



Applicant Information Packet  
For  
Deputy Chief of Police  
2016

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## Introduction

The Gahanna Division of Police is a community-oriented, leading-edge law enforcement agency comprised of an authorized staff of 60 sworn officers in addition to several support staff members and reserve police officers.

The Deputy Chief of Police is second in command and serves a key leadership role within the organization. The Deputy Chief is responsible for day to day oversight as well as moving the department forward to ensure that the department remains responsive and relevant to the Gahanna community.

## Process

### Online Application

#### **Completing the Application**

The on-line application must be completed and submitted at [agency.governmentjobs.com/gahanna](http://agency.governmentjobs.com/gahanna).

#### **Application Deadline**

All completed applications must be submitted between September 19-October 2, 2016 11:59pm EST. **There will be no exceptions.**

Information provided by the applicant in the online application will be used to determine whether the applicant meets the minimum qualifications of the job. Resume and cover letter are required documents. Failure to provide required documents will disqualify the candidate from the process. The candidate's on-line application and documents should be presented to clearly demonstrate how minimum qualifications are met.

### Written Examination

Applicants who demonstrate their ability to meet the minimum qualifications of the position in the online application will be invited via email to participate in the written examination.

**Date/Time:** Monday, October 17, 2016, 2:00pm (registration will open at 1:45pm)

**Address:** Gahanna City Hall, 200 S Hamilton Rd, Gahanna, OH 43230

#### **Examination Details:**

The exam will be multiple-choice and will take approximately 3 hours to complete. The passing score for the exam will be a total score of 70% or higher, with a minimum score of 70% in each exam category. The total score will be used to rank applicants on the eligibility list. For purposes of ranking, the total score of the examination will be used as 50% of the applicant's final score. Applicants will be notified of their total score and ranking by email within 1-2 weeks of completing the exam.

There are no study guides for this examination. The questions are not designed to sample your

knowledge of department procedures and rules. Rather, they are questions designed to probe your understanding of the impact of management actions and decisions. The examination was designed to measure your ability in the following skill areas: Communication Skills, Discipline and Managing Difficult Employees, Interpersonal Relations with Staff and Customers, Managing Change, Managing Conflict, Managing Staff Performance, Prioritization/Effective Use of Resources, Reliability/Integrity, Team Development/Delegation, Training/Career Development and Working with Management.

### Assessment Center

The applicants who successfully pass the written examination will be invited to participate in an onsite assessment center. If more than fourteen pass the exam, the top ranked fourteen will be able to continue to this step initially. However, if a candidate is not selected and the eligibility list is exhausted, additional passing applicants can be invited at a later date.

Date: Friday, October 28<sup>th</sup> or Saturday, October 29<sup>th</sup> (the applicant's scheduled date and time will be determined after the written examination)  
Address: Gahanna City Hall, 200 S Hamilton Rd, Gahanna, OH 43230

Applicants must achieve a score of 70% or greater to pass this section. For purposes of ranking, the assessment center will be used as 50% of the applicant's final score.

### Eligibility List

An eligibility list will compile all applicants with passing scores in order of their final score and applicants will receive an email with their final score and ranking.

The final score will be the average of the applicant's written examination score and the assessment center score.

Refer to Section 4.10-4.12 of the Civil Service Rules and Regulations for more information regarding Eligibility Lists.

### Interview Process

The top six ranked applicants on the eligibility list will be invited to attend the two-part interview process. Note: More than six could be invited if there is a tie score in 6<sup>th</sup> place. Refer to Section 6.03 of the Civil Service Rules and regulations for more information regarding the interview process. If those applicants are not found to be suitable, the Human Resources Department will assign the next grouping of like size, if available, to participate in the interview. This process would continue until a suitable applicant is selected or the eligibility list is exhausted and the process would need to begin again.

## Conditional Job Offer

The Public Safety Director, as Department Head, will select the applicant to provide a conditional job offer.

