



**PICKERINGTON
POLICE
DEPARTMENT**

**Hiring
Process &
Standards**

Pickerington Police Department

Hiring Process & Standards

Police Officer

Nature of Work – General Description

Under the general supervision of the Police Sergeant, is responsible for patrolling a designated area, enforcing State and City laws, and maintaining order. Answers calls when a crime is suspected or an emergency exists and takes actions as necessary to prevent crime, to apprehend criminals, to maintain safety, and to assist citizens in wide range of emergency and non-emergency situations. Performs general effective police work in the protection of life and property through the effective enforcement of laws and ordinances.

Minimum Qualifications

- High School Diploma, G.E.D. or equivalent certificate.
- Attained the age of 21 years on or before the date of appointment.
- Be a citizen of the United States.
- Be a resident of the State of Ohio at the time of appointment.
- Possession of a valid Ohio Driver's License at the time of appointment.
- Must have successfully completed a basic peace officer training academy and be certified with the Ohio Peace Officer Training Academy (OPOTA) at the time of appointment.
- Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms (i.e. shotgun, patrol rifle, 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 City of Pickerington position description for Police Officer.

Policy Statement

The Pickerington Police Department prohibits all forms of discrimination, including any employment related action by a member that adversely affects an applicant or member based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military or veteran status, pregnancy, sexual orientation or identity, transgender status, or any other status protected by federal, state, local law or regulation.

City of Pickerington Police Officer Recruitment Process

Step 1

Testing Phase – Even when the City of Pickerington is not actively recruiting police officers to fill vacancies, pre-requisite police officer testing is routinely and continuously offered through the National Testing Network (NTN). Successful completion of these entry level Ergo-metrics tests, are the mandatory first step in the Pickerington recruitment process. For details on these tests, consult www.ergometrics.org. For test locations, times and registration details, contact www.nationaltestingnetwork.com

Recruitment requirements:

1. Your Ergo-metrics Law Enforcement exam must be completed through the National Testing Network (NTN). The closest test center is at Columbus State Community College, downtown campus.
2. You must designate the City of Pickerington as a reporting agency for test scores.
3. You must have completed OPOTA certification.
4. You must be at least 21 years of age on the date an employment offer is made to you by the City of Pickerington.
5. You must be able to speak, read, and write the English language.
6. You must be a United States citizen.
7. You must have corrected vision in both eyes to 20/20 and no color blindness.
8. Candidates who do not meet the minimum requirements will not be considered.

Step 2

Position Vacancy Announcement – The City of Pickerington announces it is actively recruiting police officer candidates. Interested candidates will be given a testing deadline to submit for testing through the NTN. All candidates who have successfully completed Ergo-metrics testing through the NTN within 12 months from the recruitment date and who have named the City of Pickerington as a reporting agency will be considered.

The City of Pickerington is an equal opportunity employer and will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military or veteran status, pregnancy, sexual orientation or identity, transgender status, or any other status protected by federal, state, local law or regulation with respect to recruitment, hiring, training, promotion or other terms and conditions of employment.

In order to progress to Step 3, the candidate must successfully complete Step 2.

Step 3

Candidate Selection – The top thirty ranked candidates from the NTN testing pool will be invited to apply and continue in the recruitment process provided they:

- Identify the City of Pickerington as a reporting agency when they partake in the Ergo-metrics Law Enforcement testing through the National Testing Network will be considered for a vacancy.
- Successfully complete all portions of the written exam.
- Have taken the Ergo-metrics Tests within one year of the recruitment deadline date.

Candidates must successfully complete Step 3 before progressing to Step 4 in this process.

Step 4

Physical Abilities Testing - The top thirty ranked candidates who pass Step 3 will be invited to participate in a physical abilities test. This test is administered by the Pickerington Police Department. The criteria include meeting physical standards set forth by collective bargaining agreement for all officers on the Pickerington police force.

Candidates must meet department standards for physical fitness, strength, flexibility, and endurance. Those who pass this step will be provided with a Personal History Questionnaire (PHQ) and a Computerized Voice Stress Analysis Questionnaire (CVSAQ). These questionnaires must be completed in their entirety and received by the assigned deadline in order to progress to Step 5.

Candidates must successfully complete Step 4 before progressing to Step 5.

Step 5

Administrative Review – The Personal History and CVSA Questionnaires will be reviewed by the police department command staff and human resources representatives to insure there are no disqualifying factors as outlined in the Pickerington Police Department Hiring Process and Standards.

Candidates who have any disqualifying factors will be removed from consideration and will not progress any further in the hiring process. Candidates who pass the administrative review shall proceed to the next step.

Candidates must successfully complete Step 5 before progressing to Step 6.

Step 6

Oral Review Board – Candidates who pass Step 5 of the hiring process will be invited to an Oral Review Board. This will be a panel of three to four professionals from the Pickerington Police and Human Resources departments.

To be admitted to the Oral Review Board, a candidate must produce a copy of both:

- Valid Driver's License (photocopy)
- High School Diploma or GED (photocopy)

Oral Review Board members will question the candidate on practical and/or probable situations.

Candidates who pass this step will have their written and oral board scores averaged and be re-ranked on the basis of their weighted scores. The top 5 candidates will proceed to the background investigation and the remaining candidates will be held in abeyance.

In order to progress to Step 6, the candidate must successfully complete Step 5.

Step 7

Truth Verification Test - Candidates will be given a truth verification test to validate the information provided on the Employment Application and the Personal History Questionnaire.

Background Investigation - A thorough investigation of your background and history will be conducted to determine your suitability for employment.

Officers will conduct interviews with and not limited to; family members, friends, neighbors, present and past employers, school officials, physicians and law enforcement agencies.

