

# **WHITEHALL DIVISION OF POLICE**

## **HIRING STANDARDS**

### **For Support Personnel**

ORIGINAL DATE OF ISSUE: August 17, 2007

CURRENT REVISION DATE: March 2, 2022

#### **Policy**

The general public has a higher level of expectation from Division of Police employees than it has for persons who are employed in most other public or private sector occupations. For this reason, a candidate for the Division of Police must demonstrate a verifiable, higher standard in such areas as personal character, work ethics and ability than would be required for most other employment positions.

These Support Personnel appointment standards are generally established as qualifying and disqualifying criteria, and are applied to all Police Support applicants in a fair and equitable manner.

Simply stated, successful Support Personnel candidates must meet the standards set forth by the Civil Service Commission as well as the strict standards designated herein by the Whitehall Division of Police.

#### **I. Job Descriptions**

These Hiring Standards apply to all non-sworn, civilian, support personnel who work for the Division of Police. Support Personnel include, but are not limited to, Administrative Secretary, Communications Operator, Records Clerk, Part Time Communications Operator, Part Time Records Clerk, Crime Analyst, Crime Analyst Supervisor, Part Time Grants Manager, and Part Time Property Room Manager. Separate Job Description documents exist for each Support Personnel capacity. The Job Description documents list some of the Illustrations of Duties, some of the Required Skills, Abilities and Knowledge, and some of the Additional Requisites for each position.

The various Job Descriptions for Support Personnel are incorporated into this Hiring Standards document by reference; but are as much a part of these Hiring Standards as though they were fully recorded herein.

Most of the Job Description elements must be met or satisfied prior to a conditional offer of employment. However, some of the Job Description elements aren't considered in the selection process, but come into play during training and coaching, and/or during the probationary term. In addition to these Hiring Standards, the Job Description elements must be met or satisfied

before a permanent appointment or on-going employment is granted. Therefore, when reading these Hiring Standards, please also refer to the applicable Job Description document.

## **II. Selection Process**

The process from the time a position vacancy occurs to the time a conditional offer of employment is made, will usually require several months. This period of time is needed to thoroughly assess candidate suitability for the vacant position(s). Candidate scrutiny and selection is usually completed by means of the following chronological events, the sequence of which may slightly change in order to most efficiently meet the needs of the Division of Police.

A. *FORMAL APPLICATION* - Applications for Civil Service positions, specifically the Communications Operator, are distributed and collected by the Whitehall Civil Service Commission. Applications for part time and non-Civil Service positions are processed through the Division of Human Resources.

B. *WRITTEN EXAMINATION* - Qualifying applicants for full time Civil Service positions (Communications Operator) are notified by the Civil Service Commission as to the date, time and location of the Civil Service examination. Identification will usually be required prior to admittance to the examination room. Written exams and other tests for part time and non-Civil Service positions may be conducted by the Division of Human Resources or Division of Police.

C. *ELIGIBILITY LIST* - The Civil Service Commission will post a certified roster of eligible candidates who have successfully passed the Civil Service examination, listing the highest scoring candidates in sequential order. Once a position opening occurs in the Division of Police, the Civil Service Commission certifies the top ten names from the eligibility roster to the Director of Public Safety for processing. In the event there are multiple, simultaneous openings, the Civil Service Commission certifies additional candidates pursuant to Civil Service rules.

*Part-time and non-Civil Service applicants are not part of the Civil Service process. Therefore, when rosters for these capacities exist, they're maintained solely within the Division of Human Resources.*

D. *ORAL INTERVIEW*-Candidates who successfully complete the previous stages are then scheduled for an interview, which is conducted by a panel usually consisting of the Chiefs Office at the Police Department and Human Resources.

E. *RECORDS CHECKS* – Candidates' fingerprints are recorded and thorough and complete records checks and warrants checks are conducted. The records and warrants checks will include, but aren't limited to, local, county, state, national and international criminal history records, traffic records, civil case records, and military records.

F. *BACKGROUND INVESTIGATION* - A thorough and complete investigation into each candidate's background is conducted. The function of the background investigation is to determine each candidate's suitability for employment. The background investigation will include, but is not limited to, verification of credentials and identification, past and present employment, age, residence, citizenship; interviews with past and present school officials, neighbors, spouse, employers and personal references; reviews of tax records, credit history,

current and previous financial records; school transcripts; and anything deemed appropriate to determine a candidate's ethics, lifestyle, character, and abilities.

