer, polygraph, psychological evaluation, medical evaluation, drug screen, and unconditional offer.

(6) Application and Resume Pathway

The application and resume pathway typically includes a resume and application submission, interview panel, physical fitness assessment, background investigation, final interview, conditional offer, polygraph, psychological evaluation, medical evaluation, drug screen, and unconditional offer.

3. PHASE I: ANNOUNCEMENT AND APPLICATION (ALL PATHWAYS)

(A) The Division of Human Resources will prepare an announcement publicizing that the City of Dublin is seeking qualified candidates for the Police Officer position. The announcement will contain information such as minimum qualifications, certification requirements, rate of pay, deadline for application, and other information deemed necessary by the Division of Human Resources for applicants to participate in the first phase of the selection process.

(B) A general vacancy announcement will be publicized on the City of Dublin website (<https://dublinohiousa.gov/>), and information relative to the position and the selection process will be provided to all candidates.

(C) The recruitment announcement will be publicized on the City of Dublin website for at least ten (10) days.

(D) Each candidate will be required to complete the online Employment Application. Without completing the online Employment Application, the candidate will not be given further consideration for employment with the City. Applicants who need accommodation to complete the online Employment Application should contact the Division of Human Resources.

(E) Upon completion of the online Employment Application, each candidate will then receive notification of the receipt of the application materials and their status with respect to their eligibility to participate in the next step of the process.

(F) For applicants in the Application and Resume Pathway or the Lateral Pathway, applications will be reviewed by an application review panel. The panel shall include, but not be limited to, a sworn supervisor, sworn officer, and an HR Business Partner. Anyone participating in the review panel shall be trained, including, but not limited to the agency EEO and Recruiting Plan, Implicit Bias, and cultural competency.

4. PHASE II: EXAMINATION (EXAMINATION PATHWAY ONLY)

A. The City will administer a preliminary examination. Candidates will receive a raw score on the examination, which will be weighted at a factor of 30%. The examination will be obtained from an established, recognized, and credible test development organization and will be documented as having validity, utility, and a minimum adverse impact. Results of the examination will be retained in written or electronic form by the Division of Human Resources for a period of time in accordance with the City's established retention schedule.

B. To increase testing integrity, each candidate will be required to show at least one source of identification containing their picture at the time of the examination.

C. The candidates finishing with passing scores in at least the top thirty (30) places on the preliminary examination will be notified in writing of their progression to the next phase of the selection process within twenty-one (21) days of the examination or completion of the testing window, whichever is later. (More than thirty (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 30th place in the scoring.) All other candidates will be notified of their status within thirty (30) days of the examination or completion of the testing window, whichever is later.

5. PHASE III: STRUCTURED PANEL INTERVIEW (ALL PATHWAYS)

A. The Structured panel interview is a step within all three of the selection pathways for the position of police officer (Examination, Application and Resume, and Lateral).

B. This panel interview will be conducted at a designated time and place, and each eligible candidate will receive advance written notification of such time and place. This panel interview will be conducted using valid, non-discriminatory procedures.

C. For candidates progressing to the panel interview from the Examination pathway, each candidate's raw score from this structured interview will be weighted at a factor of 70%.

D. Candidates progressing to the Structured Panel Interview from the Lateral and Application and Resume pathways will be selected based on the evaluations of the application and resume. A minimum of thirty (30) interviews will be conducted for a Lateral or Application and Resume Pathway, unless there are fewer than 30 applicants. In the event that there are fewer than 30 applicants, all applicants will be interviewed. For development of the eligibility list, each candidate's raw score from this structured interview will be weighted at a factor of 100%.

E. Candidates in the Examination Pathway finishing in at least the top thirty (30) places on the preliminary examination will participate in a structured panel interview.

F. The interview panel members must remain consistent for all interviewees during the process. Failure to complete all interviews will result in that member's scores being discounted from the calculation of all interviewees. Panel interview members will be trained prior to their participation in a hiring process. Training shall include, but not be limited to EEO principles, the Dublin Police Department EEO and Recruiting Plan, and Implicit bias and cultural competency. The panel will be comprised of, but not limited to, the following:

- (1) Director of Human Resources, or their designee; and,
- (2) One sworn Police Supervisor; and
- (3) Two police officers;

G. All elements of the structured panel interview will be standardized and defined, including uniform questions, rating criteria, and rating scale.