In order to progress to Step 8, the candidate must successfully complete Step 7.

Step 8

Chief Interview - The Chief of Police will interview and consider the three (3) highest-ranking candidates of those who have successfully completed the background process* and will select one of those three (3) candidates. If multiple vacancies exist, the Chief of Police will 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, and 3 from the eligibility list are considered for the first vacant position; candidate 2 is selected for said vacant position; candidate 1, 3, and 4 are then considered for the second vacant position; candidate 1 is selected for said vacant position; candidates 3, 4, and 5 are then considered for the third vacant position; candidate 5 is selected.

*Note: In the event a vacancy becomes available when less than 3 candidates remain on the eligibility list; a new recruitment and selection process will be initiated.

Step 9

Conditional Offer of Employment - Candidates selected for available vacancies in accordance with the procedures identified in this document, will be extended 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 drug test.

Step 10

Psychological Examination - All candidates who receive a conditional offer of employment will be required to take a battery of psychological tests. These tests will be administered and evaluated by a licensed psychologist.

Medical Examination & Drug Screen - A licensed physician will conduct a complete medical examination to determine fitness to perform the essential job functions for the desired position.

Step 11

Appointment - Candidates who successfully complete all phases of the hiring process may be appointed as a Pickerington Police Officer. Candidates who successfully progress through the process will be notified by mail of future testing or reporting dates and times. Candidates who fail to successfully complete a phase of the process will be notified by mail of their disqualification.

After appointment, the officer will be assigned to an extensive Field Training Period. This period lasts approximately 8-12 weeks.

Personal Appearance Standards

Police department employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this organization. Employees shall be clean and well-groomed while on-duty. Hairstyles of all members shall be neat in appearance. For male officers, hair must not extend below the top edge of the uniform collar while assuming a normal stance. For female officers, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, and worn up or in a tightly wrapped braid or ponytail.

Officers shall be clean shaven except that they may have mustaches which do not extend below the upper lip line. Goatees and full beards are permitted to be worn, but must be well kept and maintained to ½ inch hair length. The Chief of Police shall have the final decisions on all facial hair growth appearance.

Tattoos or visible body art, while permissible, shall be in good taste. The Chief or his designee reserves the right to order any employee to cover any tattoo or body art determined to be offensive by the Chief or his designee. Tattoos or body art considered offensive would include, but not be limited to, those depicting nudity, are sexual in nature, contain profanity, depict bias or hate towards any race, gender, religion, sexual preference, or any other depiction that would shock the conscience of an ordinary person. Tattoos on the face and neck are strictly prohibited.

If deemed offensive the tattoo or body art shall be covered with a black or navy blue sleeve designed for such purposes and purchased at the employee's expense. Employee's shall not have any visible tattoos on their face, head, or neck, and may be ordered by the Chief or his designee to cover them.

Body piercing, other than earrings, 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. Such body alteration includes, but is not limited to pierced lips or nose, tongue splitting or piercing, the complete or transdermal implantation of any material other than hair replacement or breast augmentation, abnormal shaping of the ears, eyes nose or teeth or any branding or scarification.

CAUSES FOR WHICH A CANDIDATE WILL 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 including any psychological or physical fitness test administered by the City of Pickerington.
- Prior disqualification for any material reason from the Pickerington Police Department hiring process within the last 2 years prior to time of written exam.
- Falsification or intentional omission of any material fact(s) during the application process.

- A finding of deliberate deception during any part of the hiring process.
- Any attempt to manipulate the results of a truth verification examination.
- Any admission or conviction of a crime of violence as defined by federal, state or local law.
- Any use or purchase of drugs of abuse (except marijuana or prescribed medications) within three (3) years of the time of written exam.
- Any use, purchase, or cultivation of marijuana within two (2) years of the time of written exam.
- The prior use of marijuana at a level that would indicate more than casual or experimental use.
- The current use of alcohol at a level that would indicate abuse, dependency, or a level of inability to function without the use of alcohol for any period of time.
- Illegal sale of or conviction for illegal sales of, distribution, or manufacture of any controlled substance or contraband.
- Admission or conviction of any felony level offense committed as an adult or juvenile.
- Any conviction of a M-1 or M-2 criminal 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 criminal 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 during the course of employment from an employer as an adult.
- Having two (2) or more moving violations within the preceding twelve months prior to time of written exam.
- Having six (6) points or more on driving record within the past two (2) year period prior to time of written exam.
- Having a conviction of OVI within the past six (6) years prior to time of written exam or having been convicted of multiple OVI violations.
- Having been placed under a 12 point suspension within the past six (6) year period prior to time of written exam.
- Any conviction of vehicular homicide.

- Having received a Dishonorable Discharge or Other Than Honorable Discharge from military service.
- 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 a pattern of any of the following: termination, resignation in lieu of discharge, excessive absence/tardiness, inability to get along with others, or any adverse disciplinary actions.
- Any conviction for a violation of a protection or restraining order.
- Any instances where the candidate would not be legally allowed to possess a firearm.
- Verified or admitted physical, sexual, or emotional abuse of one's spouse, ex-spouse, child, step-child, parent or any other relative or person with whom one had lived or has had a relationship or a conviction of a crime of domestic violence involving the use of force or threatened use of a deadly weapon (permanent disqualifier).
- Non-compliance with a court order or legal contract to provide for family/dependents, child support, alimony or other financial responsibility determined by finding of any court of law.
- A past history of association or involvement with any organized criminal organization or any documented or admitted history of racial, ethnic, or social intolerance.

* Please note that this is not an exhaustive list of all of the instances that could disqualify a potential police officer candidate.