G. *TRUTH VERIFICATION EXAM* - A detection-of-deception test is administered to each candidate by trained and experienced examiners. Some subject areas explored include, but are not limited to, verification of furnished information, employment history, general background, personal conduct, childhood, educational history, illegal drug use, criminal history and activity, theft, and criminal sexual activity.

H. *CHIEFS INTERVIEW* - Candidates who successfully complete the previous stages are then scheduled for an oral interview, which is conducted by a panel usually consisting of the Safety Director, the Chief of Police, and other members who are selected to participate in the interview. In this process, candidates are evaluated and comparatively rated based on such considerations as appearance, image, demeanor, attitude, communication ability, mental alertness, judgment, reasoning, analytical ability, general personality, social interaction, interpersonal and human relations, and overall suitability for employment.

*At this point, providing eligible candidates remain, a candidate is usually selected for each vacant position and a conditional offer of employment is conveyed contingent upon the candidate's successful completion and passing of a Psychological Evaluation, a Medical Examination, and a Drug-Free Workplace Screening.*

#### I. *PSYCHOLOGICAL EVALUATION* -

(For Communication Operators and Records Clerks only)

1. The psychological evaluation, provided by the City and conducted by qualified psychological or psychiatric professionals, is conducted on the selected candidate to determine whether the candidate possesses an appropriate, adequate, acceptable, and desirable psychological profile to perform as a Communications Operator. The candidate may be administered a variety of psychological tests, and may participate in a variety of procedures and exercises to help reveal personality characteristics and tendencies. Such identified characteristics and tendencies are used by the psychological or psychiatric professionals to rate candidates. The rating and summary information is then utilized by the Safety Director and the Chief of Police to assess the overall acceptability of the candidate to perform as a Whitehall Police Communications Operator or Records Clerk.

2. Candidates are evaluated and rated as "recommended," "recommended with reservations" or "not recommended". A candidate must receive "recommended" in order to move forward in the selection process.

3. Negative attributes which may result in a rating other than "recommended" include, but aren't limited to: anti-social behavior patterns and/or attitudes, being quick-tempered, the inability or unwillingness to accept supervision and to carry-out the orders of a superior, a lack of compassion, a low level of self-esteem or confidence, an inordinately high level of self-esteem or confidence, the inability to accept constructive criticism, the inability to handle verbal abuse from citizens in a proper and effective manner, the inability to endure the stress associated with the job, and deceptive and incomplete responses when answering questions and providing information.

**J. *MEDICAL EXAMINATION* –**

(For Communication Operators and Records Clerks only)

The medical examination is provided by the City. It is administered to ensure that the candidate has sufficient health and the physical ability necessary for long-term performance in the intended capacity.

1. must pass a vision exam based on visual acuity, depth perception and color perception;
2. must have normal hearing in both ears;
3. must be free of speech or speaking defects, and have the ability to communicate orally;

**K. *DRUG-FREE WORKPLACE SCREENING*** - This medical examination is provided in an impromptu fashion by the City.

**III. Training and Probation**

A. Whether hired as a full time or part time support employee, the training will be the same. Part time employees assist or substitute for full time employees so, except for the number of hours, the work capacities are virtually the same.

B. But there are a few distinct differences between full time and part time employees. Most full time employees are covered by Civil Service rules, whereas part time employees are not. Because of this, most part time employees are considered at-will employees without contracts or Civil Service protection. Full time employees must successfully complete a probationary period, per Civil Service rules, beginning with their date of hire; whereas probation doesn't apply to part time personnel.

C. Training may consist of formal or informal training programs as well as on-the-job-training which is generally referred to as coaching. The candidate must successfully complete all aspects of formal training and on-the-job training, including any in-house coaching manuals and check-off sheets, within a reasonable period of time or is terminated from employment.

