

# Shawnee Hills Police Department

## HIRING PROCESS & STANDARDS

### Police Officer



*Probation Period:*

**365 Days**

*Revision Date:*

**09/11/2015**

#### **Nature of Work – General Description**

Under the direct supervision of a Sergeant or Officer in Charge, a Police Officer patrols the village ensuring compliance with all applicable State laws and village ordinances; answers calls when a crime is suspected or an emergency exists; takes such action as necessary to prevent crime and/or to apprehend a criminal; maintains safety; assists citizens in a wide range of emergency and non-emergency situations; and performs other related duties, tasks, and assignments as required and directed by an Agency Supervisor or the Chief of Police. The Village of Shawnee Hills Police Department subscribes to the “Community-Oriented Policing” philosophy and therefore the primary emphasis of the position involves community service. Officers are required to take a problem-solving approach to the situations they encounter on a day-to-day basis and to interact with the residents on a regular basis within the Village of Shawnee Hills to address relevant concerns facing the community.

#### **Policy Statement**

It is the policy of the Village of Shawnee Hills to prohibit work place harassment and discrimination of any candidate or employee on the basis of race, color, ancestry, religion, creed, national origin, sex, age, veteran status, disability, and/or any other characteristic protected by federal, state or local law. Harassment and discrimination in any form shall not be tolerated within the Shawnee Hills Police Department. The Shawnee Hills Police Department supports the principle of equal opportunity employment and non-discrimination in all employment practices. All employees have the right to work in an environment free of harassment and discrimination, which encompasses freedom from sexual harassment. The following selection process reflects our commitment to equal opportunity employment and non-discrimination.

#### **Minimum Qualifications**

- High School Diploma, G.E.D. or equivalent certificate.
- Attained the age of 21 years on or before the date of the written examination.
- Possession of a valid Ohio Driver's License at time of appointment.
- Successful completion of a State certified Peace Officer basic training program. (Not required

prior to appointment; however, if a new Officer, at time of appointment, has not completed such a training program, they must enter such a program immediately upon appointment.)

- Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms (i.e. shotgun, AR-15, 9mm, 40 caliber or .45 caliber handgun).
- Background must be free of prior felony convictions.
- Successful completion of all phases of the Selection Process prior to appointment.
- Meet all other qualifications as specified in the Shawnee Hills Police Department description for Police Officer.

#### **Statement of Standards**

The public places a higher standard of behavior for Police Officers than they do for most other occupations in both the public and private sectors. For this reason it is expected that a candidate for the position of Police Officer must demonstrate, through a comprehensive review of their past history, a higher standard of personal character than would be required for other positions in non-law enforcement areas of employment.

The Shawnee Hills Police Department standards of expectations are established as qualifying/disqualifying criteria and these standards are applied to all candidates.

## **Causes for which a Candidate may not be considered for the position of Police Officer**

- **Failure to appear for any required step in the selection process, or any acts of non-compliance.**
- **Failure to pass a required examination or test.**
- **Falsification of any material facts during the application process.**
- **The use of cocaine, heroin, LSD, crack, methamphetamine or PCP.**
- **The use of marijuana or other hallucinogens, narcotics, prescription drugs (without prescription), steroids, or any other illegal drugs and narcotics within the preceding twenty-four months prior to application.**
- **The current use of alcohol to a level that would indicate abuse, dependency, or level of inability to function without the use of alcohol for any period of time.**
- **Illegal sale of or conviction for illegal sales of any controlled substance or contraband.**
- **Admission or conviction of any felony offense committed as an adult.**
- **Any conviction of a M-1 or M-2 misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as an adult in the past five years or more than one M-1 or M-2 conviction as an adult.**
- **Any conviction of more than one M-1 or M-2 misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as a juvenile.**
- **Any pattern of theft offenses from an employer or during the course of employment as an adult.**
- **Having two or more moving violations within the proceeding twelve months prior to application.**
- **Having SIX points or more on driving record within the past twenty-four month period prior to application.**
- **Having been convicted of OVI within the past six-year period prior to application.**
- **Having been placed under a 12 point suspension within the past six year period prior to application.**
- **Having received a Dishonorable Discharge from military service or having a General Court Martial.**
- **Filing fraudulent claims for insurance, welfare, unemployment compensation or other public assistance programs.**

- **Having a continuing history of financial or credit problems to include; garnishments and bankruptcy.**
- **An employment history which includes any of the following: termination, resignation in lieu of discharge, excessive absence/tardiness, inability to get along with others, or any adverse disciplinary actions.**
- **A finding of contempt by a court for failure to provide for family/dependents as ordered by the courts or for which a legal obligation of care exists.**
- **Any violation of a Protection Order.**
- **Admitted physical/sexual or emotional abuse of one's spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one had 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 finding of any court of law.**
- **A past history of association or involvement with any illegal gambling activities or any other organized crime.**
- **Any documented or admitted history of racial, ethnic, or social intolerance (i.e. hating or shunning another person or group due to differences they possess.)**

## **Personal Appearance Standards**

The Shawnee Hills Police Department takes the following stance on visible tattoos, body markings, and most body piercings or other body alterations:

Tattoos/body markings, except those on the head, neck and hands are permitted for agency employees; however, visible Tattoos/body markings may be required to be covered during certain assignments as deemed necessary by the Chief of Police. Tattoos (visible or not visible) that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are strictly prohibited.

