



APPLICATION PACKET FOR POLICE OFFICER

EXAMINATION ANNOUNCEMENT	3
POLICE OFFICER JOB DESCRIPTION	4
PUBLIC RECORDS	9
SALARY RANGE	9
POLICE OFFICER SELECTION PROCESS	9
REVIEW HIRING STANDARDS	9
WRITTEN EXAMINATION	9
<i>Examination Deadline</i>	9
<i>Date and Location of Test</i>	9
<i>Examination Information</i>	10
<i>Examination Fee</i>	10
FORMAL APPLICATION	10
<i>Completing the Application</i>	10
<i>Claiming Additional Credit Allowances</i>	10
<i>Application Deadline</i>	11
PHYSICAL FITNESS EXAMINATION	11
<i>Date and Location of Examination</i>	11
STANDARDS AND PREPARATION FOR THE PHYSICAL FITNESS EXAMINATION	12
ELIGIBILITY LIST	12
<i>Creation of Eligibility List</i>	12
<i>Removal from Eligibility List</i>	12
OFFENSES IN EXAMINATION	13
COMPLETION OF BACKGROUND INVESTIGATION PAPERWORK	13
POLYGRAPH EXAMINATION	13
INITIAL BACKGROUND INVESTIGATION	13
INVESTIGATIVE INTERVIEWS	14
ORAL BOARD INTERVIEWS	14
PSYCHOLOGICAL EXAMINATION	14
PRE-EMPLOYMENT PHYSICAL EXAM	14
ACCOMMODATION/INTERPRETER.....	14
APPEALS	15
WRITTEN EXAMINATION APPEALS	15
PHYSICAL FITNESS EXAMINATION APPEALS	15
STATEMENT OF HIRING STANDARDS.....	16
CRIMINAL CONDUCT	16
DRIVING RECORD	18
JOB HISTORY	19
LOCATION.....	19
MILITARY HISTORY	19
FINANCIAL RESPONSIBILITY	19

TATTOOS	19
FALSIFICATION/FAILURE TO COOPERATE WITH APPLICATION PROCESS	20
OTHER CONDUCT	20
APPENDIX A:PHYSICAL FITNESS EXAMINATION PREPARATION	21
<i>WHAT IS PHYSICAL FITNESS?</i>	21
<i>WHY IS FITNESS IMPORTANT AS A JOB RELATED ELEMENT?</i>	21
<i>HOW WILL PHYSICAL FITNESS BE MEASURED?</i>	21
<i>WHAT ARE THE STANDARDS?</i>	22
<i>PHYSICAL FITNESS CHART</i>	22
<i>HOW DO YOU PREPARE FOR THE PHYSICAL FITNESS TEST?</i>	22
APPENDIX B: HEALTHCARE PROVIDER CERTIFICATE	24

Thank you for your interest in employment with the City of Gahanna Police Department. 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

Gahanna City Hall, 200 S Hamilton Rd, Gahanna, OH 43230

Examination Announcement

This packet shall serve as an announcement for examinations completed between August 1, 2013-July 31, 2014 for the position of full-time Police Officer. These examinations are being conducted for individuals interested in becoming candidates for 2015; however, should the 2014 eligibility list be exhausted, candidates testing during this timeframe may be considered in 2014 as well.* Individuals who successfully pass the written examination will be invited to complete an on-line application and participate in a physical fitness examination as detailed in the selection process.

