

**DIRECTIVE 32.1
SELECTION
PROFESSIONAL & LEGAL REQUIREMENTS**

Issue Date: 03/01/2016	By Order of Chief of Police
Rescinds: 32.1 (Issue 07/08/2015)	CALEA Standards Referenced: 32.1.1; 32.1.2; 32.1.3; 32.1.4; 32.1.5; 32.1.6 & 32.1.7 Ohio Standard 2
Pages: 12	Review Month: April

This directive consists of the following sections:

- 32.1.1 Selection Process Described**
- 32.1.2 Job Relatedness**
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- 32.1.6 Records**
- 32.1.7 Selection Material Security**

POLICY AND PROCEDURE:

The goal of the Miami Township Police Department is to recruit and hire qualified individuals while providing equal employment opportunity. The recruitment and selection process strives to have a diverse work force that reflects the citizens we serve.

Non-discrimination and equal employment opportunity is the policy of the Miami Township Police Department. The department shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status or disability.

Miami Township shall utilize due diligence in ensuring that prospective employees have the proper temperament, knowledge and attitude to handle the important job of Ohio Peace Officer. Miami Township has appropriate mechanisms in place in order to achieve

this mission. All Miami Township employment requirements are related to the skills that are necessary to be a successful employee.

[Ohio Standard 2]

32.1.1 Selection Process Described

A job related, useful and nondiscriminatory selection process is dependent upon a number of professionally and legally accepted administrative practices and procedures, that include informing candidates of all parts of the selection process at the time of formal application; maintaining written procedures governing lateral entry and reapplication of unsuccessful candidates; and ensuring timely notification of candidates about their status at all critical points in the process. These procedures and practices significantly contribute to a more efficient, effective and fair selection process; that will result in the appointment of individuals who possess the skills, knowledge and abilities necessary for the Miami Township Police Department to provide effective services in the fulfillment of its stated mission.

Miami Township posts the selection process in its entirety on the Miami Township Police web page at www.miamitwpoh.gov. Applicants are notified at the time of the preliminary application of their access to this directive in its entirety. **[Ohio 2.6]**

Entry Level Applicants

The application/selection process for appointing a probationary entry-level employee to the Miami Township Police Department is composed of the following steps: **[Ohio 2.5]**

- Submission of the Pre-Application Contact Form & Resume (Preliminary Application)
- Completion and Return of the Personal History Questionnaire (Formal Application)
- Written Test
- Physical Fitness Assessment (Sworn Applicants Only)
- Interview and Evaluation Process
- Background Investigation
- Polygraph Examination
- Conditional Offer of Employment
- Psychological Examination (Sworn Applicants Only)
- Medical Examination
- Offer of Probationary Employment by the Board of Trustees.

Lateral Entry Applicants (Sworn Applicants Only)

The Miami Township Police Department recognizes the benefits that may be gained by hiring experienced police officers.

All elements of the selection process that are utilized in the screening process for lateral entry applicants are the same as utilized for entry level applicants.

The following criteria apply to lateral entry applicants only:

- The applicant has been employed for at least 36 consecutive months as a full-time police officer, a sheriff's deputy or a state trooper performing routine patrol and enforcement duties for a state, county, city, township, village or university.
- The applicant has not received any department discipline more severe than a written reprimand within the preceding twenty four months.

Consideration of past experience shall be used to determine the beginning level of compensation for a lateral entry applicant. Lateral entry candidates with 36 to 42 months of experience shall be compensated at a starting rate equal to a one year police officer. Lateral entry candidates with 43 to 48 months of experience shall be compensated at a starting rate equal to a two year police officer. Lateral entry candidates with 49 to 55 months shall be compensated at a starting rate equal to a three year police officer. Lateral entry candidates with 56 months or more of experience shall be compensated at a starting rate equal to a four year police officer.

Lateral entry hires vacation leave will be accrued on current Township policies and practices.