## Background Check

A post-offer background check will be conducted if the applicant accepts the conditional job offer. The background may include but is not limited to the following:

- a) Driving record
- b) Residence checks
- c) Civil judgments
- d) Personal Reference checks
- e) Employment checks/Work History
- f) Military records check
- g) Media check
- h) Financial History/Credit score
- i) Finger printing for Federal and State criminal record checks
- j) Follow up interviews
- k) Home interviews
- l) Neighbor interviews
- m) Employer interviews
- n) Psychological Exam - The applicant will participate in an examination with a licensed and certified psychologist, contracted by the City of Gahanna. If the applicant does not cooperate with the examination process, they may be disqualified.
- o) Polygraph - A polygraph examination will be administered to the applicant by a trained and certified polygraph examiner from an outside agency. Questions will be drawn from areas concerning illegal activities, morals, ethics, and drug/alcohol use. Admissions concerning moral attitudes and illegal activities made during the polygraph examination will be scrutinized as to their acceptability. The applicant may or may not be advised of the results by the examiner upon completion of the examination. Any applicant may be disqualified when the subject is not cooperating with the examination process.
- p) Pre-Employment Drug Screening - The City of Gahanna wants to ensure to the greatest extent possible, that the City has a work environment free of the negative effects of drug and alcohol abuse. A pre-employment drug screening will be conducted by an outside agency whose results will be supported by a certified medical review officer (MRO).

*Note: Applicants who are already a sworn member of the Gahanna Division of Police have already completed a background check to gain employment and continue to be monitored as part of their regular employment and therefore, will not go through the process again.*

## Hiring Standards

Along with the qualifications listed in the job description, applicants must meet the requirements of the City of Gahanna hiring standards. If the applicant is not currently employed as a sworn member of the Gahanna Division of Police, all information provided to the City of Gahanna will be verified through a background investigation, including a polygraph examination.

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

### *Criminal Conduct*

Commission of criminal acts is directly contrary to the respect for law required of a Police Department Employee. A list of representative criminal offenses (or any substantially equivalent municipal ordinance or law of any other state or of the United States) that are 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 conduct that is important; 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. In this regard, the fact that an arrest occurred does not prove that criminal 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 acts.

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

1. Any offense of violence directed against a person as defined in the Ohio Revised Code Chapter 2903.

This shall include all homicide, all assault, menacing, stalking, hazing, and patient abuse or neglect related offenses. However, a single incident of misdemeanor assault, menacing, or hazing will not automatically result in disqualification. Some incidents may be considered, along with other matters, in determining suitability for appointment.

2. Any kidnapping and extortion related offenses as defined in the Ohio Revised Code Chapter 2905.

However, a single incident of unlawful restraint or coercion, which occurred at least to ten (10) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

3. Any sex offense as defined in the Ohio Revised Code Chapter 2907 which occurred in the ten (10) years prior to investigation. This includes sexual assaults, prostitution, solicitation, and obscenity offenses.
4. Any arson and related offense directed against property as defined in the Ohio Revised Code chapter 2909. This shall include desecration, disruption, vandalism, criminal damaging, and endangering related offenses. However, a single incident of criminal damaging or criminal mischief that occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
5. Any robbery, burglary, trespass, related offenses as defined in the Ohio Revised Code chapter 2911.

This shall include safecracking related offenses. However, a single incident of criminal trespass or tampering with coin machines which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

6. Any theft or fraud offense as defined in the Ohio Revised Code Chapter 2913. This shall include passing bad checks, misuse of credit cards, forgery, and receiving stolen property related offenses. However, a single incident of a petty theft offense or conspiracy or solicitation to commit such an act, which occurred at least five (5) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
7. Any offense involving the applicant's participation in gambling as defined in the Ohio Revised Code Chapter 2915. However, a single incident of misdemeanor gambling or public gaming which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
8. Any serious offense directed against the public peace as defined in the Ohio Revised Code Chapter 2917. This shall include inciting riot, disorderly conduct, harassment, false alarms, and misconduct involving a public transportation system. However, a single incident of disorderly conduct, harassment, misconduct at an emergency, or misconduct involving a public transportation system that was committed at least two(2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered along with other matters, in determining suitability for appointment.
9. Any offense against the family as defined in Ohio revised Code Chapter 2919. This shall include bigamy, partial birth feticide or other prohibited abortion actions involving viable fetuses, nonsupport, child endangering, and domestic violence related offenses. However, a single incident of interference with custody that was committed at least two (2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment. Any conviction or convictions of a lesser included offense related to domestic violence or menacing by stalking shall be automatic disqualifications.