***Update: This list will also be utilized to create an eligibility list for 2014. Details regarding changes to the process will follow throughout the document.**

Police Officer Job Description

TITLE:	Police Officer	Salary Range: FOP Agreement
DEPARTMENT:	Police	FLSA STATUS: N
REPORTS TO:	Sergeant	DATE: 6/08 (Revised 8/2013)

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

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

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	<p>Conduct routine patrol activities within assigned areas of the city. Monitor, note, report and investigate suspicious persons and situations, missing persons, hazardous conditions and unusual or illegal activity in patrol area. Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations. Identify and monitor areas where criminal activities or public nuisances are occurring or are likely to occur. Utilize an understanding of streets, businesses and significant locations within the city. Evaluate complaint and emergency request information to determine response requirements. Interact with members of the business community and public. Mediate domestic and other disputes. Respond to threatening situations promptly to locate, identify and arrest potentially dangerous persons. Identify, pursue and arrest suspects and perpetrators of criminal acts; use physical force when necessary to control and arrest law violators. Respond to identified problems and to situations that may be perceived as problems by members of the community, whether criminal or non-criminal. Initiate responses by other non-police resources. Use automated systems to perform computer checks of persons, vehicles, locations and property utilizing mobile computing devices.</p> <p>Operate a motor vehicle safely under various conditions, in severe weather, in an emergency response/pursuit status and other stressful situations.</p> <p>Effectively utilize and verbally communicate via police radio during routine and high stress events</p>	60

Importance	Tasks	% of Time
2	Provide support and assistance to other peace officers, whether local, state, or federal personnel of the criminal justice system and employees of other communities and agencies. Document facts necessary to provide for appropriate responses by non-police resources as necessary to maintain public order and safety.	5
3	<p>Conduct investigation activities of criminal and noncriminal events. Investigate traffic crashes, crime scenes, public complaints and emergency situations. Review facts of incidents to determine if criminal acts or statute violations were involved. Interview witnesses, complainants and suspects and document their statements in written reports or detailed formal statements. Conduct lawful searches of persons, vehicles and places. Derive facts and inferences through observation and interview of persons and appropriately document those facts and inferences in narrative form, or within predefined forms. Determine the appropriate legal standard necessary to conduct searches or to interrogate suspects and to assure admissibility in court. Conduct the preliminary investigation of criminal acts as necessary to substantiate crimes and preserve evidence of any crime. Record facts and prepare detailed and accurate reports, criminal complaints, crash reports, forms, memorandums, and other documents as required. Performs other related duties as assigned by supervisor.</p> <p>Provide for persons held in custody, transport prisoners to and from jail and court. Control and restrain unruly persons held in custody</p>	20
4	Present evidence in legal proceedings, testify in court to present evidence or act as witness in traffic and criminal cases and in civil proceedings as required.	5
5	Provide law enforcement services in extraordinary situations. Participate in maintaining a secure perimeter at a disaster or crime scene under adverse conditions. Search for dangerous instruments such as loaded firearms, explosive devices or hazardous chemicals. Respond to situations where deadly force may be threatened or used and to use deadly force when authorized and necessary to protect or preserve life. Perform as a rescuer under adverse and difficult conditions. Render aid to accident victims and other persons requiring first aid for physical injuries. Carry/move injured or ill persons or accident victims when necessary. Respond to fire alarms, fires, and render mutual aid to other agencies.	5
6	Provides police presence and services to special events in the city (Creekside Festival, Teen Fest, Fourth of July, Flea Market, Holiday Lights, etc.).	5

**Regular, predictable, and punctual attendance is required

PHYSICAL ACTIVITY, FORCE, OR ENDURANCE REQUIRED FOR PERFORMING ESSENTIAL JOB FUNCTIONS:

- Pursue fleeing suspects on foot in both difficult terrain and weather conditions
- Climb over fences and through windows to gain access to residences

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

MATERIAL AND EQUIPMENT USED:

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

Minimum Qualifications Required:

Education and Experience:

- High school graduate or equivalent
- Minimum of 21 years of age at time of appointment
- Must be a United States citizen
- The location of an officer's residence must be such that if an officer is contacted and called back to duty in an emergency, the officer can report to the station, ready for duty, within sixty minutes of being contacted. New officers must meet this requirement within six months of appointment.
- Visual acuity – both eyes must have corrected vision of 20/30.