Lateral entry hires shall receive no special consideration for seniority within this department. All officers, regardless of the means of entry into the department, shall have their seniority with the department calculated from their date of appointment to the Miami Township Police Department.

[Pre-Application Contact Form & Resume \(Preliminary Application\)](#)

Miami Township accepts pre-application contact forms and resumes on an ongoing basis. Sworn applicants must possess a valid, current Peace Officers certification issued by the Ohio Peace Officers Training Council at the time of the preliminary application.

When the Miami Township Police Department is actively engaged in an entry-level selection process the Department shall accept a pre-application contact form and resume from potential candidates during an established application period.

Pre-application contact forms and resumes submitted prior to the established application period are maintained on file by the Assistant to the Chief of Police. Upon notification that an active entry-level selection process is authorized, the Assistant to the Chief of Police shall include these previously submitted forms to the Chief of Police for review along the forms submitted during the established application period.

The Chief of Police shall review all submitted pre-application contact forms and resumes that were received prior to and during the established application period. The Chief of Police shall notify the Assistant to the Chief of Police if the applicant will continue in the process. The Assistant to the Chief of Police will notify all preliminary applicants of their status.

Personal History Questionnaire (PHQ) (Formal Application)

Candidates chosen to proceed to the formal application stage shall receive and complete the personal history questionnaire in the time frame established via written notice by the Assistant to the Chief of Police. The Chief of Police shall review all PHQ's and notify the Assistant to the Chief of Police if the applicant will continue in the process. The Assistant to the Chief of Police will notify all formal applicants of their status.

Written Examination

Candidates proceeding shall take a written examination. The written examination is a preliminary basic skills test measuring reading, writing and mathematics. These skills are necessary to identify those candidates who can successfully complete training and perform their job effectively. Each applicant shall be required to achieve a score of no less than eighty (80% of a possible 100%) in order to be considered to have passed the written examination phase of the testing procedure.

The written examination instrument must have validity, utility and minimum adverse impact. It shall be developed and furnished by a qualified private sector organization or vendor. Documents attesting to its validity, utility and minimum adverse impact must be filed by the provider of the testing material with the Assistant to the Chief of Police.

Each applicant will be required to display his or her valid operator's license, displaying his or her photograph in order to obtain admission to the written testing procedure. Applicants who successfully pass the written examination shall proceed to the next phase of the selection process. Applicants who fail the written examination are removed from further consideration in the current selection process. The Assistant to the Chief of Police will notify all applicants of their status.

Physical Fitness Assessment (Sworn Applicants Only)

The physical assessment is used to identify the sworn police officer applicants' capacity to successfully perform the physical requirements of a police officer. Qualifying applicants shall be administered a series of physical tests. A candidate must successfully pass each phase of the physical tests to pass the physical assessment.

Miami Township utilizes the OPOTC Basic Training Physical Assessment standards for Pushups and Sit ups and a fitness testing/job simulated obstacle course. The obstacle course is pass/fail and consists of a 130 yard run with specific obstacles and must be successfully completed in less than 58 seconds.

Applicants are notified at the conclusion of each segment of the physical fitness assessment if they have passed or failed by the agency member conducting the testing.

Age and gender minimum scores are as follows:

Age and Gender Minimum Scores		
50th Percentile		
Sit-ups (1 min.) Push-ups Obstacle Course	Males (<29) 40 33 58 sec.	Females (<29) 35 18 58 sec.
Sit-ups (1 min.) Push-ups Obstacle Course	Males (30-39) 36 27 58 sec.	Females (30-39) 27 14 58 sec.
Sit-ups (1 min.) Push-ups Obstacle Course	Males (40-49) 31 21 58 sec.	Females (40-49) 22 11 58 sec.
Sit-ups (1 min.) Push-ups Obstacle Course	Males (50-59) 26 15 58 sec.	Females (50-59) 17 *13 Modified 58 sec.