H. Each candidate will be evaluated on a variety of rating dimensions including, but not limited to:

- (1) image, demeanor, & attitude;
- (2) communication;
- (3) mental alertness;
- (4) judgment, reasoning, & problem-solving;

- (5) general personality traits, attributes, characteristics;
- (6) social interaction, interpersonal & human relations; and,
- (7) overall suitability.

I. Tabulation of Scores/Creation of Preliminary Eligibility List

(1) Candidates who completed the Structured Panel Interview phase of the process will be placed on the Preliminary Eligibility List, as established by the Director of Human Resources, or their designee, in order of their combined weighted scores tabulated from the Preliminary Examination (if utilized) and the Structured Panel Interview.

(2) Continued eligibility will be conditional upon successful completion of the remaining components of the selection process as described in the remainder of this Administrative Order. Candidates who are disqualified during subsequent phases of the selection process will be removed from the Preliminary and/or Final Eligibility List, as applicable.

(3) The preliminary and/or Final Eligibility List will be valid until the completion of the current recruitment and selection process, at which time vacancy(ies) have been filled. The Preliminary and/or Final Eligibility List may also be extended for an additional period of not more than six (6) months by order of the Director of Human Resources or the Chief of Police.

6. PHASE IV: PHYSICAL FITNESS ASSESSMENT (EXAMINATION AND APPLICATION AND RESUME PATHWAYS)

A. Each successful candidate will be required to complete a physical fitness assessment prior to the making of a conditional offer of employment to determine their readiness to enter the Police Academy of the City's choosing or, upon hire, to move into a City field training program. The physical fitness assessment aims to ensure that a candidate possesses the general physical fitness necessary to perform the essential job functions of a Police Officer in the City of Dublin. While these elements may not directly represent essential job functions to be performed by a Police Officer, each component measures the candidate's physiological capacity to learn and perform the essential job functions.

B. Candidates who are eligible to complete the Physical Fitness Assessment will be invited to participate in the assessment at a date and time determined by the City.

C. Minimum scores for the physical fitness assessment will be based on Ohio Peace Officer Training Academy (OPOTA) entrance requirements.

D. To pass the physical fitness assessment, the candidate must perform each component being tested and meet or exceed the standard. A score below the standard on any single exercise will be considered a failing score, resulting in disqualification in the current recruitment and selection process. If a candidate is unable to perform any component being tested, the City may provide a substitute element for the components being tested, which would be a valid assessment of the physiological capacity for the particular factor being measured.

E. Candidates have two opportunities to pass the physical fitness assessment.

7. PHASE V: FINAL STEPS (ALL PATHWAYS)

A. **Assignment of Hiring Process Liaison:** A Department member will be assigned to each candidate moving into the background portion of the process to provide them with a direct source of information throughout the selection process.

B. Background Investigation and Record Check

(1) Each candidate will be required, at the time of background investigation, to complete and submit a "Fair Credit Reporting Act Notification and Acknowledgement" form acknowledging that, as part of the City of Dublin's procedures for evaluating employment applications and for other employment purposes, including promotion, transfer, or retention during the term of employment, a consumer report may be obtained by the City. A consumer report may contain information bearing on creditworthiness, driving record, criminal record, character, general reputation, personal characteristics, or mode of living. By signing the Fair Credit Report Act Notification and Acknowledgement form, authorization is granted to the City to request a report(s) from a Consumer Reporting Agency to be used for employment-related purposes, including hiring, promotion, transfer, or retention now or in the future.

(2) As outlined below, a thorough and complete background investigation and record check will be initiated. 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.

(3) The Director of Human Resources, or their designee, will initiate background investigation and record check procedures by forwarding on to the Police Department, at minimum, the number of candidates' applications necessary to fill the current vacancy(ies) in rank order from the Preliminary Eligibility List.