10. Any serious offense against justice and public administration as defined in Ohio revised Code Chapter 2921. This shall include bribery, intimidation, perjury, compounding, disclosure of confidential information, and obstruction, and escape, conveyance of prohibited items, peculation, and impersonation of officer's related offenses.
11. Any offense involving conspiracy, attempt, or complicity of a felony or serious misdemeanor, or weapons control related offenses as defined in Ohio Revised Code Chapter 2923. This shall include corrupt activity related offenses. However, as related to Carrying Concealed Weapons (2923.12) will not automatically disqualify the applicant. Similarly, any single incident of failure to report to law enforcement authorities the loss or theft of any firearm or dangerous ordnance, section 2923.20(A)(5), which occurred two (2) years before investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.
12. Any serious violation of a miscellaneous offense as defined in the Ohio Revised Code Chapter 2927.  
This shall include offenses against a human corpse, interfering with housing, desecration, and ethnic intimidation.
13. Controlled Substance Abuse. An applicant shall not be automatically disqualified for the possession and/or personal use of controlled substances as defined in Section 2925 provided that such possession and/or personal use occurred more than five (5) years prior to the initial application with the City of Gahanna. However, personal use of Marijuana within (3) years of initial application with the City of Gahanna will automatically disqualify the applicant. Personal use shall be defined as, "Use considered by a person of normal sensibilities to satisfy one's curiosity or an experimental urge." The investigator shall consider the pattern of usage and the substance used, along with the applicant's overall background and character in determining suitability for employment. A violation of this section as determined by the background investigator shall be grounds for automatic disqualification.
14. Any illegal sales of drugs of abuse, marijuana or prescription drugs after the applicant turned 18 shall be grounds for removal.
15. Failure to register with selective service. Under current law, almost all male U.S. citizens are required to register with Selective Service within 30 days of their 18th birthday. Almost all male non-citizens are also required to register, including illegal aliens, legal permanent residents and refugees. For more information on who must register, to find your selective service number or other questions, go to [www.sss.gov](http://www.sss.gov).

#### *Driving Record*

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 will automatically disqualify the applicant:

1. Applicants who have been convicted of aggravated vehicular homicide, vehicular homicide or vehicular manslaughter (2903.06), or aggravated vehicular assault or vehicular assault (2903.08).
2. Applicants with six (6) or more points on their driving record within two (2) years of application.

3. 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 two (2) 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.
4. Any single conviction involving driving while under the influence of alcohol or a drug of abuse within five (5) years of application, any single conviction of physical control (4511.194) or any offense related to, within five (5) years of application.
5. More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents.
6. Any other offenses which resulted in suspension or revocation of driving privileges on two (2) or more occasions, involving the operation of a motor vehicle, with five (5) years of application.
7. A demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.
8. Involvement in traffic accidents to the degree that the average person would question the applicant's ability to safely operate a motor vehicle.
9. An excessive number of suspensions due to compliance with the State of Ohio Financial Responsibility Laws.
10. At any point during the background investigation process the Applicant does not possess a valid driver's license.

#### *Job 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 general rule, any conduct on the job which would result in discipline if the applicant were a member of the Gahanna Police Department shall be grounds for disqualification.

#### *Location*

The location of residence must be such that if the Deputy Chief is contacted and called to duty in an emergency, he/she can report to the station, ready for duty, within sixty minutes of being contacted. This requirement must be met within six months of appointment.

#### *Military History*

All persons who have received a dishonorable discharge, a bad conduct discharge, or other than an honorable discharge from a United States Military Service shall be disqualified. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case by case basis.

#### *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. Failed 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.

