



EMPLOYMENT STANDARDS

Standards For Employment

There are high standards for employment for police employees. This is necessary as police employees represent our government and help protect the rights of citizens and our community. Therefore, it is necessary for the Westerville Division of Police (WPD) to assure the community that its employees are of the highest caliber of moral and ethical standards. This requires WPD to do an extensive background investigation to determine a candidate's suitability for employment.

Various matters may disqualify candidates from the selection process. Not only are a candidate's truthfulness and honesty regarding past behavior such conditions for employment, but the specific facts revealed regarding past behavior may also cause disqualification from the selection process.

Although various factors may lead to immediate disqualification of a candidate, WPD also retains the right and the discretion to determine which candidates to select or not select for employment; merely meeting the minimum standards for employment does not, in itself, have any bearing on a candidate's prospect for hire (this includes the selection of reserve officers).

When reviewing criminal history, it is the criminal act that is considered. While a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification.

Participation in the selection process is voluntary; candidates may withdraw at any time. Anything revealed and documented during the selection process becomes public record and generally must be provided to anyone upon their request.

The following standards for employment have been adopted for Police Officer applicants:

1000.6.1 HONESTY/FALSIFICATION (ORC CHAPTER 2921)

Applicants will be removed from the selection process for any of the following reasons:

- At any stage of the selection process, the applicant deliberately provides false, incorrect, or inconsistent information.
- At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant; relative to and governed by any of the Background Removal Standards.
- The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.

- Any attempt by the applicant to distort the truth verification examination results.
- The results of polygraph examinations or other instruments for the detection of deception shall not be used as the single determinant of employment status.
- The applicant's use or attempted use of political influence to secure employment.
- Any applicant who fails to cooperate with the Westerville Division of Police and the City of Westerville in the processing of his/her application for a position with the Westerville Division of Police shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history questionnaire or any part of the processing procedure, or the failure to include any information or documents requested by the City or the Westerville Division of Police in a timely manner or within specified time limits established by the investigator.
- Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Westerville Division of Police if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Westerville employee.

1000.6.2 FAMILY HISTORY (ORC CHAPTERS 2907 & 2919)

Applicants will be removed from the selection process for any of the following reasons:

- Verified or admitted abuse of one's spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one lives, has a relationship or has had a relationship.
- Non-compliance with a court order or legal contract to provide child support, alimony, or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law.
- A violation of any protective or temporary restraining order as determined by a court of law.
- Verified or admitted sexual abuse of one's spouse, ex-spouse, child, stepchild, parent, or other relative or person with whom one lives, has lived, has a relationship or has had a relationship.

1000.6.3 EMPLOYMENT

Applicants will be removed from the selection process for any of the following reasons:

- Two or more involuntary terminations and/or discharges from employment within the last five years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
- Post-probationary termination or resignation in lieu of discipline from any criminal justice occupation. Ineligibility for re-hire with any criminal justice agency will be considered for removal from the selection process.
- 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 drugs and/or alcohol in violation of company policy while employed.
- As a general rule, any conduct on the job which would result in discipline if the applicant were a member of the Westerville Division of Police shall be grounds for disqualification.

1000.6.4 MILITARY HISTORY (UNIFORM CODE OF MILITARY JUSTICE - UCMJ)

Applicants will be removed from the selection process for any of the following reasons:

- Dishonorable or Less than Honorable discharge from military service.
- Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or otherwise listed disqualifying misdemeanor in this standard under the Ohio Revised Code.
- Failure to register with Selective Service, as required by law.

1000.6.5 TRAFFIC (ORC CHAPTERS 2903 & 4511)

Applicants will be removed from the selection process for any of the following reasons:

- Any conviction of vehicular homicide.
- OVI or OVI related offenses:
 - Conviction within the past five (5) years, or;
 - More than one (1) OVI or OVI related conviction as an adult; or
 - More than two (2) OVI or OVI related convictions, if one of the convictions was as a juvenile.
- One or more revocation or suspension of a driver's license as an adult, in effect during the past five years (unless applicant can show that the suspension was the result of an error by the BMV or administrative overlap).
- Financial Responsibility Act random selection process shall not be an automatic disqualification; it will be reviewed on a case-by-case basis.
- Four or more moving violations in the past three years as an adult.
- At the time of the application or anytime during the selection process the applicant does not possess a valid driver's license.

1000.6.6 GAMBLING (ORC CHAPTER 2915)

The term "gambling offense" includes any activity defined as gambling by a federal, state, local statute, or ordinance in the jurisdiction where the activity occurred. Applicants will be removed from the selection process for any of the following reasons:

- Conviction of or admission to an illegal gambling offense, within the last five years.
- Conviction of or admission to engaging in the promotion of illegal gambling activity.

1000.6.7 CRIMINAL ACTIVITY (ALL SECTIONS INCLUDED IN ORC CHAPTER 2900)

Applicants will be removed from the selection process for any of the following reasons:

- Any conviction as an adult of a felony offense as defined by the federal, state or local law of the jurisdiction where the offense occurred.
- Any fraudulent insurance claims or fraudulent applications for welfare, workers' compensation, unemployment compensation, or other public assistance benefit program.
- Any admission of an offense committed as an adult defined as a violent felony by the federal, state, or local law of the jurisdiction where the offense occurred.
- Any admission or conviction as a juvenile of any violent felony offense as defined by federal, state, or local law of the jurisdiction where the offense occurred.

- Any admission or conviction of an offense committed as an adult within five years as defined by the federal, state, or local law of the jurisdiction where the offense occurred will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).

1000.6.8 SUBSTANCE ABUSE (ORC CHAPTER 2925)

Applicants will be removed from the selection process for any of the following reasons:

- Any purchase, possession, or use of any illegal drug or unlawful prescription drug as defined in ORC § 2925.01(H) within seven years before filing the application or at any time after filing the application or section 2925.01(EE) within two years before filing the application or at any time after filing the application.
- Any sale of an illegal drug, counterfeit controlled substance, or legal prescription drug as defined in ORC § 2925.01.
- For the purpose of this standard the “use” of drugs includes, but is not limited to, when an applicant smokes, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug or unlawful prescription drug.

1000.6.9 APPLICANT NON-RESPONSIVENESS

An applicant will be removed from the selection process for any of the following reasons:

- Failure to appear for any interview as scheduled without prior communication or other mitigating circumstances.
- Failure to appear for physical fitness testing.
- Failure to appear for truth verification examination.
- Failure to appear for medical/stress test.
- Failure to appear for psychological exam.
- Failure to respond to phone calls or correspondence from agency personnel.
- Unable to locate at address or phone number on file.
- Applicant is no longer interested in employment with the Westerville Division of Police.