



**APPLICATION PACKET FOR POLICE RADIO DISPATCHER**

*Thank you for your interest in employment with the Gahanna Division of Police. Please review this packet in its entirety and if you have any questions, contact:*

*City of Gahanna Department of Human Resources  
Phone: 614-342-4457  
Email: [hr@gahanna.gov](mailto:hr@gahanna.gov)  
200 S Hamilton Rd, Gahanna, OH 43230*

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**Examination Announcement**

**POLICE DISPATCHER/COMMUNICATIONS OFFICER**

The City of Gahanna is seeking candidates to test for full-time Police Radio Dispatcher positions. Testing will be open continuously to establish a pool of qualified candidates for a future eligibility list. Candidates must be 18 years of age at the time of appointment.

*Note: If you are already on the Eligibility List for 2012-2013, you do not need to retest or reapply under this posting.*

**Salary Range for 2012\*:**

- Step 1: \$35,673.06 (\$17.15 per hour)
- Step 2: \$40,779.30 (\$19.61 per hour)
- Step 3: \$45,932.60 (\$22.08 per hour)
- Step 4: \$51,462.39 (\$24.74 per hour)

\* Pay rates established through negotiations with the Ohio Patrolmen’s Benevolent Association. Ranges for 2013 are not yet determined.

*Minorities are encouraged to apply.  
The City of Gahanna is an Equal Opportunity Employer.*

**Public Records**

Information submitted by the candidate or collected about the candidate may be subject to disclosure should it be requested as a public records request. Certain types of information (such as social security number) are exempt from disclosure as public records. If you have questions about the Ohio Public Records laws, refer to State of Ohio's Revised Code, Section 149.43, Availability of Public Records.

**Examination Fee**

The examination fee is due to National Testing Networks at the time that you register for the written examination. The fee is \$35.00 to participate in the examination and have your results sent to one participating City or agency. Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$7.00 fee; however, you only have to complete the test once. This fee is non-refundable.

**Date and Location of Test**

The written examination is offered through National Testing Networks at multiple times and locations throughout the United States. The closest testing location to Gahanna is:

Columbus State Community College  
Law Enforcement Testing  
315 Cleveland Avenue  
Bldg WD – Room 409  
Columbus, OH 43216

A list of locations and examination dates and times are available through National Testing Network. Their website is [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).

**Accommodation/Interpreter**

Should you have a disability under the Americans with Disability Act and require a special accommodation for the examination, please contact National Testing Network directly at 866-563-3882.

## Job Description

Job Title: Police Dispatcher/Communications Officer	Job Code: DISPATCH
Department: Police	Salary Range: \$17.15-24.74/hr (full-time)
Location: Police Department, Radio Room	FLSA/Civil Service: Non-Exempt/Civil Serv.
Revised X      New	Effective Date: January 1, 2012

- A. **BASIC FUNCTION** (Primary purpose of this job): Performs intermediate technical work on an assigned shift dispatching law enforcement personnel usually in response to emergency situations; does related work as required. WILL WORK ROTATING SHIFTS to help cover a 24/7 radio room operation.
- B. **PRIMARY JOB DUTIES & RESPONSIBILITIES** (List in order of importance. *Indicate essential duties and responsibilities with an asterisk.* Show percentage of time. Time and importance may not necessarily correspond.):

DUTIES & RESPONSIBILITIES	%
1. Receiving calls for service; dispatching personnel and equipment; maintaining records; entering data; preparing reports; *	20
2. Receives and transmits messages primarily by radio and maintains radio log on shift work in Computer Aided Dispatch System (CAD);*	15
3. Receives complaints in person or by telephone, passes information on to appropriate units and keeps records of complaints/phone calls;	5
4. Receives emergency calls, determines location and nature of emergency, and dispatches appropriate personnel and equipment;*	10
5. Enters and retrieves a variety of data into computer system concerning department activities;*	5
6. Makes inquiries concerning vehicles via computer system;	10
7. Monitors police frequencies and emergency frequencies;	5
8. Dispatches vehicles where and when needed;*	10
9. Makes criminal history and vehicle information checks;	5
10. Performs a variety of filing, checking, and clerical functions for officers and the general public including accepting payment for bonds;	5
11. Performs all other duties as assigned by supervisor.	5
12. Regular, predictable, and punctual attendance is required.	