Licenses and Certificates:

Current and valid Ohio Driver's License with an acceptable driver's abstract in order to meet criteria for insurability established by the City of Gahanna.

Ohio Police Officer Training Academy certificate or the ability to attend and successfully complete a residential police academy as required for appointment.

Knowledge, Skills, and Abilities:

Knowledge of:

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

Skill in:

- Proficiency in word processing/typing.

Ability To: (Mental and Physical Abilities)

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

Job Location (Place[S] Where Job Is Performed):

Various locations within and outside the City of Gahanna.

Varying time both inside (including time spent in a police vehicle) and outside.

Inside work: protection from weather conditions but not necessarily from temperature changes.

Environmental conditions:

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

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.

Salary Range

Pay rates are established through negotiations with the Fraternal Order of Police. As of January 1, 2014, rate of pay will be as follows:

Police Officer	Step 1	Step 2	Step 3	Step 4
Hourly	20.25	26.61	30.70	38.48
If Annualized	42,129.92	55,351.37	63,848.41	80,038.35

Police Officer Selection Process

Review Hiring Standards

The first step for any individual interested in going through the selection process for Police Officer is to read through the Hiring Standards located in this packet. **If by reading the Hiring Standards you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the selection process for the position of Police Officer with the City of Gahanna.** Please contact the Human Resources Department if you have any questions.

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

Written Examination

Examination Deadline

The written examination must be completed by Thursday, July 31, 2014. Examination dates close to our deadline fill up quickly. We encourage you to register early to ensure you can complete the examination prior to our deadline.

Date and Location of Test

The written examination is offered through National Testing Networks at multiple times and locations throughout the United States. To register, go to www.nationaltestingnetwork.com. For any questions pertaining to the written examination, you can call National Testing Network at 1-866-563-3882.

A complete list of locations and examination dates and times are also available through their website at: www.nationaltestingnetwork.com.

Examination Information

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

The examination will consist of the following concepts:

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

A candidate must score at least 70% in each test section to pass the exam. For ranking within the eligibility list, the video score (human relations) will be used.

Examination Fee

The written examination fee is due to National Testing Network at the time that you register for the written examination. The fee is set by National Testing Network and is currently \$45.00 to participate in the examination and have your results sent to one participating city or agency; however, this could be subject to change. 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 per testing cycle. This fee is not refundable.

Formal Application

Completing the Application

Individuals who successfully pass the written examination between August 1, 2013 and July 31, 2014, will be invited to complete the City of Gahanna online application located at <https://cityofgahannajobs.com>.

Claiming Additional Credit Allowances

The maximum allowable additional credit allowance is established at ten (10) points. No credit will be given without proof attached with the application.

Military Service Credit: Active Duty or Active Military Duty means full time duty with military pay and allowances in the armed forces, except for training or for determining physical fitness. When a candidate has received a passing grade of seventy percent (70%), or the grade set by the Commission as passing for that particular test per Section 15.06 of the Rules & Regulations, in a police officer entrance examination he/she shall be granted an additional credit of five (5) points for military credit. Requests for additional credit for military service, together with an honorable discharge (DD Form 214) or other proof of satisfactory service, shall be submitted as part of the application.

Credit for Service as Gahanna Reserve Officer: When a candidate has received a passing grade of seventy percent (70%), or the grade set by the Commission as passing for that particular test per Section 15.06 of the Rules & Regulations, in a police officer entrance examination he/she shall be granted an additional credit of five (5) points for Reserve credit. Requests for Reserve Credit shall be submitted to the Human Resources Department along with the application.

Additional Education Credit: A candidate who receives a passing grade, per Section 15.06a of the Civil Service Rules & Regulations, in a police officer entrance examination shall be granted an additional credit of: three (3) points for an Associate Degree, or five (5) points for a Bachelor Degree.

Requests for additional credit for education, together with proof such as a degree or transcript, shall be submitted to the Human Resources Department with the application.

