



## **RECRUITMENT PACKET FOR POLICE OFFICER**

**This packet contains the information about Sylvania Township's Police Officer selection process, including completing the online examination, details about the physical fitness exam, and hiring standards.**

**Please read thoroughly.**

### **Important Upcoming Dates:**

**Deadline to Complete Online Examination: May 10, 2017**

### **Physical Fitness Exam Dates:**

**Sunday, May 21, 2017 at 8:00 a.m.**

**or**

**Monday, May 22, 2017 at 8:00 a.m.**



## Police Officer – Recruitment Packet

The Sylvania Township Police Department is a diverse group of dedicated employees that are united in a common goal to provide safety and welfare to the citizens of Sylvania Township. A Successful candidate must be an individual who shares the values of Sylvania Township. We must display the highest level of integrity and ethical standards, and must be team oriented with a high level of maturity and personal responsibility. Applicants must display cultural awareness and sensitivity. This position demands and requires personal dedication to our Community.

We strongly encourage prospective applicants to review the Sylvania Township Police Department's **Recruitment and Hiring Process Packet** before applying for a position with our department.

You can also visit <http://www.sylvaniatownship.com/career-opportunities/> for further information.

The Sylvania Township Police Department offers full testing services for the position of police officer through **National Testing Network, Inc. (NTN)**. To complete an application and schedule a test, go to <http://www.nationaltestingnetwork.com>, select *Law Enforcement*, and sign up with the Sylvania Township Police Department.

This advertisement serves as the announcement for examinations completed by **Wednesday, May 10, 2017** for the position of Police Officer.

On the <http://www.nationaltestingnetwork.com> website, you will have an opportunity to:

- Schedule a test and complete Personal History Questionnaire (PHQ).
- Review all information related to the Sylvania Township Police Department's police officer position, including minimum requirements, salary, and benefits.
- Find detailed information about the testing process for NTN test and Personal History Questionnaire.
- Have an opportunity to take online practice tests at <http://www.ergopracticetests.com>
- Schedule your own convenient test time and location
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the NTN exam, all candidate scores are automatically forwarded to the Sylvania Township Police Department. Candidates who attain a passing score of 70% are required to take the Physical Fitness Test. Candidates who passes the Physical Fitness Test will be placed on the department's eligibility list. The Sylvania Township Police Department will contact selected candidates on the list and will invite them to continue to participate in other stages of the department selection process. National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment.

National Testing Network does not replace the Sylvania Township Police Department's responsibility and decision making in the testing process. All candidate results are provided to Sylvania Township Police Department where the final decisions are made. Sylvania Township is an Equal Opportunity Employer and does not discriminate in recruiting, hiring, training, promoting or other employment practices for reason of age, ancestry, citizenship, color, disability, ethnicity, gender identity, height, marital or domestic partner status, national origin, race, religion, sex, sexual orientation, veteran status, or weight. This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or an implied contract.



Sylvania Township Police Department

**POLICE OFFICER  
Recruitment and Hiring Process Packet**

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Thank you for your interest in a career with the Sylvania Township Police Department. Please review this packet in its entirety and if you have any questions, contact:

**Sylvania Township Police Department**  
4420 King Road, Sylvania, Ohio 43560  
Phone: 419.720.3001

Email: [questions@sylvaniamunicipalpolice.com](mailto:questions@sylvaniamunicipalpolice.com)

## **Examination Announcement**

This packet shall serve as an announcement for examinations completed by **Monday, May 10, 2017** for the position of full-time Police Officer. These examinations are being conducted for individuals who are career-oriented and have a calling to be employed with Sylvania Township. Sylvania Township is committed to hiring and retaining the highest quality Law Enforcement Personnel.

Sylvania Township is an Equal Opportunity Employer and does not discriminate in recruiting, hiring, training, promoting or other employment practices for reason of age, ancestry, citizenship, color, disability, ethnicity, gender identity, height, marital or domestic partner status, national origin, race, religion, sex, sexual orientation, veteran status, or weight.

## **Entry-Level Examination**

### **Examination Deadline**

The examination must be completed by **Monday, May 10, 2017**. Examination dates close to our deadline fill up quickly. We encourage you to register early to ensure you can complete the examination prior to our deadline.

### **Date and Location of Test**

The examination is offered through National Testing Networks at multiple times and locations throughout the United States. To register, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com). For any questions pertaining to the examination, please call National Testing Network at 1-866-563.3882.

A complete list of locations and examination dates and times are also available through their website at: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).