(4) Background investigations and record checks will be conducted by the Police Department using personnel trained in background investigations. An outside resource, approved by the Chief of Police and the Director of Human Resources, may also be used to conduct the background investigation on the Department's behalf. Findings of the background investigation 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 investigator's findings may also be used as a sole reason for disqualification from the process if the nature of these findings warrants disqualification.

(5) The background investigator will be furnished with the application and other information pertaining to the respective candidate.

(6) The background investigation will consist of, but not be limited to, the following:

a. verification of the candidate's credentials, educational achievements, past and present employment, age, residence, U.S. citizenship or permanent residency status, and driver's license status;

b. interviews with past and present employers, neighbors, school officials, and personal references;

c. a review of each candidate's family history, criminal history, military history, employment history, gambling history, financial history, and substance use or abuse history;

d. completion of an online personal history questionnaire; and

e. a review of the candidate's publicly accessible online postings

f. a record check consisting of the following:

- Each candidate's name will be entered into state and national computers for wants, arrest warrants, and other records;

- fingerprints will be taken for each candidate and submitted for state and federal screening; and,

- a driver's abstract will 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:

- a. felony conviction;
- b. admission of an adult offense defined as a felony in the Ohio Revised Code (O.R.C.);
- c. admission or conviction of a juvenile offense for any aggravated felony as defined by the Ohio Revised Code (O.R.C.);
- d. fraudulent activity (i.e., filing fraudulent insurance claims or fraudulent applications for Worker's Compensation, welfare, unemployment compensation, or other public assistance programs);
- e. conviction as an adult for M-1 or M-2 misdemeanors as listed in the O.R.C.;
- f. conviction as a juvenile for M-1 or M-2 misdemeanors as listed in the O.R.C. (does not include traffic or minor misdemeanors);
- g. conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the O.R.C.;
- h. a pattern of theft offenses or admission of such a pattern;
- i. conviction of a gambling offense ("gambling" as defined by federal, state, or local law);
- j. engaging in the promotion of illegal gambling activity wherein the applicant gains a financial benefit;
- k. illegal use or sale of controlled substances and/or conviction for controlled substance violations;
- l. abuse of alcohol and /or chemical agents/solvent-based substances;
- m. 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;
- n. 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;

- o. intentional violation of any protective or temporary restraining order as determined by a court of law;
- p. 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;
- q. verified or admitted sexual abuse or sex crimes involving someone not related to the candidate;
- r. poor work record, especially a discharge or resignation in lieu of discipline from a criminal justice occupation;
- s. poor driving record (i.e., numerous accidents or numerous convictions for moving traffic violations, suspension of driver's license);
- t. numerous debts which are not being regularly paid off;
- u. providing materially or substantially inconsistent responses regarding the candidate's record and/or information disclosed by the candidate;
- v. failure to disclose or acknowledge requested information on the part of the applicant during any portion of the background investigation;
- w. failure or refusal to answer or respond to oral or written questions during any phase of the selection process;
- x. any 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) For each candidate, the background investigator shall review and analyze the results of their completed investigation and submit an investigative report to the Chief of Police and the Director of Human Resources, or their designee, for review and consideration.

(9) The candidates who have successfully participated in and completed all selection process components leading up to the final interview stage of the selection process will be placed on a Final Eligibility List.

(10) If a certain number of candidates on the Final Eligibility List are disqualified due to background investigation and record check procedures, they may be replaced with an equal number of candidates, in rank order, from those candidates whose background investigation has not been initiated from the Preliminary Eligibility List.

These candidates may then begin to be processed through the background investigation and record check phases.

(11) Any decision to disqualify a candidate during the background investigation phase will be based on the substance of the background investigation and record check relative to valid, job-related considerations.

B. Final Interview with the Chief of Police

(1) After completing the previous selection process components, the Chief, the Deputy Chief(s) of Police, and one member of the community, selected by the Chief of Police, will interview and consider at least the three (3) highest-ranking candidates from the current Final Eligibility List.