Application Deadline

The City of Gahanna online application must be completed by the deadline specified

Deadline	Physical Fitness Exam Dates
April 25, 2014	May 3 and May 10, 2014
August 31, 2014	September 13 and September 20, 2014

Physical Fitness Examination

Candidates who pass the written examination and complete an online application will be assigned to take the physical examination on one of the dates listed below. For candidates who tested between August 6, 2013 and March 31, 2014, you will be invited to attend a physical fitness examination on May 3 or May 10, 2014. If you are unable to attend, you may request to schedule on an exam date in September 2014.

You must obtain a passing score on the written examination prior to taking the physical examination. The online application will require you to confirm your attendance to the physical fitness examination which you will be assigned to based on your last name.

Date and Location of Examination

Location: Gahanna Middle School West, 350 N. Stygler Road, Gahanna, OH 43230.

Time: Registration begins at 8:00am; Testing begins at 8:30am.

Dates: Saturday, May 3, 2014 (Last name – A through M)
Saturday, May 10, 2014 (Last Name – N through Z)
Saturday, September 13, 2014 (Last Name – A through M)
Saturday, September 20, 2014 (Last Name – N through Z)

Note: Only verifiable reasons for changing to the other exam date will be accepted, such as work scheduling or a documented medical reason. If you need to request a change, you will do so as part of your online application.

1. If you are unable to successfully complete the physical fitness examination, you will be disqualified from the process.
2. Applicants must bring **two forms of identification**, including one that is government-issued and bears your photograph. The other identification must include at least your name, such as a work identification, credit card or bill.
3. Applicants must bring the **City of Gahanna Healthcare Provider's Certification form** which has been completed by a healthcare provider and signed by the applicant within 45 days of the physical fitness exam. No other form will be accepted for this purpose. We are unable to allow applicants who do not have the form completed to participate in the physical fitness exam. A copy of the certificate is located in Appendix B of this document.
4. Applicants must also bring the completed Personal History Questionnaire and Applicant Background Investigation Release Waiver to the Physical Fitness Exam.
5. Please wear appropriate clothing to take the physical fitness exam. The exam will be held indoors and outdoors.
6. The exam will be administered by Police personnel and will be evaluated in accordance with established and valid fitness standards.

Standards and Preparation for the Physical Fitness Examination

See Appendix A for a complete description of the standards of the physical fitness examination and information about preparing for the physical fitness examination.

Note: Full and Part-time Police Officer candidates will be taking the same examination. Those who pass will be placed on the same eligibility list. If a candidate is offered a part-time position, or vice versa, and the offer is refused, that candidate will stay on the eligibility list for the next opening during the period of that eligibility list.

Eligibility List

Creation of Eligibility List

The eligibility list will be created from applicants who successfully pass the written and physical fitness exam. Applicants will be notified of their standing after the list is created.

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.

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.

Removal from Eligibility List

Per Section 14.10 of the City of Gahanna Civil Service Rules and Regulations, the name of an eligible candidate shall be removed from an eligibility list for one or more of the following reasons:

- a. Written request of the eligible candidate.
- b. Failure to appear or arrange an interview or respond to communication from the appointing authority.
- c. Failure to file with the Commission written notice of any change of address.
- d. Declining appointment in writing or failing to accept appointment.
- e. A disability that prevents the candidate from satisfactorily carrying out the essential duties of the position with or without an accommodation.
- f. Violating any of the prohibited actions described in Section 14.05 of the City of Gahanna Civil Service Rules and Regulations which are also provided below.
- g. At the request of the Department Head for just cause.
- h. Name certified to the Department head three (3) times without an appointment to position.
- i. Recommendation from Human Resources and/or Department Head as a result of an unfavorable background investigation.
- j. Failure to successfully complete or receive a passing score in any step outlined in the Police Office application packet.