## **Examination Information**

In an effort to increase testing integrity, **each individual will be required to show two pieces of identification, one containing his/her picture**. The use of cellular phones will be prohibited during the examination. No cellular phones, taping, video, or picture taking devices will be allowed in the testing room.

The examination will consist of the following concepts:

Judgment; Human Interaction; Responding Calmly to Provocation; Unbiased Enforcement; Social Maturity and Ethics; Handling Authority; Gaining Cooperation; Observation and Analysis; Reading; Writing.

A candidate must receive a passing score in each test section (Writing Test, Multi-Choice Writing, and Reading Test) and a combined score of 70% to pass the exam.

## **Examination Fee**

The examination fee is payable to the National Testing Network at the time that you register for the examination. The fee is set by National Testing Network. Should you want to send your results to multiple participating cities or agencies, you will have to pay an additional fee; however, you only have to complete the test once per testing cycle. This fee is not refundable.

## **Salary Range**

Pay rates are established through negotiations with the Ohio Patrolmen's Benevolent Association. There is one (1) year between each step. As of January 1, 2017, rates of pay are:

<b>Police Officer</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Hourly</b>	<b>27.11</b>	<b>28.64</b>	<b>30.31</b>	<b>32.04</b>	<b>33.90</b>
<b>Annualized</b>	<b>56,388.80</b>	<b>59,571.20</b>	<b>63,044.80</b>	<b>66,643.20</b>	<b>70,512.00</b>

## **Hiring Process**

Successful applicants will need to successfully pass each phase in the sequence listed below to continue in the hiring process:

- A. Submission of Application and Qualifications to the National Testing Network
- B. Written General Aptitude Test
- C. Physical Fitness Examination
- D. Preliminary Background Investigation
- E. Preliminary Board Interview - Personal Interview
- F. Background Investigation
- G. Police Chief's Interview
- H. Police Chief's Recommendation to the Board of Trustees
- I. Conditional Offer of Employment
- J. Psychological Interview
- K. Physical Examination

## **Formal Application**

Individuals who successfully pass the examination by the posted date and who are selected to proceed further at that date and time will be contacted to continue in the recruitment process.

The exam will help determine which candidates possess skills to effectively work with the public and other members of the department. The written exam scores may be used to determine a cutoff or pass rate, and the department will consider the natural break, adverse impacts, and departmental needs. The written exam will identify a candidate that closely matches the needs of the Department.

The written exam is primarily intended as a hurdle exam to advance those candidates to the next phase of the process.

### Physical Fitness Examination

Candidates who pass the written examination will be assigned to take the physical examination on the date, time, and location listed below.

You must obtain a passing score on the written examination prior to taking the physical examination.

Candidates must bring a government-issued identification that bears your photograph.

#### **Date and Location of Physical Fitness Examination**

**Location:** University of Toledo Police Department, 2801 W Bancroft St, Toledo, OH 43606

**Parking:** Lot 27C -

**Time:** Testing begins at 8:00 a.m.

**Dates:** Sunday, May 21, 2017 or Monday, May 22, 2017

This examination is administered by certified physical fitness coordinators on staff with The University of Toledo Police Department. All applicants are tested on the below listed categories and all applicants must achieve the minimum requirement or higher.

Failure to pass any phase of the physical fitness examination would be cause for the applicant to be removed from the selection process.

All Applicants Are Highly Encouraged To Practice These Exercises Prior To The Physical Fitness Examination.

Any questions related to the physical fitness examination should be directed to the physical fitness coordinator(s). You may contact the coordinator(s) through the main campus police dispatch non-emergency phone number: 419.530.2601.

<b>FITNESS CATEGORY</b>	<b>MINIMUM REQUIREMENT NEEDED FOR PASSING</b>
Push-Ups (Unlimited)	22
Sit-Ups (Timed One Minute)	31
One Repetition Maximum Bench Press	.61 Ratio (body weight multiplied by .61)
300 Meter Run	64.7 Seconds
1.5 Mile Run	15:14 Minutes

### Eligibility List

The eligibility list will be created from applicants who successfully pass the examination. Applicants can find their standing by visiting the police department's website.

The term or eligibility of each list and of the names appearing thereon shall be for a period of one (1) year from the date of the establishment of the eligibility list. At the discretion of the Chief of Police, an eligibility list may be terminated before its expiration date or extended.

In the event two or more applicants receive the same score in open competitive examination, names of all applicants receiving such score shall be placed on the eligibility list with the same ranking.