#### *Tattoos*

1. No tattoo, brand or decal or any portion thereof shall be visible to the public on members of the Gahanna Division of Police while wearing any designated Division uniform, which will include a short-sleeve shirt or shorts.
2. The Gahanna Division of Police does not approve as part of their uniform any type of tattoo cover meant to conceal a tattoo, brand or decal. Sworn personnel after the effective date of this regulation shall not obtain any tattoo, brand or decal of which any portion would be visible to the public when in designated Division uniform.
3. Applicants to the Gahanna Police Department who are found in violation of this requirement shall be subject to disqualification from the hiring process. An exception may be made for internal applicants who were grandfathered in before the policy was enacted.

#### *Falsification/Failure to Cooperate With Application Process*

1. Any applicant who fails to cooperate with the City of Gahanna or an authorized outside agency acting on behalf of the City of Gahanna in the processing of his/her application for a position with the Gahanna Police Department shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with any required questionnaires or any part of the processing procedure, and the failure to include any information or documents requested by the City or the authorized outside agency, in a timely manner, or within specified time limits established by the Investigator.
2. 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 Gahanna Police Department 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 Gahanna employee.
3. Successful completion of a Polygraph examination is required. Any attempt to distort the examination results will result in removal from the process.

#### *Other Conduct*

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

1. Abused a position of trust through a theft of time or service.
2. A pattern of violating any of Ohio's ethics laws.
3. Any incident of engaging in an act of discrimination against persons because of their sex, race, religion, ethnic origin, sexual preference, age, or handicap.

4. Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant's neighbors, the applicant's family, or the applicant's associates.
5. Failure to correct behavior of an antisocial nature.
6. Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
7. Demonstrated a pattern of alcohol abuse which has impaired the applicant in the pursuit of everyday life, resulting in marital problems, employment problems, financial problems, etc.
8. The City of Gahanna Police Department requires all individuals to be of good moral character, which will be determined by a thorough background investigation. Nothing in the individual's background shall be inconsistent with the performance of a Police Officer's duties.

## Additional Information

### Public Records

The City of Gahanna cannot guarantee the confidentiality of the results of, or information obtained through our hiring procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment related documents, with the exception of medical records, maintained by the City of Gahanna related to these hiring procedures do not appear to fall within the enumerated exceptions.

### Equal Employment Opportunity Employer

It is the policy of the City to prohibit discrimination because of age, gender, race, color, marital status, disability, religion, sexual orientation or national origin or status as a covered veteran in accordance with applicable federal, state, and local laws in all aspects of its personnel policies, working conditions and relationship with employees and applicants for employment.

### Appeal Requests

Per Chapter 149.05 of the City of Gahanna Codified Ordinances, appeals shall be in writing and shall be filed with the Clerk of Council within 30 calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the Office of the Clerk of Council. 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. For additional information regarding Civil Service, go to the City of Gahanna website, [www.gahanna.gov](http://www.gahanna.gov), click on Government, then [Civil Service](#).

### Accommodations

Reasonable accommodations may be made for the testing of applicants, consistent with the Americans with Disabilities Act. For more information, see section 4.07 of the Gahanna Civil Service Rules and Regulations.

## Gahanna Civil Service Rules and Regulations Excerpts

### Rule 4: Hiring And Promotional Process

**Section 4.01 General Requirements.** All positions within the classified service, except those addressed in Rule 13 and Rule 14, are subject to the application and examination provisions of these Rules.

Candidates who have not yet applied for a position with the City that have taken an examination at a non-City administered testing facility will not be considered applicants subject to appeal rights referenced in Rule 11 until their application has been received within the designated timeframe. Therefore, all challenges of the non-City administered written examinations must be made to the non-City testing facility.

