



PICKERINGTON POLICE DEPARTMENT

LATERAL POLICE
PATROL OFFICER
CANDIDATE
HIRING PROCESS
& STANDARDS

Pickerington Police Department

Lateral Police Patrol Officer Candidate

Hiring Process & Standards

The City of Pickerington does allow for the hiring of experienced police officer candidates from other law enforcement agencies. This is referred to as a lateral police patrol officer candidate. These candidates bring their experience and special training with them in order to better our department and how we serve our community.

Approved lateral hire candidates will still be integrated into the regular hiring process. The only difference will be their not having to test through the National Testing Network (NTN). Their placement in the hiring process will be decided through an application, which will include their current, up to date Ohio Peace Officer Training Academy (OPOTA) certification, resume, and the candidate scoring well in an initial intake interview in front of a board. The board interview score will be used to rank these candidates.

Requirements and further process descriptions will follow later in this document.

Lateral Hire Requirements:

In order to be considered for a lateral police patrol officer hire, the candidates must:

- Be currently employed as a *full-time law enforcement officer*, as defined in Ohio Revised Code (ORC) section 2901.01(11), or was laid off from such a position within the year prior to application. The candidate will have a minimum of two (2) consecutive years of *full-time* law enforcement experience.
- Have two years of *full-time* law enforcement patrol experience.
- Possess a current Ohio Peace Officer Training Academy (OPOTA) certification.
- Have and show proof of a high school diploma or GED certificate.
- At the time of appointment, possess a valid Ohio driver's license.
- At the time of appointment, be a United States citizen with the ability to speak, read and write the English language.
- Not have any felony convictions, disqualifying misdemeanor convictions, or have committed any prohibited acts (especially while being employed as a law enforcement officer) as set forth in the Pickerington Police Department Lateral Police Patrol Officer Candidate Hiring Process and Standards manual.
- Be in good health, be of good moral character and not possess an adverse police or employment record.
- Possess physical strength and agility sufficient to handle aggressive situations and be able to work in adverse weather conditions.
- Be able to think and act quickly in emergency situations and possess good general intelligence and emotional stability.
- Not be prohibited by any court action and/or state or federal statute from carrying a firearm.

Please note that the City Manager may waive a part of the minimum requirements due to *limited and extraordinary circumstances* on a case by case basis. Waivers will *not* be granted for time in service patrol requirements.

Duties Not Considered As Experience for the Purpose of a Lateral Hire Patrol Officer:

- Deputy/Officer employed in a jail/prison setting.
- A volunteer reserve or auxiliary police officer.
- A military police officer.
- A district attorney investigator.
- Employment on a part-time basis.
- Time spent in a police academy.

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 a 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.

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.

Pickerington Police Department Lateral Hire Police Patrol Officer Candidate Recruitment Process

Step 1

Announcement & Creation of a Lateral Hire Police Patrol Officer Candidate List - The City of Pickerington will announce and advertise when it is actively creating a lateral hire police patrol officer candidate eligibility list.

Step 2

Application Process - Those persons who qualify for consideration as a lateral hire candidate will be required to complete a Pickerington Police Department Lateral Hire Police Patrol Officer Candidate Application Package. This package will include the candidate's resume, a copy of their current Ohio Peace Officer Training Academy (OPOTA) certificate, a document certification form (with required attachments) and a notarized affidavit and release. Candidates are also asked to attach any additional significant paperwork (i.e. certificates of training, letters of commendation, etc.) that may be used for their consideration.

Candidates are advised the application package needs to be completely filled out and returned in person or by mail to the Human Resources Office by the stated deadline date and time. The City of Pickerington will not assume any responsibilities for timely receipt of application packages sent through the mail. Applications that are incomplete or are received after the deadline will not be considered.

Step 3

Lateral Hire Candidate Package Review – All lateral hire candidate application packages will be reviewed by the Human Resources Director (or their designee) and the Pickerington Police Department Command Staff. This review will insure that all applications meet the minimum requirement standards.

Applicants that meet the minimum requirements will be scheduled for an initial lateral hire candidate interview.

Applications that are incomplete or do not meet the minimum requirement standards will be immediately removed from consideration as a lateral hire candidate. However, these candidates would still be able to apply for a regular hiring processes, so long as the application period has not closed.

Step 4

Initial Police Patrol Officer Lateral Hire Candidate Interview – This short, multi-question interview will be used to develop a numeric score for the ranking of the lateral hire candidates. The interview will take place in front of a board of four members, made up of the Human Resources Director (or their designee), a patrol officer, a detective and a sergeant.

The top ten ranked candidates will then proceed to the next phase.

Step 5

Physical Abilities Testing – The lateral hire candidates who have successfully completed the previous tests will be invited to participate in a physical abilities test with the other regular hire candidates. This test will be administered by members of 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 6.

Step 6

Administrative Review – The Personal History and CVSA Questionnaires will be reviewed by the police department command staff and human resources representative(s) to insure there are no disqualifying behaviors or acts that are outlined later on in this document.