## **Minimum Qualifications**

1. At least 21 years of age by Date of Hire.
2. Must be a U.S. Citizen on/by the date of the Background Investigation.
3. Able to produce valid driver's license at time of Background Investigation.
4. Graduation from high school or possession of GED certificate.
5. 64 semester (96 quarter) hours of college credit at an accredited college or university (or completion of Associates Degree) by Background Investigation date.
6. Possess current Ohio Peace Officer's Academy Certification by Background Investigation date.
7. Ability to work rotating shifts, nights, overtime, weekends, and holidays
8. Must be eligible to be LEADS certified.
9. Ability to operate standard office equipment, including personal computers and word-processing software.
10. Visual acuity – Visual Field Performance must be 120 degrees in the horizontal meridian combined. Corrected vision must be at least 20/30 (Snellen) when tested using both eyes together.
11. Hearing – Must have sufficient hearing in both ears to perform essential tasks without posing a direct threat to themselves or others.
12. Type at least 30 words a minute.
13. Nicotine free: pertaining to all tobacco and nicotine products.
14. Ability to work independently, make critical decisions, and use initiative and common sense.
15. Considerable human relations and communications skills.
16. No disqualifying factors in the hiring standards.

### **Licenses and Certificates:**

- Current and valid Driver's License with an acceptable driver's abstract in order to meet criteria for insurability established by Sylvania Township.
- Current Ohio Police Officer Training Academy certificate.

### **Knowledge of:**

- Government structure and process
- State law and local ordinances, police policy and procedures, and agency rules.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Detailed knowledge of Sylvania Township and surrounding jurisdictions, its roadways, residential, business, industrial, and recreational areas, or ability to acquire this knowledge rapidly.

### **Skill in:**

- Firearms and less-lethal weapons.
- Various required police equipment and emergency equipment.
- Self-defense.

## **Ability To: (Mental and Physical Abilities)**

- Maneuver and work in a variety of ground conditions
- Identify and analyze problems, evaluate alternative solutions, and make sound judgments
- Move quickly and forcefully in response to unexpected situations
- Operate patrol vehicles routinely and in an emergency mode
- Get into and out of police vehicles on a frequent basis
- Communicate effectively, both verbally and in writing, with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public
- Render credible testimony in court
- Apprehend suspects
- Work flexible schedules, including evenings, weekends, and holidays
- Analyze situations and to adopt quick, effective and reasonable courses of action
- Think clearly and make logical decisions in stressful situations
- Establish and maintain effective working relationships with fellow employees, Township officials, and community members
- Work independently

## **Police Officer Job Description**

### **Job Summary and Distinguishing Features of the Work:**

The position of Police Officer is under the general supervision of the Lieutenant of Operations and under the direct supervision of a Sergeant. The individual assuming this position will be responsible for providing a highly visible, professional police presence while conducting patrol activities in a specified geographical area. The Officer answers calls when a crime is suspected or an emergency exists, takes such actions as necessary to prevent crime and/or to apprehend a criminal, maintains safety and assists citizens in a wide range of emergency and non-emergency situations. The Officer takes proper enforcement action as necessary and is required to maintain the order, safety and general welfare of Sylvania Township utilizing the United States Constitution and the Ohio Revised Code. He or She initiates reports, makes arrests, processes prisoners, conducts investigations in cooperation with detectives, shares intelligence information, coordinates police resources, and observes and identifies potential problem areas within the community.

### **Essential Job Functions:**

- \* These examples do not include all of the duties, which the employee may be expected to perform.
- Conduct routine patrol activities within assigned areas of the Township. Monitor, note, report and investigate suspicious persons and situations, missing persons, hazardous conditions and unusual or illegal activity in patrol area. Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations. Identify and monitor areas where criminal activities or public nuisances are occurring or are likely to occur. Utilize an understanding of streets, businesses and significant locations within the city. Evaluate complaint and emergency request information to determine response requirements. Interact with members of the business community and public. Mediate domestic and other disputes.

Respond to threatening situations promptly to locate, identify and arrest potentially dangerous persons. Identify, pursue and arrest suspects and perpetrators of criminal acts; use physical force when necessary to control and arrest law violators. Respond to identified problems and to situations that may be perceived as problems by members of the community, whether criminal or non-criminal. Initiate responses by other non-police resources.