Offenses in Examination

Per Section 14.05 of the City of Gahanna Civil Service Rules and Regulations, no person shall:

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 member of the Commission, appointing officer, or have any person on his/her behalf solicit a favor.

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

Completion of Background Investigation Paperwork

The Police Department will request background investigation paperwork which is time sensitive and needs to be completed within the timeframe specified. You will be required to complete fingerprinting at this stage.

Polygraph Examination

A polygraph examination will be administered to each candidate by a trained and certified polygraph examiner.

1. Questions will be drawn from areas concerning questions of illegal activities, morals, ethics, and drug/alcohol use.
2. Admissions concerning moral attitudes and illegal activities made during the polygraph examination will be scrutinized as to their acceptability.
3. The candidate may or may not be advised of the results by the examiner upon completion of the examination.
4. Any candidate may be disqualified when the subject is not cooperating with the examination process.

Initial background investigation

This process verifies the applicant's suitability for appointment as a Gahanna Police Officer. The background investigation includes but is not limited to the following:

- a. Local and state driving records

- b. Residence checks
- c. Civil judgments
- d. Personal Reference checks
- e. Employment checks
- f. Military records checks
- g. Financial History/Credit score
- h. Finger printing for Federal and State criminal record checks

Investigative Interviews

- a) Follow up interviews
- b) Home interviews
- c) Neighbor interviews
- d) Employer interviews

Oral Board Interviews

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

Psychological Examination

- a) Written exam
- b) Psychological evaluation by a licensed and certified psychologist

Pre-Employment Physical Exam

- a) Drug screen
- b) Cardiac Stress Test
- c) Vo2

Accommodation/Interpreter

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative within two business days of submitting the application. Medical documentation will be required. Should you require services of a professional interpreter during the examination, please contact a Human Resources representative within two business days of submitting the application.

Appeals

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.

Written Examination Appeals

Interested individuals who have taken the test at a non-City administered testing facility will not be considered applicants subject to appeal rights referenced in Section 13.05 of these rules until their application has been submitted in the designated timeframe. Any concerns with their written examination should be addressed with National Testing Network.

Physical Fitness Examination Appeals

If any candidate wishes to protest the results of an event in the physical fitness examination, it must be done immediately after that event, and the decision of the Director of Human Resources will be final; however, information will be given to the candidate for appeal rights to the Civil Service Commission pursuant to Chapter 149 of the City of Gahanna Codified Ordinances.

Statement of Hiring Standards

Along with the qualifications listed in the job description, candidates must meet the requirements of the City of Gahanna hiring standards. All information provided to the City of Gahanna will be verified through a **DETAILED** background investigation, including a polygraph examination.

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.

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 (5) five 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 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, 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 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.

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 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 (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 an officer's residence must be such that if an officer is contacted and called back to duty in an emergency, the officer can report to the station, ready for duty, within sixty minutes of being contacted. New officers must meet this requirement 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.

4. Applicants will have the option to sign a waiver of agreement that upon appointment as Police Officer with the Gahanna Police Department, the tattoo will be removed prior to the first day of employment with the City of Gahanna

Falsification/Failure to Cooperate With Application Process

1. 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 eliminated from consideration. 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, and the failure to include 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.
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 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.

Appendix A:Physical Fitness Examination Preparation

Physical fitness is an important factor pertaining to satisfactory job performance as a Police Officer. The following provides information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the Physical Fitness Examination. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

WHAT IS PHYSICAL FITNESS?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important. Areas in the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

WHY IS FITNESS IMPORTANT AS A JOB RELATED ELEMENT?

It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain, which can minimize the known health risks for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification. Job analyses that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area for minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

HOW WILL PHYSICAL FITNESS BE MEASURED?

The Physical Fitness Examination consists of 3 basic tests. Each test is a scientifically valid test. The tests will be given in the following sequence with a rest period between each test.