Sit-ups (1 min.) Push-ups Obstacle Course	Males (60+) 20 15 58 sec.	Females (60+) 8 *8 Modified 58 sec.
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Interview and Evaluation Process

An Interview & Evaluation Process is a structured process that has two primary purposes.

First, it gives the interviewers the opportunity to determine how an applicant will handle given situations, sometimes involving a variety of options, but always requiring good judgment.

Second and equally important, this phase of the selection process is accomplished at minimum cost to the Department, a major consideration in determining the sequence in the series of selection events.

The Police Department may utilize any non-probationary personnel it deems appropriate for the interview and evaluation process. This phase of the selection process is scored. In order to reduce the subjectivity of the interview and evaluation process and to promote consistent scoring between interviewers, questions will be pre-determined for which a range of responses can be identified. This provides each interviewer with a guideline for rating each applicant's responses, thus increasing the objectivity of the interviews.

Additional questions may be asked, which may be used to gain further insight into the applicant's interests and points of view, or to assist in clarification of an applicant's answer.

The Chief of Police shall advise the Assistant to the Chief of Police if the candidate will:

- Proceed to the Background Investigation;
- Be placed in a pending status; or,
- Be removed from the selection process.

The Assistant to the Chief of Police shall notify each candidate of their status.

Background Investigation

The background investigation will entail the applicant completing the Personal History Questionnaire (PHQ). The PHQ is a document which requires the applicant to answer in detail questions relating to relatives, references and acquaintances; education; residence history; experience and employment; military service; financial history; legal history;

motor vehicle operation and law enforcement information.

The background investigator will use the PHQ to verify the applicants' veracity and background through interviews with the applicant, his or her family, friends, employers, teachers, neighbors, associates and other persons who may have information bearing on the applicant's character and reputation. The investigator will, verify the information given by, and the qualifying credentials of the applicant, conduct an in-depth review for and of any criminal record, and will verify and interview a minimum of three of the applicants' listed personal references.

Thus, the background investigation's purpose is to ensure that each applicant is morally, socially and financially stable. It is essential to know if the candidate has a background that could bring discredit to the Department or the applicant after their appointment or that might otherwise compromise their ability to perform police duties.

The applicant will also be required to sign a "Authority to Release Information" which gives the background investigator the legal authority to obtain needed information.

The Department will only use personnel who have successfully completed a course of instruction in conducting background investigations to investigate and gather information on applicants during the background investigation process.

The background investigation shall be reviewed by the Chief of Police. The Chief of Police shall advise the Assistant to the Chief of Police if the candidate will:

- Proceed to the Polygraph Examination, or;
- Be placed in a pending status, or;
- Be removed from the selection process.

The Assistant to the Chief of Police shall notify each candidate of their status.

[Polygraph Examination](#)

The polygraph is conducted after the Background Investigation. The number of persons sent to the polygraph shall be determined by the Department based on the total number of entry level positions to be filled at the time of the testing.

The polygraph examination is an investigative tool designed to ensure an applicant for appointment does not have a hidden background that would normally eliminate the candidate from further consideration. The polygraph examination will be administered to an applicant who is being considered for appointment. The candidate must successfully pass the polygraph to continue in the selection process.

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Polygraph examinations for applicants to the Department will be conducted only by persons trained in polygraph procedures and who possess credentials in the use and interpretation of these investigative tools. The credentials of the polygraph examiner(s) are to be on file with the Assistant to the Chief of Police.

The polygraph examination is never used by the Department as a single or sole determinant of employment status. Rather, polygraph examinations and interpretations are an investigative aid to be considered with other information, including pretest, test or post-test interviews, psychological examinations and information gathered from the background investigation.

Candidates are provided a list of areas from which polygraph questions will be drawn. The list is given at the time of their preliminary application and again at the time the Personal History Questionnaire (PHQ) is completed.