**Section 4.02 Applications.** Except as otherwise specifically provided for by law or by the Civil Service Rules and Regulations, all applicants must:

- a. File an application with the Human Resources Department by the specified time.
- b. Pay the filing fee established by the City. The fee is waived for applicants who have already taken the required examination in this eligibility period through a non-City administered testing facility.
- c. Meet the minimum requirements as stated in the job posting.
- d. General. Applicants for any class of position may be required to submit evidence in the manner specified that they possess the minimum qualifications set forth in the specifications for the class. A certificate, license or other evidence of competency may be required.
- e. Proof of Age. Applicants may be required to provide evidence of meeting minimum age requirements for a position.
- f. Acceptance of Applications. The Department of Human Resources shall review all applications for completeness. No changes may be made to the application once it has been certified and submitted by the applicant. Human Resources may allow an application to be reactivated but the applicant must make any changes or corrections and re-certify their application.
- g. Rejection of Applications. The Director of Human Resources may, for sufficient cause, reject an application prior to the date of the examination for any one of the following:

1. Does not meet the minimum qualifications set forth in the job posting.
2. Has made false statement of any material fact or practiced, or attempted to practice, any deception or fraud in the application process.
3. Any other just and reasonable cause.

In all cases of rejection of an application, the applicant shall be notified of the rejection in written or electronic format.

Objections. Upon rejection of an application any applicant shall have an opportunity to show cause to the Commission why the application should not have been rejected. The applicant shall submit his or her objection to the Civil Service Commission in compliance with the appellate process outlined in Chapter 149 of the Codified Ordinances of Gahanna.

#### **Section 4.03 Internal Only Postings.**

The Director of Human Resources may request of the Commission permission to allow an internal only posting of a position if qualified applicants exist within the current employment of the City. Such approval by the Commission shall not preclude the Director of Human Resources from seeking external candidates for the competitive application process if such additional application process would be beneficial.

#### **Section 4.04 Selection of Examination Authority, Examination Classification, and Postponement or Cancellation.**

a. Selection of Examination Authority.

1. City Administered Examination. In all cases where an examination is being administered under City auspices, the Director of Human Resources shall be the examining authority for hiring and promotional examinations in the classified service. The Director of Human Resources shall designate the dates, time and place of each examination. The Director of Human Resources or designee shall prescribe the subjects of each examination and the relative weights to be attached thereto. Examination shall consist of one or more of the following:

Oral Interview or examination, practical or performance examination, structured interviews, assessment centers, work

simulations, examinations of knowledge, skills, and abilities, other acceptable testing methods.

2. Third Party Administered Examination. Candidates who have taken the examination under City auspices will not be considered applicants subject to appeal rights referenced in Rule 11 until their application has been received within the designated timeframe. Therefore, all challenges of the non-City administered written examinations must be made to the non-City testing facility.

b. Examination Classification. The examination process shall consist of either of the following:

1. Open Examination. A competitive examination shall require applicants for positions in the classified service to report to a designated place and time to participate in an examination as determined by the Director of Human Resources. Internal applicants may participate in Open Examination related to non-promotional postings.

2. Promotional Examination (Internal). Promotional examinations shall be practical in character, and shall relate directly to those matters which fairly test the relative capacity of the person examined to perform the particular duties of the position for which promotion is sought. Promotional examinations shall consist of one of the following or combination of the following:

Oral Interview or Examination, Practical or Performance Examination, structured interviews, assessment centers, work simulations, examinations of knowledge, skills, and abilities and any other acceptable testing methods.

Notice of promotional examinations shall be emailed and posted on bulletin boards in conspicuous places in the department whose employees may be qualified. Such notice shall be given not less than two (2) weeks prior to the examination or filing deadline. Vacancies in the classified service shall be filled by promotion of permanently appointed classified employees in all cases where it is for the best interest of the department. Promotional examinations shall be held, unless there are fewer than three (3) people eligible to take the examination; in that case the testing procedure shall be waived.

c. Postponement and Cancellation. The Director of Human Resources shall have the right to postpone or cancel any examination. A copy of the notice of cancellation or postponement shall be posted in City Hall, and notification will be made to all applicants.

**Section 4.05 Internal Applicant Eligibility.** When promotional examinations are held, they shall be limited to employees who shall be permanently appointed, shall have served not less than a total of twelve (12) months after permanent appointment and whose most recent performance appraisal shall have been satisfactory. As far as practicable, promotions shall be made from the next lower class.