1. 1 MINUTE PUSH-UP TEST

This is a measure of the fitness (strength and endurance) level of the muscle groups involved in the chest, upper arms and shoulder girdle. It is an important area for performing police tasks requiring upper body strength. The score is in the number of push-ups performed in 1 minute. One push-up is considered complete if it breaks the horizontal plane with the body parallel to the floor.

2. 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in the number of bent leg sit-ups

performed in 1 minute. One sit up is considered complete when the upper body breaks the vertical plane with fingers laced behind the head and elbows out to the side.

3. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

WHAT ARE THE STANDARDS?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test during a single session.
- The required performance to pass each test is based upon gender and age bracket by decade. While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age and gender group. All candidates are required to meet the same percentile rank in terms of their respective age/gender group. The performance requirement is that level of physical performance that is approximately 30th percentile for each age and sex group.

PHYSICAL FITNESS CHART

TEST	MALE				FEMALE			
	Ages				Ages			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50 +</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>
1 Minute Push up (Minimum)	26	20	15	10	20	15	10	9
1 Minute Sit Up (Minimum)	35	32	27	21	35	32	27	21
1.5 Mile Run (Maximum)	13.22	14.08	14.56	15.57	15.57	16.35	17.24	18.23

HOW DO YOU PREPARE FOR THE PHYSICAL FITNESS TEST?

1. Preparing for the Sit Up Test.

The progressive routine is to do as many bent leg sit ups (hands behind the head) as possible in 1 minute. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute).

2. Preparing for the Push Up Test.

If you have access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. You should be able to do 8-10 repetitions of that weight. So 3 sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.

If you do not have weight equipment, then the push up exercise can be utilized. Determine how many push ups you can do in one minute. At least 3 times a week do 3 sets of the amount you can do in one minute.

3. Preparing for the 1.5 Mile Run.

Below is a gradual schedule that would enable you to perform at a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis then proceed to the next level. If you can do the distance in less time, then that should be encouraged.

WEEK	ACTIVITY	DISTANCE	TIME	FREQUENCY
1	Walk	1 Mile	20'-17'	5/week
2	Walk	1.5 Miles	29'-25'	5/Week
3	Walk	2 Miles	35'-32'	5/Week
4	Walk	2 Miles	30'-28'	5/Week
5	Walk/Jog	2 Miles	27'	5/Week
6	Walk/Jog	2 Miles	26'	5/Week
7	Walk/Jog	2 Miles	25'	5/Week
8	Walk/Jog	2 Miles	24'	4/Week
9	Jog	2 Miles	23'	4/Week
10	Jog	2 Miles	22'	4/Week
11	Jog	2 Miles	21'	4/Week
12	Jog	2 Miles	20'	4/Week



**HEALTHCARE PROVIDER CERTIFICATE
CITY OF GAHANNA CIVIL SERVICE COMMISSION
POLICE PHYSICAL FITNESS EXAMINATION**

Candidates: Please provide this form to your healthcare provider for completion.

IMPORTANT: This form must be signed within 45 days of your scheduled physical fitness examination in order to be considered valid and you will need to submit it during registration at the physical fitness examination.

Candidate Name

TO THE PHYSICIAN:

The City of Gahanna, Civil Service Commission, Police Officer Physical Fitness Examination consists of push-ups, sit-ups, and a 1.5 Mile timed run.

Please indicate that the candidate's health is such that he/she can attempt to perform these elements within the perimeters listed below:

	Yes	No
Push-ups	<input type="checkbox"/>	<input type="checkbox"/>
Sit-ups	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Mile Run	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Healthcare Provider

Date

Healthcare Provider's Name (Print or Stamped)

Physical Fitness Examination	Ages - Male				Ages - Female			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1 Minute Push Up (Minimum)	26	20	15	10	20	15	10	9
1 Minute Sit Up (Minimum)	35	32	27	21	35	32	27	21
1.5 Mile Run (Minimum)	13.22	14.08	14.56	15.57	15.57	16.35	17.24	18.23