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire and is a deviation from normal anatomical features and that is not medically required is prohibited. (Earring piercings are excluded from this policy; however are limited.) Such body alteration includes, but is not limited to, the following:

1. Tongue, nose, eye or brow splitting or piercing.
2. The complete or transdermal implantation of any material other than hair replacement or breast augmentation.
3. Abnormal shaping of the ears, eyes, nose or teeth.
4. Branding or scarification.

Dental Alteration or Ornamentation - Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

## **Police Officer Selection Process Summary**

The following is an outline of the various phases in the Police Officer Selection Process:

**WRITTEN EXAM** - Each candidate will be required to register online at the National Testing Network website, and pay any associated fees. Candidates will then schedule and complete a written examination through the National Testing Network. Upon complete of the written exam all scores will be submitted to the Shawnee Hills Police Department by the National Testing Network.

**ELIGIBILITY LIST** – Written exam scores will be ranked by the National Testing Network. The Shawnee Hills Police Department will notify candidates who successfully pass the written examination and have been selected to move forward with the hiring process.

**ORAL BOARD** – The Shawnee Hills Police Department will interview the top candidates. This Board may be made up of representatives of the Shawnee Hills Police Department, local citizens, and community leaders. The Board will then make recommendations to the Chief of Police as to each candidate's position on the list.

**COMPLETE BACKGROUND INVESTIGATION** - A thorough background investigation will be initiated on each candidate. The purpose of the background investigation and record check is to assist the Village in reaching a determination regarding each candidate's suitability for employment. Each candidate must sign a release authorizing investigators to obtain personal, legal, civil, work, credit history or any other information deemed pertinent to the background investigation.

The Department will check for criminal, civil and traffic records. Each candidate's name will be entered into state and national computers for warrants and records.

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 investigation may be used as a reason for disqualification from the process if the nature of these findings warrants disqualification.

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

- Verification of the candidate's credentials, education, achievements, past and present employment, age, residence, citizenship, and driver's license.
- Interviews with past and present employers, neighbors, school officials, and personal references.
- A review of each candidate's history, i.e., family, military, gambling, credit and substance abuse.
- Criminal, traffic and civil court history.

**CHIEF'S INTERVIEW** – A list of candidates passing the background investigation will be presented to the Chief of Police for consideration. A series of final interviews will be conducted by the Chief of Police and may be attended by other representatives of the Shawnee Hills Police Department. The purpose of this interview is to select a final candidate or candidates for employment with the Shawnee Hills Police Department. After these interviews the Department will make a conditional offer of employment to the top candidate(s) contingent on their ability to pass polygraph/CVSA, a medical examination (full time only), and psychological examination.

**POLYGRAPH / CVSA EXAMINATION** - A polygraph or CVSA examination will be administered to each candidate. A trained and certified examiner will administer the polygraph/CVSA examination. The results of the polygraph/CVSA exam will not be used as a single determinate of employment status. However, any finding of deception to relevant questions during any part of the polygraph/CVSA exam may eliminate the candidate from further consideration.

**PSYCHOLOGICAL EXAMINATION** – A qualified psychological or psychiatric professional will conduct a complete and thorough psychological evaluation. 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, and tendencies. Candidates who possess identifiable personality, emotional, and psychological characteristics, traits, qualities, attributes or tendencies which, in the judgement of the consulting psychological or psychiatric professional reflect a significant potential for unacceptable or undesirable performance of the essential function of the job or would pose a direct threat to the candidate's own health or safety or that of others, will not be considered for employment.

**MEDICAL EXAMINATION (FULL TIME ONLY)** - A complete and thorough medical examination and stress test will be conducted on each full time candidate to whom a conditional offer of employment has been extended. A licensed physician will conduct the medical examination. The medical examination will be conducted for the purpose of ensuring that a candidate possesses the general health status necessary to perform the essential job functions of a Police Officer and that no medical condition exists that would pose a direct threat to the health or safety of themselves or others. Generally accepted medical and health standards will be the basis of this examination process. The standards are set forth in the Ohio Police and Fire Pension Funds policy and procedures.

**FINAL DETERMINATION** – Upon successful completion of the above process candidates will be invited to a final interview with the Chief of Police and Village Mayor. During this interview candidates may be awarded a position of employment with the Shawnee Hills Police Department. At the end of this interview the candidate may be sworn in and a start date will be determined.