D. Candidates who are not yet certified in various, required courses must receive formal training. Certain candidates, who have already been trained or certified, may be required to repeat formal classes as refresher courses or for updates. Inadequate or unacceptable performance during the course of formal training will cause termination of the candidate. Failure to acceptably complete the courses or updates, or to obtain or maintain required certification will cause termination of the candidate. As well, recommendation from the training staff that the candidate not continue in training will likely result in termination of the candidate.

E. After successful completion of all training phases, full-time personnel will be considered for original appointment, as recommended by the Safety Director to the Civil Service Commission.

#### IV. Automatic Candidate Disqualifiers

The following occurrences or incidents in a candidate's background *will* result in permanent disqualification of the candidate from the selection process.

##### A. DRUG ABUSE

1. Sold for profit, offered for sale, manufactured or transported for sale any illegal drug in your lifetime, excluding case by case factors mentioned below.
2. Knowingly used any scheduled felony drug more than three (3) times in 23 years of age or younger. No use of any felony scheduled drug or non-prescribed drug in permitted at 24 years of age or older. The only exception is the use of the hallucinogenic drug, LSD, which is limited to no more than one time (one-unit dose) for the life of the candidate.
3. No use of any non-prescribed drug one year prior to the date of application. No non-prescribed drug use for recreational purpose more than three (3) times if 23 years of age or younger. No recreational use of any non-prescribed drug in 24 years of age or older (Adderall and its relative equivalents are handled on a case by case basis).
4. No use of Steroids one year prior to the date of application. No steroid use more than two (2) cycles which is between 6-12 weeks of consistent usage per cycle. No usage if 24 years of age or older.
5. No use of marijuana six months prior to the date of application.
6. Is under indictment for or been convicted of any offense involving the illegal possession of any drug of abuse (ORC section 2925).

*The suitability of an applicant will be evaluated on the basis of circumstance of involvement, use, length of use, quantity of use and **may** be permitted to continue in the hiring process when any of the following exist:*

1. Marijuana usage will be reviewed on a case by case basis.
2. If the offense involving the illegal possession of any drug of abuse conviction is expunged from the record.
3. Sold for profit or offered for sale marijuana, and/or Adderall (or relevant equivalent of) will be reviewed on a case by case basis to determine patterns.
4. The Applicant was 24 years of age or older when a violation of Section (A)2 or (A)3 above occurred, but a minimum of ten (10) years have passed since last use.

## B. CHEMICAL ABUSE

The use or abuse of solvent-based chemicals, for any definitive period of time including, but not limited to, the sniffing or inhaling of glue, paint thinner, solvents and/or other chemical agents, for the purpose of obtaining a state of “high” or intoxication.

*Use or abuse of solvent-based chemicals reportedly has an immediate adverse affect on cellular brain structure.*

## C. ALCOHOL ABUSE

1. The non-recovered use or abuse of alcohol to the extent where serious side effects have resulted, or may result, or where alcohol has been shown to be the primary cause/factor in such areas as marital problems, health problems, employment problems, criminal problems, traffic problems, or psychiatric or psychological complications;

2. The use or abuse of alcohol to the extent of dependency, or the level of inability to function without the consumption of alcohol for any period of time.

*However, alcohol abuse history may be weighed in favor of the applicant if such history shows a stable recovering period, with no related medical history or side effects, for a period of at least two years.*

## D. INVOLVEMENT IN CRIMINAL ACTIVITY

1. Felony criminal activity including, but not limited to, convictions, admissions, or substantiated allegations for violations of any crime, the penalty for which is classified as a Felony-level crime under the Ohio Revised Code;

2. Misdemeanor criminal activity including, but not limited to, any conviction, admission, or substantiated allegation for a violation of any crime, the penalty for which is classified as a Misdemeanor-level crime under the Ohio Revised Code, or the Whitehall City Code.

*However, involvement or activity in certain misdemeanors of a minor nature which haven't revealed a pattern, or which don't show repetitiveness, or which are in the distant past, may not automatically preclude appointment.*

*Expunged records, court-sealed records, and diversion programs, as they relate to Law Enforcement position background investigations, can and will be sought and considered.*

*Also, as an example, minor, inadvertent, non-pattern thefts, from an employer of comparatively, inconsequential items such as pens, pencils and paper clips, are considered on a case-by-case basis and may not automatically preclude consideration.*

## E. FALSIFICATION

1. Including, but not limited to, a deliberate falsehood, a deliberate attempt to conceal or withhold information, or deliberately relating false or incomplete information in any background paperwork, interview or test;

2. The candidate's involvement with incorrect, incomplete or false information from any other source;
3. A deliberate attempt to distort any detection-of-deception test, or the determination by a lie-detector operator that the candidate was deceptive or withholding information.