- Use automated systems to perform computer checks of persons, vehicles, locations and property utilizing mobile computing devices.
- Operate a motor vehicle safely under various conditions, in severe weather, in an emergency response/pursuit status and other stressful situations.
- Effectively utilize and verbally communicate via police radio during routine and high stress events.
- Conduct investigation activities of criminal and noncriminal events. Investigate traffic crashes, crime scenes, public complaints and emergencies. Review facts of incidents to determine if criminal acts or statute violations were involved. Interview witnesses, complainants and suspects and document their statements in written reports or detailed formal statements. Conduct lawful searches of persons, vehicles and places. Derive facts and inferences through observation and interviews of persons and appropriately document those facts and inferences in narrative form, or within predefined forms. Determine the appropriate legal standard necessary to conduct searches or to interrogate suspects and to assure admissibility in court. Conduct the preliminary investigation of criminal acts as necessary to substantiate crimes and preserve evidence of any crime. Record facts and prepare detailed and accurate reports, criminal complaints, crash reports, forms, memorandums, and other documents as required. Performs other related duties as assigned by supervisor.
- Provide for persons held in custody, transport prisoners to and from jail and court. Control and restrain unruly persons held in custody.
- Present evidence in legal proceedings, testify in court to present evidence or act as witness in traffic and criminal cases and in civil proceedings as required.
- Provide law enforcement services in extraordinary situations. Participate in maintaining a secure perimeter at a disaster or crime scene under adverse conditions. Search for dangerous instruments such as loaded firearms, explosive devices or hazardous chemicals.
- Respond to situations where deadly force may be threatened or used, and to use deadly force when authorized and necessary to protect or preserve life.
- Perform as a rescuer under adverse and difficult conditions. Render aid to accident victims and other persons requiring first aid for physical injuries. Carry/move injured or ill persons or accident victims when necessary. Respond to fire alarms, fires, and render mutual aid to other agencies.
- Provide police presence and services to special events in the Township.

#### **Physical Activity, Force, Or Endurance Required For Performing Essential Job Functions:**

- Pursue fleeing suspects on foot in both difficult terrain and weather conditions
- Climb over fences and through windows to gain access to residences
- Subdue resisting or attacking persons
- Use compliance or come-along holds to move persons
- Physically disarm persons
- Use hands or feet in weaponless defense

- Lift and/or carry hard to move objects or persons
- Maintain balance on uneven or narrow surfaces
- Stand in one position for extended periods of time
- Sit in one position for extended periods of time
- Walk for extended periods of time
- Drag and/or pull hard to move objects or persons
- Crawl in confined spaces or low areas
- Push/pull hard to move objects by hand
- Use body force to gain entrance through barricades
- Hold or support heavy objects
- Possess eye-hand-foot coordination and physical stamina necessary to perform essential job functions.
- Bend, stoop, crouch, kneel, climb, crawl, and perform fine manipulation when required
- Possess visual acuity (mid and far vision, depth perception, color vision, and field of vision continuously, near vision occasionally)
- Possess the finger and arm dexterity and strength necessary to safely operate a firearm
- Withstand exposure to traffic hazards, adverse weather conditions, dust, slippery surfaces, high noise levels, irregular/extended work hours, job pressure/stress
- Wearing a gun belt, body armor, and other required police equipment as required for duty

**Material and Equipment Used:**

- Computers
- General office equipment
- Police vehicles including bicycles
- Firearms
- Impact weapons
- Less-than-lethal weapons

**Environmental conditions:**

Occasional exposure to hazards of risk of bodily injury/volatile situations and imminent danger when performing the essential functions of the job; occasionally exposed to heat and cold extremes and temperature changes; occasional exposure to loud noises; frequently exposed to moderate noises such as emergency sirens and roadway/traffic noise. Occasionally exposed to persons who have contagious diseases/illnesses; seldom exposed to vibration, toxic conditions, odors, dust, and poor ventilation.

**Tobacco Free Workplace**

Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, increased medical costs, and safety factors pertaining to all tobacco and nicotine products, Sylvania Township

does not offer employment to tobacco users. Prospective employees will be subject to post offer testing.

New employees hired shall be subject to random testing for the presence of nicotine during their probationary period. Refusal to participate in the test will be considered a positive test. Positive test results will subject the employee to disciplinary action.

### **Police Officer Review Hiring Standards**

The first step for any individual interested in going through the selection process for Police Officer is to read through the Hiring Standards located in this packet. If by reading the Hiring Standards you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the selection process for the position of Police Officer with Sylvania Township.