The following is a list of possible areas from which the polygraph questions will be drawn:

- Personal Identity
- Employment History
- Military Service
- Financial History
- Legal History/Arrest Records
- Motor Vehicle Operation
- Law Enforcement Information
- Responses Given on the PHQ

The polygraph examination report shall be reviewed by the Chief of Police. The Chief of Police shall advise the Assistant to the Chief of Police if the candidate will:

- Receive a Conditional Offer of Employment, or;
- Be removed from the selection process.

The Assistant to the Chief of Police shall notify each candidate of their status.

Conditional Offer of Employment

After successful completion of the aforementioned selection process steps, the department may make a conditional offer of employment. The number of applicants that will receive a conditional offer of employment shall be no more than the number of entry level vacancies established by the Miami Township Police Department to be filled at the time such offers are made.

The written conditional offer of employment extended to an applicant shall stipulate that

the applicant must successfully complete the remaining selection process steps in the employment process in order to be appointed as a probationary employee.

Psychological Examination (Sworn Applicants Only)

A psychological examination of highly reliable and time-proven psychological tests is administered to help determine the emotional stability and psychological fitness of an applicant. The applicant must successfully pass this phase to continue in the testing procedure.

Such tests are needed to identify those applicants who might not be able to carry out their responsibilities or endure the stress of the working conditions.

Only qualified professionals will be used to administer the psychological examination and assess emotional stability and psychological fitness.

The psychological examination report shall be reviewed by the Chief of Police. The Chief of Police shall advise the Assistant to the Chief of Police if the candidate will:

- Proceed to the Medical Examination, or;
- Be removed from the selection process.

The Assistant to the Chief of Police shall notify each candidate of their status.

Medical Examination

The medical examination is done to assess the applicant's physical status as to his/her ability to safely perform specific types of work without risk to self, to others, or to the department. The medical examination will be conducted by a licensed health care professional. The applicant must successfully pass this phase to continue in the testing procedure. Passing criteria is based on medical, laboratory and ancillary testing. Applicants must receive the Physician's opinion that he/she has no expected limitations based on job description.

The medical examination shall include the following:

- Family and Personal Health History
- EKG
- Blood Pressure Screening (Hypertension)
- Hyperlipidemia
 - Cholesterol (HDL/LDL)
 - Triglycerides
 - Glucose
- Heart Rate
- Chest X-ray

- Obesity-Body Fat Count
- Hearing Test
- Vision Test
- Drug Screen

The medical examination report shall be reviewed by the Chief of Police. The Chief of Police shall advise the Assistant to the Chief of Police one of the following:

- The Chief of Police will recommend probationary employment be approved by the Board of Trustees, or;
- The candidate is removed from the selection process.

The Assistant to the Chief of Police shall notify each candidate of their status.

32.1.2 Job Relatedness

All elements of the selection process use only those rating criteria or minimum qualifications that are job related. These criteria and qualifications are based upon job task analysis, Federal & State qualifications (if applicable) and requirements announced in the position vacancy and this directive.

32.1.3 Uniform Administration

All elements of the selection process are documented, administered, scored and evaluated in a uniform and fair manner.

32.1.4 Candidate Information

At the time of accepting the Pre-Application Contact Form & Resume applicants will receive or have access to this directive in its entirety, which contains all elements of the selection process.

Miami Township anticipates the completion of the entry level selection process to be completed within 120 days.

The results of a selection process are valid until notification is given otherwise by the Chief of Police.

An applicant who is dismissed anytime during the selection process may reapply for testing and evaluation for an entry level position at any future time the department is engaged in a selection process. Such application shall be subject to the qualifications and criteria established for that selection process.

32.1.5 Notification of Ineligibility

Should an applicant fail to successfully complete a section of the testing procedure, the applicant shall be notified in writing of such failure. Such notification letter shall be sent within thirty days of the date the department became aware of the applicant's failure to successfully complete a section of the selection process.