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 6 before progressing to Step 7.

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 work 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 and law enforcement agencies.

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

Step 8

Oral Review Board – Candidates who pass Step 6 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.

Lateral Hire Candidates who pass this step will have their Initial Police Patrol Officer Lateral Hire Candidate Interview and Oral Review Board scores averaged and be re-ranked on the basis of their 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 9, the candidate must successfully complete Step 8.

Step 9

Chief Interview - The Chief of Police will interview and consider the top three (3) highest-ranking lateral hire candidates who have successfully completed the background process. The Chief may select one of the three (3) lateral hire candidates or one of the top three (3) candidates from the non-lateral hire list.

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

Step 10

Conditional Offer of Employment - Candidate(s) selected for available vacancies, in accordance with the procedures identified in this document, will be extended a conditional offer of employment which will be contingent on their successfully passing a psychological evaluation, medical examination and drug test.

Step 11

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 the candidate's fitness to perform the essential job functions of a police patrol officer.

Step 12

Final Appointment – Candidate(s) who successfully complete the psychological and medical examinations and drug screen will receive their final appointment as a Pickerington Police Officer.

After appointment, the officer will be assigned to a field training officer.

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.

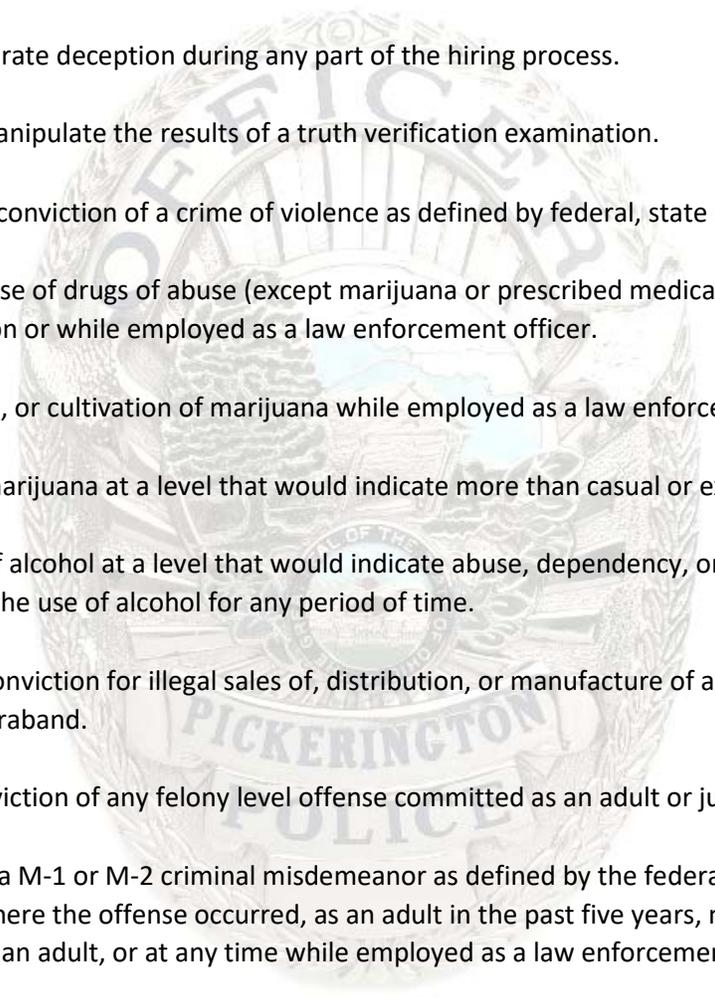
Officers shall be clean shaven except that they may have mustaches which do not extend below the upper lip line. If approved by the Chief of Police, goatees and full beards may be worn, but must be well kept and maintained to ½ inch hair length. The Chief of Police shall have the final decisions on all 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 of Police. Tattoos or body art considered offensive would include, but not 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, head and neck are strictly prohibited. If deemed offensive, the tattoo or body art shall be covered with a flesh colored, black or navy blue sleeve designed for such purposes and purchased at the employee's expense.

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.

Disqualifying Lateral Hire Candidate Conduct

The Pickerington Police Department expects its employees to be people of integrity, good character and high moral standards. Therefore, we are very selective with our police officer candidates. The following is a non-exhaustive list of past conduct that will eliminate a lateral hire candidate from consideration:

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- 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 past 2 years.
 - 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 application or while employed as a law enforcement officer.
 - Any use, purchase, or cultivation of marijuana while employed as a law enforcement officer.
 - 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, more than one M-1 or M-2 conviction as an adult, or at any time while employed as a law enforcement officer.
 - 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 application.

- Having six (6) points or more on driving record within the past two (2) year period prior to time of application.
- Having a conviction of OVI within the past six (6) years prior to application, or at any time while employed as a law enforcement officer, 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 application.
- 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 be legally prohibited from possessing 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 with or has had a relationship with, 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.

Again, this is not an exhaustive list of all of the instances that could disqualify a potential police officer candidate.