**Section 4.06 Conduct of Examinations.** All examinations administered under City auspices shall be conducted under the direction of the Director of Human Resources and at least one (1) City employee.

- a. Time Limit. The limit of time prescribed for each part of the examination shall appear in the examination instructions and shall also be announced at the beginning of the examination.
- b. Admittance. Any person who is not an applicant, shall not be admitted to the examination room except by special permission of the Director of Human Resources. Admittance to an examination shall be refused to an applicant arriving after the designated starting time for testing, and shall automatically be disqualified.
- c. Identification Procedures. All documentation submitted by the applicant shall have their name printed legibly. If the name is not printed legibly, and cannot be read, the applicant shall be automatically disqualified. The applicant shall be required to provide two (2) forms of Identification, one of which is required to be a government issued ID bearing a photograph.

**Section 4.07 Accommodations in Examination.**

- a. Reasonable accommodations may be made for the testing of applicants, consistent with the Americans with Disabilities Act. An impaired individual, for purposes of these Rules, is any person who has a physical or mental impairment which substantially limits one or more major life activities such as performing manual tasks, walking, seeing, hearing, or speaking.
- b. The accommodations shall be those that can be reasonably made and which could be made for an applicant to perform the duties of a position within the classification tested. The Human Resources Department may use a public or private agency to assist in making reasonable accommodations for a physically impaired applicant.
- c. The reasonableness of accommodations may take into consideration the practicality of the accommodations required, the cost of the accommodations, or other factors which would have to be considered in making accommodations. If reasonable accommodations cannot be made, then the applicant may be excluded from an examination.

- d. It is the applicant's obligation to request an accommodation at the time of scheduling for an examination and to provide any necessary documentation to the Human Resources Department to be able to evaluate the accommodation request.

**Section 4.07      Offenses in Examination.**

- a. Frauds Prohibited. No person shall knowingly:
  1. Falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the civil service law, 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 appointment or application or request to be examined, registered or appointed.
  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 appointing officer, or have any person on his/her behalf solicit a favor.
- b. 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 five (5) years and will be disqualified from the current process. If the person is already in the city service, such conduct shall be grounds for disciplinary action.

**Section 4.08      Grading of Examinations.**

- a.    Method of Grading Examinations. The total grade attainable in each examination shall be 100%. An applicant who achieves a passing grade of 70% or above shall be eligible for consideration for the position tested. If an examination is provided through a non-City testing company, the company shall provide consultation on the appropriate passing score or recommend that a passing score be achieved in each section on multi-sectioned examinations. In those instances, the Director of Human Resources may set a percentage other than 70% as the passing score. The passing score shall be set before administering the examination and shall be communicated to the applicants before they begin the examination.
  
- b.    Notification of Grade. Each applicant examined shall be notified of his/her grade in a written or electronic format. Where non-City administered testing facilities are being utilized, the testing company may also notify the applicant of his/her initial score.

**Section 4.09      Preservation of Examination Papers.** Applications and examination papers of applicants shall be maintained in accordance with the Gahanna approved records retention schedule. This section is not applicable when using non-City administered testing facilities.

**Section 4.10      Eligibility Lists.** The Human Resources Department shall establish a ranking of applicants which shall be known as the eligibility list. The term or eligibility of each list and of the names appearing thereon shall be set by the Director of Human Resources for a period of one (1) year from the date of the establishment of the eligibility list. At the discretion of the Director of Human Resources an eligibility list may be terminated before its expiration date or extended for an additional six (6) months.

- a.    Tied Scores in Entrance Examination. 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.
  
- b.    Tied Scores in Promotional Examination. In the event of two or more applicants receiving the same score on a promotional examination, their names shall be placed on the eligibility list with the same ranking.

**Section 4.11      Removal of Names from Eligibility Lists.** The name of an eligible applicant shall be removed from an eligibility list for one or more of the following reasons:

- a. Written request of the eligible applicant.
- b. Failure to appear or arrange for an interview or respond to communication from a City official.
- c. Failure to file with the Department of Human Resources written notice of any change of address.
- d. Declining appointment in writing or failing to accept appointment.
- e. A disability that prevents the applicant from satisfactorily carrying out the essential duties of the position with or without a reasonable accommodation.
- f. Violating any of the prohibited actions described in Section 4.07 of these Rules.
- g. At the request of the Department Head for failing to demonstrate the ability to perform the duties of the position.
- h. As a result of an unfavorable background investigation.
- i. Name certified to Department Head three (3) times without an appointment to a same or similar position.