An applicant's failure to meet the hiring standards set forth in this document shall automatically disqualify the applicant. The applicant must acknowledge their understanding and compliance with the Hiring Standards when submitting the application. Please contact Sylvania Township Police Department if you have any questions.

### **Removal from Eligibility List**

Per The Sylvania Township Police Hiring Process Guidelines, the name of an eligible candidate shall be removed from an eligibility list for any of the following reasons:

- A. Written request from the eligible candidate
- B. Failure to appear or arrange an interview or respond to communication from the appointing authority
- C. Failure to file a written notice of any change of address
- D. Declining appointment in writing or failing to accept appointment
- E. Recommendation from the Appeals Board/Point Assessment Board and/or Department Head as a result of an unfavorable background investigation
- F. Falsifications or omission of information will result in rejection of your application or dismissal if you are employed by the Sylvania Township Police Department. If you are found to have falsified or omitted any information at any time in the selection process, you will be disqualified even if the accurate information would not have disqualified you.

### **Offenses in Examination**

Per The Sylvania Township Police hiring process guidelines, no person shall:

- 1 Falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, or aid in so doing
- 2 Make any false representations concerning the results of such examination or concerning any person examined
- 3 Furnish to another person special or secret information for the purpose of either improving or injuring the prospects or chances of another person so examined, registered or certified, or to be appointed, employed or promoted
- 4 Impersonate another person, or permit or aid in any manner another person to impersonate an applicant, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed

- 5 Furnish false information about himself/herself, or other person, in connection with any examination, registration, or application
- 6 Make known or assist in making known to any applicant for examination, any question to be asked on such examination
- 7 Personally solicit a favor from any member of the Township, appointing officer, or have any person on his/her behalf solicit a favor

### **Penalty for Deception**

Any person or persons attempting to deceive any of the examiners in any manner whatsoever by impersonation or by assisting or receiving assistance shall not be permitted to take part in any examination for a minimum period of two (2) years. If such person is already in the Township service, such conduct shall be grounds for discipline.

### **Preliminary and Background Investigation Paperwork**

The Police Department will request background investigation paperwork, which is time sensitive and needs to be completed within the timeframe specified.

This process verifies the applicant's suitability for appointment as a Sylvania Township Police Officer. The preliminary and the background investigation include but are not limited to the following:

- A. Local and state driving records
- B. Legal system
- C. Residence checks
- D. Civil judgments
- E. Personal reference checks
- F. Friends and neighbors
- G. Family life
- H. Employment checks
- I. Military records checks
- J. Membership and leisure
- K. Financial history/Credit score
- L. Education system checks
- M. Finger printing for Federal and State criminal record checks

### **Investigative Interviews**

1. Follow up interviews
2. Home interviews
3. Neighbor interviews
4. Employer interviews

## Oral Board Interviews

- A. Oral board interviews of top candidates from the examinations and background investigations will be administered by the Oral Review Board at a designated time and place.
- B. Each candidate will be interviewed by an oral board consisting of representatives of Sylvania Township.
- C. Elements of the oral interview will be standardized to include uniform questions.
- D. Each candidate will be evaluated based upon the following rating dimensions:
  - Appearance, image, demeanor and attitude
  - Communication
  - Mental alertness
  - Judgment, reasoning and analysis
  - General personality impressions
  - Social interaction, and human relations
  - Overall suitability

## Psychological Examination

1. Written exam
2. Psychological evaluation by a licensed and certified psychologist

## Pre-Employment Physical Exam

- A. Drug screen
- B. Nicotine screen
- C. Physical Exam
- D. Eye Exam
- E. Hearing Exam

## Appeals

Per The Sylvania Township Police Hiring Process Guidelines, appeals shall be in writing and shall be filed with the Lieutenant of Operations within seven (7) calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the police department. Any appeal received after 5:00 p.m. on a business day or at any time on a non-business day shall be considered to be filed on the next business day.

## **Entry-Level Testing with National Testing Network Appeals**

Interested individuals who have taken the National Testing Network administered test will not be considered applicants subject to appeal rights referenced in The Sylvania Township Police Hiring Process Guidelines. Any concerns with their examination should be addressed with National Testing Network.

## Statement of Hiring Standards

Along with the qualifications listed in the job description, candidates must meet the requirements of the Sylvania Township Police Department hiring standards. All information provided to the Sylvania Township Police Department will be verified through a DETAILED background investigation.