#### F. MARITAL AND FAMILIAL PROBLEMS

1. Including, but not limited to, the failure to provide proper and adequate support and care for family members for whom there exists a legal responsibility;
2. Any instance of abuse of children, spouse or family members;
3. Violations of protection orders, or failure to comply with provisions or orders of a court as they relate to child support, family support or alimony payments.

#### G. ETHICS, CHARACTER AND MORALS

Including, but not limited to, a background which indicates a question of trust, or a lack of ethics, character or morals as might relate to the position of a Police employee, or community expectations of a Police employee.

*Division of Police employees are viewed by the community as "a cut above" other members of society. This view, and acceptance of such, contributes to the employee's ability to be effective in his/her daily duties.*

#### H. PUBLIC-TRUST EMPLOYMENT

Previous or current employment which indicates a violation of public trust, public trust standards or public expectations.

*Candidates who are employed or who have been employed in the public sector or in a position of public trust, especially those currently or previously employed in Law Enforcement or in Law Enforcement-related fields, are viewed a bit differently and with a bit more scrutiny. Generally, public sector or public-trust employees are considered to be in positions of trust and dependability and are held to higher standards and expectations. Therefore, former or current public sector or public-trust employees are in a position to be better evaluated for their aptitude, ability and inclination to perform well in a public-trust capacity.*

*Current or previous Law Enforcement employment is particularly scrutinized in such realms as termination, resignation, continued tenure of service, personnel evaluations, complaints, commendations, achievements, and eligibility for rehire. Significance is placed on the candidate's ability and inclination to follow and abide by rules, regulations, directives, written and oral orders, or other normally expected performance levels. Attention is also given to the quantity and status of other Law Enforcement employment applications.*

- I. Failure to appear for or cooperate in any required step in the selection or background process, or any other act of non-compliance in the selection or background process;

J. Failure to appear for or to pass a required examination or test;

K. A Military discharge under less than honorable conditions; or having received a general court martial or more severe Military disciplinary action; or having received other, lesser Military disciplinary actions on multiple occasions, especially for the same or similar offenses;

L. Medical or psychological disorders to include, but not limited to, certain awarded disabilities, certain previous or current psychological treatments or confinements, certain physical and/or mental disabilities which could pose a direct threat to the health and safety of the employee, coworkers, or the public;

M. Addictive or compulsive gaming or gambling;

N. Racial, ethnic or social intolerance;

O. Failure to file or pay taxes;

P. Lack of a valid Ohio Driver License;

## **V. Probable Candidate Disqualifiers**

The following occurrences or incidents in a candidate's background will *likely* result in disqualification of the candidate from the selection process.

A. Poor employment history including, but not limited to, certain terminations; certain resignations, particularly in lieu of discharge; poor attendance records; history of tardiness; poor quality of work; poor quantity of work; the inability to get along with superiors, subordinates or peers; or poor disciplinary records.

B. A history of traffic accident involvement indicating a lack of defensive driving skills or ability;

C. Non-payment of taxes; poor credit history such as a low credit score, a history of significant financial problems, wage garnishments, bankruptcy, poor payment records, collections, late payments;

## **VI. Possible Candidate Disqualifiers**

The following occurrences or incidents in a candidate's background *may* result in disqualification of the candidate from the selection process.

### **A. DRUG ABUSE**

1. Sold for profit, offered for sale, manufactured, or transported for sale any illegal drug as a juvenile. A minimum of seven years must have elapsed from the date of occurrence;

2. Used marijuana one year prior to the date of application;
3. Provided false information on the employment questionnaire concerning drug usage.

**B. TRAFFIC VIOLATIONS**

1. A clear, blatant disregard for traffic laws;
2. Multiple OVIs;
3. Multiple driver license suspensions; or
4. Multiple moving violations within a short period of time (3-6 months).