**Section 4.12      Restoration of Names to the Eligibility List.** Any applicant whose name is removed from the eligibility list shall not be eligible for appointment. The applicant shall be notified in written or electronic format.

An applicant's name may be restored to an eligibility list from which it was previously removed if after filing an appeal to the Civil Service Commission, the Commission rules in favor of restoring the applicant's name to the eligibility list.

**Section 4.13      Military Service Credit.**

- a. Active Duty or Active Military Duty means full time duty with military pay and allowances in the armed forces. Reserve training, exercises and time less than 180 days shall be excluded.
- b. When an applicant has received a passing grade of seventy percent (70%), or the grade set by the Director of Human Resources as passing for that particular position per Section 4.08 of the Rules & Regulations, in any regular entrance application he or she shall be granted an additional credit of five (5) points for military service credit. Requests for additional credit for military service, along with

proof of satisfactory service, shall be submitted to the Human Resources Department with the application for the examination. Documentation for credit must be received on or before the close of the job posting. Such proof shall include branch of service, service dates, character of discharge (if not active) and/or are in good standing if currently active. Examples of an acceptable document for proof would be a DD-214 form or equivalent; or an official letter from the candidate's commanding officer.

Military service credit may only be awarded for classified non-supervisory entry level positions.

- c. Candidates who have taken an examination through a non-City administered testing facility may receive their initial score through the testing company. Adjustments to this score for military service credit will be made by City personnel, and the final score will be sent with the eligibility list ranking after the applicant has completed an application in the time period designated by the Director of Human Resources.
- d. Priority. Applicants entitled to the military service credit shall be placed ahead of applicants not eligible for the military service credit if they have achieved a tie score on the same examination.

#### Rule 6: Police Chief/Deputy Police Chief Selection Process

##### **Section 6.01 Filling a Vacancy for Police Chief or Deputy Chief of Police.**

When a vacancy occurs in the position of Police Chief or Deputy Chief of Police, Rule 4 will be followed except for the specific process listed under this rule for the selection of the Chief of Police or the Deputy Chief of Police. Following the establishment of an eligibility list, the additional steps listed in this rule will be followed to determine the applicant selected.

If it is requested and approved by the Commission for a Promotional (Internal) process to take place for the Deputy Chief of Police, if there are two (2) or more applicants from the next lower rank, the examination may be administered. If there are less than two (2) applicants from the next lower rank, the examination shall be opened to successively lower ranks, but not below the rank of sergeant, until there are at least 2 applicants. If there are less than two applicants, the examination must be an open examination.

The Safety Director, as Department Head, will have the final decision making authority to select an applicant for hire for the Chief or Deputy Chief of Police.

### **Section 6.02 Applicant Information Packet.**

The Human Resources Department will create and have available within the job posting an Applicant Information Packet which will detail the steps of the process for filling the vacancy, as specified within the Civil Service Rules and Regulations. It will also include hiring standards and procedures used to conduct the post-offer background check for candidates.

### **Section 6.03 Applicants Participating in the Interview Process.**

The number of applicants selected from the eligibility list to be interviewed by the Community Input Panel and the Final Interview Panel will be pre-determined and documented in the Applicant Packet. A minimum of four (4) applicants must be submitted to be interviewed by the Community Input Panel and the Final Interview Panel in an open examination process, unless a fewer number of applicants are otherwise qualified. If those applicants are not found to be suitable, the Human Resources Department will assign the next grouping of like size, if available, to participate in the interview. This process would continue until a suitable applicant is selected or the eligibility list is exhausted and the process would need to begin again.

Applicants will participate in a two-part interview. The first part will be with a Community Input Panel and the second will be with the Final Interview Board.