The purpose of the Hiring Standards is twofold: first, to give guidance to those personnel who have the responsibility of conducting background investigations, and second, to provide Point Assessment Board members with a set of standards designed to assist them in a reasoned and logical selection.

## Legal System – Criminal and Traffic Conduct

Commission of criminal and traffic acts is directly contrary to the respect for law required of a Police Department employee. A list of representative criminal and traffic offenses (or any equivalent municipal ordinance or law of any other state or of the United States) that is cause for disqualification is described further in this section. This list is intended to be illustrative of the types of offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not infer that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it is the criminal and traffic conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal and traffic conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal and traffic act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification. In this regard, the fact that an arrest occurred does not prove that criminal and traffic conduct occurred, but only that probable cause existed for that arrest. The arrest is a starting point in the investigation; ultimately, evidence and/or witness statements must be secured that demonstrate that the applicant committed criminal and traffic acts.

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for appointment. A safe driving record will be evaluated on a case by case basis considering the frequency and type of violation.

The following are those criminal offenses that, except as expressly noted, shall result in automatic disqualification from consideration as a Police Department Employee for Sylvania Township:

1. As an adult, been convicted of a charge of, or aided in the commission of a felony criminal act as described in Section 2929.11 of the Ohio Revised Code, or any other state, territory or country, as an adult, or any felony specific behavior as outlined in the Time Behavior Matrix.
2. Shown a pattern of thefts or thefts of an on-going nature. Committed thefts while in a position of trust.
3. Admitted to or evidence indicates a felony theft offense has been committed. The culpability of the act is the determining factor, not the results of a plea bargain with court officials.
4. A conspiracy, attempt to commit, or complicity in committing any felony.
5. Demonstrated a pattern of motor vehicle violations.
6. Been involved in traffic crashes to the degree the average person would question the applicant's ability to safely operate a motor vehicle.
7. Any single conviction involving operating a motor vehicle while under suspension (or an applicable ORC statute or Municipal code), or leaving the scene of an accident (4549.02)

within nine (9) years of application. A conviction under Ohio's (or any similar statute of another State's) Financial Responsibility Act Random Selection Process shall not be an automatic disqualification.

8. Any single conviction involving driving while under the influence of alcohol or a drug of abuse within six (6) years of application, any single conviction of physical control (4511.194) or any offense related to, within six (6) years of application.
9. Has ever been convicted of domestic violence (ORC 2919.25) or a domestic violence related offense. Domestic violence related offense is defined as ever being found guilty or plead guilty to any charge reduced from an original charge of domestic violence.
10. Admitted, been convicted of or sufficient evidence indicates the applicant has committed repeated acts in violation of the Ohio misdemeanor statutes as defined in section 2929.21 of the Ohio Revised Code.
11. Repeatedly failed to obey statutory laws in non-criminal matters such as licensing, ownership, etc.
12. More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents.
13. Consideration may be given considering the length of time since the commission of the offense(s).
14. Convictions as a juvenile may be reviewed on a case-by-case basis.

### **Previous and Present Employers History**

A poor employment history will result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a rule, any conduct on the job which would result in discipline if the applicant were a member of the Sylvania Township Police Department shall be grounds for disqualification.

Point Assessment Board should take the following circumstances into consideration when evaluating an applicant for consideration:

1. Had difficulty obtaining and maintaining a positive employment record
2. Work history reflects job instability
3. Work history reflects excessive tardiness and absenteeism, incompatibility with co-workers and supervisors, carelessness, insubordination, inability to follow instructions
4. Demonstrated a pattern of employer /employee conflicts
5. Failed to conduct personal affairs in a mature and/or prudent manner
6. Demonstrated a pattern of hostility, intimidation, aggression, coercion or deception
7. Demonstrated a pattern of behavior that is adverse to employees
8. Demonstration of a pattern of untruthfulness
9. Willful misrepresentation, omission or falsification, on any division-related documents and/or interviews
10. Falsified the completion of documents required by the employer
11. Falsified any document or made a verbal statement in a manner that provided the applicant with financial gain or enhanced their position

## *Financial Responsibility*

1. A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in bad debts or bankruptcy may be grounds for dismissal from the hiring process
2. The fact of bankruptcy or a poor credit record will not automatically disqualify an applicant from consideration
3. Failure to meet the requirements of Ohio Child Support Statutes or court order relating to child support. A violation of this item shall be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.
4. Point Assessment Board may give an applicant consideration, if factors that contribute to financial dependability or responsibility problems are not serious enough to cause the applicant to be denied favorable consideration.