Since it is the intent of the Miami Township Police Department to acquire the best individuals possible for employment, one important aspect of evaluation is reviewing the applicants past behavior, both personal and work related. Research supports the position that a reasonably reliable predictor of future behavior is past behavior. It is believed that if a person has habitually demonstrated a pattern of unacceptable behavior in the past, it is reasonable to believe that those same patterns could be considered as a predictor of future behavior. Following are the primary criteria set forth for determining the suitability of a candidate, with the first four listed being the most discretionary.

- **Drug Usage within the Past Two Years (All Applicants) or Drug Usage Anytime While Employed as a Police Officer** - Given the climate and attitudes of today's society, and considering the availability of illegal drugs as well as peer pressure, the Police Department believes that it would be nearly impossible to attempt to staff any department with the expectation that in an applicant's lifetime he/she would not have ever experimented with drugs in some fashion. To impose a standard that would require that a person have had absolutely no drug involvement in any type in his/her life is unrealistic. If an applicant has been drug free for two years immediately before the oral interview conducted during the background investigation process, the applicant is considered acceptable in this process, unless the applicant has used drugs while employed as a police officer. In addition, the applicant's total experience may be evaluated with regard to acceptability.
- **Work History** - A person who clearly demonstrated a poor work ethic, including excessive absenteeism, habitual tardiness, absences without leave, the inability to perform the simple tasks and duties of a job, or overall unreliability, would not be considered a good candidate for the Miami Township Police Department.
- **History of Traffic Violations (Sworn Personnel)** - A person who has frequently been charged with traffic violations (accidents, moving violations, DUI, revocation of driver's license, etc.) would clearly pose the potential for liability to the Township, as well as a personal threat to its citizens.
- **Credit History** - Utilizing the hypothesis that past behavior is a predictor of future behavior, and realizing that a police employee is viewed by the citizenry as being held to higher standards, the Department believes that it is not reasonable to place an applicant with a recent history of difficulty in maintaining sound financial responsibility into a position with such high exposure to those who

would compromise it. Acceptable candidates will have demonstrated a good credit record for the past four to five years. In addition, the candidate's total experience may be evaluated regarding acceptability.

- **Inability to Meet Medical Requirements** - Each applicant must be in good health, free of communicable and cardiovascular disease, and fit to perform the tasks required of their jobs. This standard is liberal and requires a judgment of a licensed physician. Temporary illness and impairments may be considered in the overall evaluation of the candidates.
- **Dishonesty and/or Intentional Omissions Made during the Selection Process** will result in Ineligibility and Dismissal. The Ohio Revised Code provides penalties for making false statements of a material fact or for practicing fraud or deception in obtaining or attempting to obtain employment. Such penalties include rejection for appointment, discharge after appointment and/or prosecution under Ohio Revised Code Section 2921.13.
- **Any Other Pertinent Information** gathered during the background investigation that may render a candidate unsuitable for duty in the Police Department is considered.
- **Failure to Successfully Complete** any phase of the testing procedure. By failing to: obtain a passing score, obtain an acceptable and/or required level of performance or failure to attend any phase of the testing procedure.
- **Waivers, Withdrawal from Consideration or Declination of Appointment** submitted orally or in writing, is undisputed cause for the removal of applicants from the selection process.

32.1.6 Records

All records of applicants not appointed to probationary status shall be maintained to ensure continuing research, independent evaluation and defense against lawsuits. The Chief of Police shall determine requirements, consistent with Department procedures and applicable laws, for maintaining identifying information, such as names and addresses. Such requirements shall comply with all federal, state and local requirements for the privacy, security and freedom of information of all applicant records and data. The records shall be maintained in a secure file in the office of the Assistant to the Chief of Police or in the Township Personnel Management office pursuant to the Schedule of Records Retention & Disposition.

32.1.7 Selection Material Security

The Assistant to the Chief of Police shall maintain all selection materials in a secure file in his/her office or in a secure storage room.

It shall be the policy of the Miami Township Police Department, that whenever the disposal of selection material is authorized, the material shall be shredded.