- C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):
- Proven ability to speak distinctly and write effectively both orally and in written form (including electronically).
  - Proven ability to establish and maintain effective working relationships with other communication officers, police officers, and the general public.
  - General knowledge of the methods of operating two-way communication systems.
  - General knowledge of radio code system and teletype procedures.
  - Minimum of a High School Degree from an accredited institution or equivalent required.
  - General knowledge of the geography of the City and location of important buildings.
  - Ability to deal with the public and several emergencies occurring at one time under stressful conditions and remain calm.
  - Ability to operate standard office, data entry and computer equipment, and communication

consoles.

- Must be able to obtain LEADS certification within 6 months of employment.
- Must be able to obtain Notary License within 6 months of employment.

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid	Percent of Time	Experience
Desktop and/or laptop computer along with all related equipment (Including Microsoft Office Suite software – Word, Excel, Access, and PowerPoint)	40%	Proficient
Standard telephone with voicemail capability	40%	Proficient
Pager and/or Cellular Phone	10%	Average
Fax, copier, and printers	10%	Average

E. **ESSENTIAL REQUIREMENTS OF POSITION:** This is light work requiring the exertion of up to 20 pounds occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is not subject to adverse environmental conditions.

F. **ACCOUNTABILITY/IMPACT** (Degree of accountability for actions, consequences of errors in judgment & legal liabilities): As a Dispatcher/Communications Officer in the Police Department, there is a high degree of accountability and liability. Errors in judgment and/or legal difficulties will be dealt with directly by the Safety Director and indirectly by the Administrative Lieutenant.

G. **JOB CONTACTS** (Indicate those contacts in other departments or outside the company that are required as a regular part of the job and for what purpose.): Will regularly be in contact with fellow Communication Officers, Police Officers, the Chief of Police, Deputy Chief of Police, and citizens of the City of Gahanna.

H. **SUPERVISION RECEIVED:** Reports directly to the Administrative Lieutenant. Supervision received is minimal.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # Supervise Directly: 0 Indirectly: 0

## **Police Dispatcher Selection Process**

### **Review Hiring Standards**

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 Screening Committee members with a set of standards designed to assist them in a reasoned and logical selection.

A candidate's failure to meet the hiring standards set forth in this document shall automatically disqualify the candidate. The candidate must acknowledge their understanding and compliance with the Hiring Standards when submitting the application.

### **Written Examination**

1. A written examination will be administered through National Testing Network. Interested individuals must register at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).
2. All individuals will be required to provide two forms of identification before taking the written examination. One of the identification pieces must be a government-issued identification bearing a photograph.
3. Candidates will receive a grade in three categories and also receive a combined score. Candidates must receive the minimum score or higher in all three areas and an overall total combined score of 70.00 or higher.
  - i. Call Taker Score minimum: 64.50
  - ii. Note Taking Score minimum: 69.5
  - iii. Dispatching Score minimum: 49.5
  - iv. Combined Score minimum: 70.00
4. National Testing Network will notify you of your initial score. All candidates who meet or exceed the minimum scoring will receive an invitation via email to apply for the Police Dispatcher position. This invitation will be sent once the posting has closed.
5. The content of the examination will consist of the following :  
Listening and communication skills; dealing with difficult and stressful situations; multi-tasking; analysis, prioritization, and problem solving; public relations; internal relations; responsibility for Officer safety; team relations; recording accuracy; attention to detail; and following directions.
6. Appeal Rights  
As per Section 13.02 of City of Gahanna Civil Service Rules and Regulations:  
*"...Candidates who have taken the examination at a non-City administered testing facility will not be considered applicants subject to appeal rights of these Rules until their application has been submitted in the designated timeframe. Therefore, all challenges of non-City administered written examinations must be made to the non-City testing entity."*

### **Formal Application**

#### **Completing the Application**

You will receive an invitation to apply via email from the City of Gahanna, if you meet the testing requirement as listed above. The City of Gahanna online application (located at <https://cityofgahannajobs.com>) must be completed in its entirety. This includes verifying that he/she has read and understands the Hiring Standards for this position.