(2) As a result of these interviews, the Chief of Police may select one of those candidates for each available vacancy. If multiple vacancies exist, the Director of Human Resources, or their designee, the Chief, and the Deputy Chief(s) of Police will interview at least the number of candidates necessary to fill the multiple vacancies. The Chief of Police may consider any of the candidates interviewed for selection.

(3) If a vacancy becomes available when less than three (3) candidates remain on the Final Eligibility List, a new recruitment and selection process may be initiated. Should a vacancy(ies) exist on the Final Eligibility List, the City reserves the right to pull candidates from the Preliminary Eligibility List to move forward to the next phase of the selection process.

(4) Should a candidate from the Final Eligibility List be considered but passed over for two vacant positions during the same hiring process, the Director of Human Resources, or their designee, or the Chief of Police will have the authority to disqualify said candidate for the duration of that hiring process and may remove that candidate's name from the existing Final Eligibility List and the Preliminary Eligibility List. The Director of Human Resources, or their designee, will notify the candidate in writing stating the reason for their disqualification and removal from the Final and Preliminary Eligibility Lists. The decision of the Director of Human Resources, or their designee, or the Chief of Police to disqualify said candidate from future consideration and to remove said candidate's name from the Final and Preliminary Eligibility Lists will be final.

(5) If, during or after the final interview, the Director of Human Resources, or their designee, or the Chief of Police learns that a candidate has misrepresented their 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 or her designee, or the Chief of Police will have the authority to disqualify the candidate from future consideration and remove

said candidate's name from the existing Final and Preliminary Eligibility Lists. In which case, the Director of Human Resources, or his or her designee, will notify said candidate in writing stating the reason for their disqualification and removal from the Final and Preliminary Eligibility Lists. The decision of the Director of Human Resources, or his or her designee, or the Chief of Police to disqualify said candidate from future consideration and to remove said candidate's name from the Final and Preliminary Eligibility Lists will be final.

(6) At the conclusion of the interview, each candidate will have a final opportunity to ask questions.

D. Conditional Offer of Employment

(1) Candidates selected for available vacancies in accordance with the procedures identified in this Administrative Order will 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 must pass a polygraph examination, psychological evaluation, medical examination, a drug test with acceptable results, a full background investigation, and that their appointment would be probationary in nature for a period of at least one (1) year from the beginning of the field officer training program.

(2) If a candidate is required to attend an academy, the probationary status will begin upon appointment and continue throughout the duration of the academy and for a period of one (1) year from the beginning of the field officer training program. At the time the verbal conditional offer is made, the representative of the City extending such offer will cover a checklist of all elements of the offer, including all employee benefits for which the candidate would be eligible upon appointment.

E. Polygraph Examination

(1) A polygraph examination will be conducted on each candidate to whom a conditional offer of employment has been extended.

(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 will 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 will 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) Any decision to disqualify a candidate will be based on the substance of the polygraph examination relative to valid, job-related considerations.

(7) The administration of examinations and the evaluation of results shall be conducted by personnel certified in these procedures selected by the Director of Human Resources.

F. Psychological Evaluation

(1) A psychological evaluation will be conducted on each candidate to whom a conditional offer of employment has been extended. The purpose of this psychological evaluation will 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 will be administered a variety of psychological tests and participate in a variety of procedures and exercises, the purpose of which will 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 or 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:

- a. anti-social behavioral patterns and attitudes;
- b. "quick temperedness";
- c. inability/unwillingness to accept supervision and to carry out orders of a superior;
- d. lack of compassion, sympathy;
- e. low level of self-esteem or confidence; or an inordinately high level of same;
- f. deceptiveness in answering questions;
- g. inability to accept constructive criticism;
- h. inability to deal with verbal abuse in a proper and effective manner;
- i. inability to deal effectively with the stress inherent to police work;
- j. racial/sexual prejudice; and,
- k. 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 will be conducted by a qualified professional psychologist or psychiatrist selected by the Director of Human Resources.