### **Section 6.04 Establishment of a Community Input Panel.**

The purpose of the Community Input Panel is to provide the Department Head with meaningful insight regarding the applicant's ability to meet the unique needs of our community. Those serving on the Community Input Panel will be responsible for providing objective feedback to the Department Head about each applicant and are expected to conduct themselves in a professional manner.

The Human Resources Department will notify the Mayor, the City Council President, supervisory bargaining unit and police officer bargaining unit of the need to establish a community input panel. The Human Resources Department will provide notice following the establishment of the eligibility list for the prompt creation of the Community Input Panel. The appointing party shall notify the Human Resources Department of the appointment.

#### **Community Input Panel Composition and Qualifications.**

The Panel shall consist of the following five (5) members:

1. A City resident who is registered to vote selected by the Mayor;

2. A City resident who is registered to vote selected by City Council;
3. A community stakeholder selected by City Council. A community stakeholder could include, but is not limited to, those employed in the municipality, business owners, non-elected community leaders, a member of the clergy or a school district representative.
4. A member of the police officer bargaining unit; provided that the individual selected is not an applicant for the position of Chief of Police or Deputy Chief of Police;
5. A member of the police supervisory bargaining unit selected by the bargaining unit; provided that the individual selected is not an applicant for the position of Chief of Police or Deputy Chief of Police.

The Human Resources Director shall serve as an ex-officio and facilitator of the panel.

No person shall serve as a member of the Panel at the same time the person is an employee or official of the City, except the Human Resources Director, a member of the police officer bargaining unit and police supervisory bargaining unit.

The Panel must have a quorum of members to conduct a meeting and the Human Resources Director must be present to conduct such meeting.

The City Attorney shall be the legal advisor of and attorney and counsel for the panel in matters relating to their official duties. The City Attorney shall attend the organizational meeting of the panel and may attend other meetings upon request.

An appointment to the Community Input Panel by either the Mayor or City Councils shall be selected within thirty (30) days after notification of the creation of the eligibility list by the Human Resource Department. If an appointment to be made by the Mayor is not made within thirty (30) days after the date such notice occurs, Council, by majority vote, shall make the appointment to the Community Input Panel. If an appointment to be made by Council is not made within thirty (30) days after the date such notice occurs, the Mayor shall make the appointment to the Community Input Panel. In the event that the police supervisory bargaining unit or police bargaining unit fails to appoint a member to the Community Input Panel within thirty (30) days from date such notice occurs, the

Mayor, with confirmation by Council, shall appoint the additional member of the Community Input Panel.

**Section 6.05 Community Input Panel Interviews.**

The panel will consult with the Human Resources Director to pre-determine interview questions and receive instruction and guidance in conducting the interviews. The community input panel will interview each applicant in a structured interview setting.

Following the interviews, the panel will compile their feedback in a standardized written format with signatures from all panel members. The Department Head may also request to meet with the panel to receive their information from the interviews, but this will not replace the written document. The final interview panel will be given the information and feedback from the community input panel, prior to conducting interviews.

**Section 6.06 Final Interview Panel.**

For the Deputy Chief of Police position, the final interview panel will consist of the Director of Public Safety, Chief of Police and Director of Human Resources.

For the Chief of Police position, the final interview board will consist of the Director of Public Safety; Mayor, or designee; and Director of Human Resources.

The members of the panel will conduct interviews in a structured interview setting. Questions will be pre-determined and ranking will be completed by all members of the panel, except the Director of Public Safety.

Following the interviews, the members of the panel will each provide the Department Head with a ranking of the applicants interviewed.

**Section 6.07 Selection of an Applicant.**

The Public Safety Director, as the Department Head, will be given the information from the community input panel and final interview panel interviews to assist in selecting an applicant. The Department Head may request a meeting of all participants to gather feedback from the interviews. The Department Head shall fill the position by appointment of one of the applicants. If all are determined ineligible, the Public Safety Director may request that additional applicants from the Eligibility List participate in the interview process. If the list is exhausted of all viable applicants, the Human Resources Director would terminate the eligibility list and the process would begin again.