### **Claiming Additional Credit Allowances**

As per section 13.07 a-b. of the City of Gahanna Civil Service Rules and Regulations, candidates who successfully obtained a score of 70% or above may be eligible for additional credit. The maximum score is 100%.

1. Requests for additional credit for military service, together with an honorable discharge of other proof of satisfactory service, shall be submitted with the online application. Additional credit for military service is five (5) points.
2. Requests for additional credit for service as a Gahanna Reserve Officer shall be submitted with the online application. Additional credit for Reserve Officer service is five (5) points.
3. All documentation supporting additional credit allowances must be submitted before the application deadline.

### **Application Deadline**

The on-line application must be completed and submitted by the deadline specified in the application invitation.

### **Applicant Status/Appeal Rights**

Upon completion and submission of the online application, the candidate will be considered an applicant of the position. As an applicant of the position, certain appeal rights are afforded under the Civil Service Rules and Regulations should an applicant deem it necessary to file an appeal. The applicant shall submit his/her appeal to the Civil Service Commission who shall hold a hearing as outlined in Chapter 149, Civil Service Commission, of the Codified Ordinances.

### **Establishment of Eligibility List**

Following the application deadline, the Director of Human Resources will certify an Eligibility List of applicants for the Police Dispatcher position. The score will be the combined score acquired through the written examination and any additional credit points received as listed above. Each applicant will be notified of their final score and ranking via email.

As per section 13.09 of the City of Gahanna Civil Service Rules and Regulations:

- a. Duration of Lists. 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 Director of Human Resources, an eligibility list may be terminated before its expiration date or extended for an additional six (6) months.
- b. Tied Scores. 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.

Applicants who are removed from the eligibility list will not be considered for employment in this position while the eligibility list remains active. Should an applicant want to be removed voluntarily from the eligibility list, they should notify the Department of Human Resources in writing.

### **Background Investigation**

Applicants who are certified on the eligibility list will be subject to an in-depth background investigation. The function of the background investigation is to determine each applicant's suitability for employment as a Police Dispatcher for the City of Gahanna. The background investigation will include, but not be limited to, the following:

1. A thorough and complete record check of each applicant will be conducted by the Gahanna Police Department. The Department will check for local criminal and traffic records.
2. Each applicant's name will be entered into state and national computers for warrants and criminal history.

3. Fingerprints will be taken for each applicant and submitted for state and federal screening.
4. Verification of each applicant's credentials, past and present employment, residences, and driver's license.
5. Review of each applicant's criminal record, traffic record, credit history, and civil judgments, if any.
6. Interviews with past and present employers, school officials, and personal references.

The following occurrences or incidents in an applicant's background may result in disqualification from the selection process:

- Conviction of a felony, serious misdemeanor and/or multiple misdemeanors.
- Current use of controlled substances (unless under a physician's direction) and/or conviction for controlled substance violation.
- Unsatisfactory work record.
- Negative credit history.
- Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a Police Dispatcher given the power and responsibilities incumbent to the position.

### **Oral Interviews**

1. Oral interviews of the applicants finishing, at minimum, in the top six (6) places will be administered by the Oral Review Board at a designated time and place.
2. Candidates will be interviewed by the oral board consisting of designated employees.
3. All elements of the oral interview will be standardized to include uniform questions.
4. Should an applicant from the list be considered but not selected more than three times for the same or similar position, the Department of Human Resources shall have the authority to disqualify said applicant from future consideration and to remove that applicant's name for the existing Eligibility List.
5. At the conclusion of each interview, applicants will have the opportunity to ask questions.