G. Medical Examination

(1) A complete and thorough medical examination will be conducted on each candidate to whom a conditional offer of employment has been extended. The medical examination will be conducted by a licensed and qualified physician, as selected by the City of Dublin, and will be at the City's expense. The medical examination will be administered, as required by Ohio Revised Code 742.38 and Ohio Administrative Code 742-1-02, for the purpose of ensuring that a candidate possesses the general health status necessary and is found physically able, with or without reasonable

accommodations, to perform the essential job functions of the Police Officer job classification at the City of Dublin.

(2) The City of Dublin's examining physician, and his or her assistants, will examine each candidate on a case-by-case basis to determine whether the candidate can, with or without reasonable accommodations, perform the essential job functions of a Dublin Police Officer. The examining physician will perform a medical examination which includes a thorough history, a physical examination, and clinical tests which may consist of, but are not limited to, the following components:

- a. Non-DOT Drug Screening;
- b. Lipid profile that includes total cholesterol, triglycerides, LDL cholesterol, and HDL cholesterol;
- c. Chest X-Ray Examination that is at least a P.A. 72" (i.e. front to back);
- d. Electrocardiogram (EKG) and cardiac stress test performed consistent with standard Bruce protocol; and,
- e. Spirometry that represents at least a valid and reproducible forced expiratory volume at one (1) second (FEV1), forced vital capacity (F.V.C.), and forced expiratory volume at one second/forced vital capacity (FEV1/FVC) that meets the criteria of the American Thoracic Society.

(3) The City's examining physician will complete a medical examination form based upon the medical review of the candidate. The existence of a potentially disqualifying condition will not preclude the examining physician from determining that the candidate is able to perform the essential job functions of the position. Nothing, however, will preclude the examining physician from noting the existence of any other potentially disqualifying condition, which in their opinion, may render the candidate unable to perform the essential functions of the Police Officer classification.

(4) Upon conclusion of the medical examination, the examining physician will sign the medical examination form noting all relevant medical information and will render his or her medical opinion as to whether the candidate can perform the essential functions of a Police Officer. The examining physician will determine if each candidate can, with or without reasonable accommodation, perform the essential functions of the position based upon the results of the clinical tests that are performed and set forth in Section 742.38 of the Ohio Revised Code and Ohio Administrative Code 742-1-02.

(5) It will be up to the City of Dublin to assess the type(s) of reasonable accommodations that may be necessary to allow the candidate to perform the essential

functions of a Police Officer in addition to providing such necessary reasonable accommodations to a qualified candidate with a disability. Provided, however, that nothing will be outlined to require a reasonable accommodation if doing so will impose an undue hardship on the City of Dublin or a direct threat to the safety of him or herself or others.

(6) Results of the medical examination will be submitted to the Division of Human Resources and the Chief of Police for consideration. The results of medical examinations will be kept strictly confidential. Based upon the recommendations of the examining physician, the City of Dublin will render the final decision as to whether the offer of employment will be revoked.

H. Drug Testing

(1) Each candidate to whom a conditional offer of employment is extended will be required to submit to and pass a urinalysis to detect the presence of illegal drugs, including cannabis, cannabis derivatives, and cannabinoids, or legal drugs which may have been obtained and used illegally, in their system.

(2) It is the policy of the City not to appoint any candidate who does not consent to a drug test, any candidate who engages in conduct which obstructs the testing process, or whose test results are confirmed to be positive for the presence of illegal drugs, including cannabis, cannabis derivatives, and cannabinoids 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 will 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 their 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 will 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, 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 will 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 will be carefully considered.

(5) Drug testing will be conducted in the following manner:

a. No candidate will be administered a drug test until he/she has been extended a conditional offer of employment; the conditional nature of the offer will 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 will be directed to an authorized collection site where, after showing proper identification, a urine specimen will be collected. Sites authorized for the collection of specimens will be selected at the sole discretion of the Director of Human Resources.

c. The specimen will 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 will be selected at the sole discretion of the Director of Human Resources.

d. In screening for the presence of drugs, generally accepted screening procedures will be used and the threshold level for determination will 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 will be submitted for further verification (confirmatory) testing.

e. After the initial screening and confirmatory screening, if applicable, has been completed, the results will be provided to the Director of Human Resources, or his or her designee.

I. Unconditional Offer of Employment

(1) Upon satisfactory completion of the required polygraph examination, psychological evaluation, medical examination, drug test, and full background investigation, the Director of Human Resources, or his or her designee, will notify each selected candidate in writing that the above referenced conditions have been satisfied and that the offer is unconditional in nature.

(2) A start date will then be identified for each selected candidate and provided to the Police Department, the Department of Finance, and the Department of Information Technology.

J. Appointment and Probationary Period

(1) The purpose of the probationary period is 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. The work performance of each employee shall be evaluated using valid, useful, and non-discriminatory procedures.

(2) Upon acceptance of the City's employment offer by the selected candidate, the candidate will be appointed to the position in a probationary status for a period of at least one (1) year from the beginning of the field officer training program. If a candidate is required to attend an academy, the probationary status will begin upon appointment and continue throughout the duration of the academy and for a period of one (1) year from the beginning of the field officer training program.

(3) Should the selected candidate be required to attend a State certified Basic Peace Officer training program, continued employment will be conditional upon acceptance into and successful completion of the Police Academy of the City's choosing. Continued employment will also be contingent on the employee passing the Ohio Peace Officer Training Commission final examination.

(4) An employee will be retained beyond the probationary period and granted "regular" status only if the performance of the employee has been determined to be "satisfactory". After a recommendation by the Chief of Police and approval of the City Manager, the probationary period may be extended under certain circumstances for valid reasons and only for a specified period of time. The probationary period will not be extended indefinitely. If a probationary employee's performance is deemed "unsatisfactory" at any point during their probationary period, the employee may be dismissed from their position and will have no internal appeal rights.

O. Re-examination and Re-application

(1) Candidates who are disqualified or released from consideration in the selection process will have the opportunity to re-apply when a new selection process has been initiated.

(2) A new selection process will be opened up by creating a new general vacancy announcement which will be publicized on the City of Dublin website (www.dublinohiousa.gov).

8. SELECTION PROCESS VALIDITY, UNIFORMITY, IMPACT, AND SECURITY

A. **Selection Process Validity, Utility, Adverse Impact:** The selection process will include elements/components that have validity, utility, and minimum adverse impact and are designed to achieve equal opportunity of employment at all levels within the City.

B. **Adverse Impact – Minimized:** It will be the policy of the City of Dublin to minimize adverse impact in the selection process and probationary periods.

C. **Adverse Impact – Documentation:** It will be the policy of the City of Dublin to maintain, on file, records and data used to monitor adverse impact in the Police Officer selection process.

D. **Selection Process – Written Testing:** Any written tests utilized as part of the selection process for the position of Police Officer will have validity, utility, and minimum adverse impact.

E. **Selection Process– Outside Administrator:** All elements of the selection process administered or provided by a private-sector organization or vendor will meet the requirements of validity, utility, and minimum adverse impact.

F. **Selection Process Uniformity:** It will be the policy of the City of Dublin that all elements of the selection process be administered, scored, evaluated, and interpreted in a uniform and equitable manner.

G. **Selection Process Evaluation:** It will be the policy of the City of Dublin to, whenever possible, require that personnel representative of race, sex, and ethnic groups in the community, be included in carrying out the requirements of the selection process.

H. **Selection Material Storage:** Selection materials will be stored in a secure area when not in use, and only those persons with a "right to know" will be granted access to the materials.

I. **Selection Material Disposal:** It will be the policy of the City of Dublin that whenever selection material is to be disposed, it will be disposed of in accordance with the established record retention/destruction schedule approved by the City Records Commission and will be disposed of in the specified manner by the City Records Commission.

J. **Selection Process Evaluation:**

(1) The entire selection process will be evaluated annually in terms of its effectiveness in selecting the best qualified and most suitable candidates in a fair and equitable manner. All circumstances concerning the evaluation of validity, utility, and adverse impact should be considered in determining when one or more components of the selection process is outdated. This would include a review of the most recent literature and case law on selection, equal employment opportunity, and related selection issues.

(2) A committee comprised of the Chief of Police, Director of Human Resources, and the Human Resource Business Partner assigned to the Police Department will evaluate the process and make appropriate changes.