### **Conditional Offer of Employment**

Once an applicant is selected for the position, based upon the above testing and oral interview procedures, a verbal conditional offer of employment will be made to the applicant. The conditional offer of employment is contingent on the applicant successfully being able to pass a drug screen, and potentially a polygraph and psychological exam.

## **Statement of Hiring Standards**

### **Introduction**

The purpose of this hiring standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of Police Department applicants, and secondly, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical process.

### **Standards for Disqualification/Non-Favorable Consideration**

#### **(A) 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 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 removal from the eligibility list, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it must be remembered that 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 removal from the eligibility list.

- 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 (except vehicular homicide 2903.07), 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 (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.
- 3.) Any serious sex offenses as defined in the Ohio Revised Code Chapter 2907. 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 is 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 cause the applicant to be removed from the eligibility list. 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 cause the applicant to be removed from the eligibility list. Such incidents may be considered, along with other matters, in determining suitability for appointment. Any arrest, 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, speculation, 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 section 2923.12, carrying concealed weapons, a single incident of improperly handling a firearm in a motor vehicle, section I(4), or misdemeanor weapons offense, which occurred two (2) years before investigation, will not automatically cause the applicant to be removed from the eligibility list. 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 cause the applicant to be removed from the eligibility list. 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 Ohio Revised Code Chapter 2927. This shall include offense against a human corpse, interfering with housing, desecration, and ethnic intimidation.
- 13.) **Controlled Substances.** An applicant shall not be automatically disqualified for the possession and/or personal use of controlled substances as defined in Ohio Revised Code Section 2925 provided that such possession and/or personal use occurred more than five (5) years prior to the investigation. 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 number of times that an applicant used the substance, the type of substance or substances 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.

Any offense involving the applicant's participation in the trafficking of any controlled substance as defined in Ohio Revised Code Chapter 2925 shall immediately disqualify the applicant.

- 14.) **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 18<sup>th</sup> 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).

**(B) 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 cause the applicant to be removed from the eligibility list:

- 1.) Applicants who have been convicted of aggravated vehicular homicide (2903.06), vehicular homicide (2903.07), or aggravated vehicular assault (2903.08). These are crimes that are also covered in Section (A)(1) of this document.
- 2.) Applicants with ten (10) 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 (4507.02)(B)(1), 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, a drug of abuse, or alcohol and a drug (4511.19) 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.

**(C) Job History**

An unsatisfactory 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 removal from the eligibility list.

**(D) 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 removed from the eligibility list. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case by case basis.

**(E) Financial Responsibility**

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.) A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in a negative credit history, may be considered.
- 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 removal from the eligibility list unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

**(F) Falsification/Failure to Cooperate With Application Process**

Any applicant who fails to cooperate with the Gahanna Police Department and the City of Gahanna in the processing of his/her application for a position with the Gahanna Police Department shall be removed from the eligibility list. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, or the failure to provide any information or documents requested by the City or the Gahanna Police Department, in a timely manner, or within specified time limits established by the Investigator.

**(G) 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.) Demonstrates a pattern of alcohol abuse which has impaired the applicant in the pursuit of everyday life, resulting in material problems, employment problems, and/or financial problems.

**(H) Tattoos, Brands or Decals**

Due to the professional image of the Gahanna Division of Police, we have certain standards regarding the image of our personnel. 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. 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. Current personnel with tattoos, brands or decals who were hired prior to this regulation shall be exempted and need not have them removed. Applicants to the Gahanna Police Department who are found in violation of this requirement shall be subject to removal from the eligibility list.

**Conclusion**

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.

If during any step of the selection process, the City of Gahanna learns that an applicant has misrepresented his/her qualifications, skills, abilities, prior employment history, or in general terms has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the Department of Human Resources shall have the authority to disqualify the applicant from future consideration and to remove the applicant's name from the existing Eligibility List, in which case, the Department of Human Resources shall notify said applicant in writing stating the reason for his/her disqualification and removal from the Eligibility List.

The Gahanna Division of Police sets high standards for personnel and takes their responsibility to select personnel for the department very seriously. Only the best, most qualified applicants are chosen to join the ranks of the Gahanna Division of Police.