

CITY OF HILLIARD

Division of Police



HIRING PROCESS & STANDARDS
Deputy Chief of Police



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Nature of Work – General Description

Under the direct supervision of the Chief of Police, the Deputy Chief of Police is a senior command employee responsible for the overall supervision and management of all employees, functions and activities of the Division of Police. The Deputy Chief of Police provides highly responsible and complex administrative support to the Chief of Police and performs the duties of Chief of Police during absences. The Deputy Chief of Police is on call at all times.

The Hilliard Division of Police subscribes to the “Community-Oriented Policing” philosophy and therefore an essential aspect of the position involves community service. The Deputy Chief of Police is required to take a problem-solving approach to situations he or she encounters and to interact with members of the Hilliard community on a regular basis to address concerns facing them.

Policy Statement

It is the policy of the City of Hilliard to prohibit work place harassment and discrimination of any candidate or employee on the basis of race, color, ancestry, religion, creed, national origin, sex, age, veteran status, disability, and/or any other characteristic protected by federal, state or local law. Harassment and discrimination in any form shall not be tolerated within the Hilliard Division of Police. The Hilliard Division of Police supports the principle of equal opportunity employment and non-discrimination in all employment practices. All employees have the right to work in an environment free of harassment and discrimination, which encompasses freedom from sexual harassment. The following selection process reflects our commitment to equal opportunity employment and non-discrimination.

Statement of Standards

The public places a higher standard of behavior for Police Officers than they do for most other occupations in both the public and private sectors. For this reason it is expected that a candidate for the position of Deputy Chief of Police must demonstrate, through a comprehensive review of their past history, a higher standard of personal character than would be required for other positions in non-law enforcement areas of employment.

Hilliard Division of Police standards of expectations are established as qualifying/disqualifying criteria and these standards are applied to all candidates.

**Causes for which a Candidate may not be considered
for the position of Deputy Chief**

Failure to appear for any required step in the selection process or any acts of non-compliance.

Falsification of any material facts during the application process.

The use of cocaine, heroin, LSD, crack, methamphetamine or PCP.

The use of marijuana or other hallucinogens, narcotics, prescription drugs (without prescription), steroids, or any other illegal drugs and narcotics within the preceding twenty-four months prior to application.

The current use of alcohol to a level that would indicate abuse, dependency, or level of inability to function without the use of alcohol for any period of time. Applicant must show a recovering history of non-use of at least two consecutive years prior to application.

Illegal sale of or conviction for illegal sales of any controlled substance or contraband.

Admission or conviction of any felony offense committed as an adult.

Any conviction of a 1st or 2nd degree misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as an adult, in the past five years or more than one 1st or 2nd degree misdemeanor conviction as an adult.

Any conviction of more than one 1st or 2nd degree misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as a juvenile.

Any pattern of theft offenses from an employer or during the course of employment as an adult.

Having two or more moving violations within the proceeding twelve months prior to application.

Having SIX points or more on driving record within the past twenty-four month period prior to application.

Having been convicted of OVI within the past six-year period prior to application.

Having been placed under a 12 point suspension within the past six year period prior to application.

Having received a Dishonorable Discharge from military service or having a General Court Martial.

Filing fraudulent claims for insurance, welfare, unemployment compensation or other public assistance programs.

Having a continuing history of financial or credit problems to include: garnishments and bankruptcy.

**Causes for which a Candidate may not be considered
for the position of Deputy Chief** (continued)

An employment history which includes any of the following: termination, resignation in lieu of discharge, excessive absence/tardiness, inability to get along with others, or any adverse disciplinary actions.

A finding of contempt by a court for failure to provide for family/dependents as ordered by the courts or for which a legal obligation of care exists.

Any violation of a Protection Order.

Admitted physical/sexual or emotional abuse of one's spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one had lived or has had a relationship.

Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility determined by finding of any court of law.

A past history of association or involvement with any illegal gambling activities or any other organized crime.

Any documented or admitted history of racial, ethnic, or social intolerance (i.e. hating or shunning another person or group due to differences they possess.)

Deputy Chief of Police Selection Process Summary

The following is an outline of the various phases in the Deputy Chief of Police Selection Process:

APPLICATION & RESUME REVIEW AND EVALUATION - All applicants shall submit to the Human Resources Department a completed City of Hilliard Employment Application and a **detailed resume highlighting their skill-sets, education and professional experience** as they relate to the employment requirements for the position of Deputy Chief of Police. All applications and resumes received will be screened and evaluated. After this review, potential candidates will be ranked and qualified candidates will be recommended to continue in the hiring process.

The objective of the application and resume review is to eliminate candidates that do not meet the minimum job requirements and to identify the most qualified candidates for the position of Deputy Chief of Police. Applications and resumes will undergo the following evaluations:

Step #1 – Qualification Review: The first review will determine if the applicant meets the minimum job requirements as set out in the Classification Description for the position of Deputy Chief of Police.

Step #2 – Objective Review: The second review is designed to evaluate the job functions performed by the candidate and compare them to the job qualifications for the Deputy Chief of Police. Level of education, years of experience and duties performed as they relate to the essential job functions of the position are all components of this step.

Step #3 – Subjective Review: The final evaluation is to review the more subjective qualities of the candidate. Examples of some, but not all, of the subjective qualities include:

- Does the candidate have a history of advancement including accepting more responsibility and challenge in each subsequent position?
- Does the candidate have experience in working at an agency and within a community of similar size, make-up and resources?
- Does the candidate demonstrate success in completing projects and tasks similar to those tasks which would be assigned as part of the position's essential functions?

SCREENING COMMITTEE– The Screening Committee will interview a list of candidates receiving the highest evaluations from the Application & Resume Review stage. This Committee may be made up of representatives of the Hilliard Division of Police and administrators from the City of Hilliard. The Committee will then make recommendations to the Chief of Police as to each candidate's position on a potential hire list.

COMPLETE BACKGROUND INVESTIGATION - A thorough background investigation will be initiated on those candidates who received the Screening Committee's recommendations for hire. The purpose of the background investigation and record check is to assist the City in reaching a determination regarding each candidate's suitability for employment. Each candidate must sign a release authorizing Division investigators to obtain personal, legal, civil, work, credit history or any other information deemed pertinent to the background investigation.

Deputy Chief of Police Selection Process Summary (continued)

The Division will check for criminal, civil and traffic records. Each candidate's name will be entered into state and national computers for warrants and records. Fingerprints will be taken for each candidate and submitted for state and federal screening.

Findings of the investigator may be used in combination with the results of other phases of the process in determining whether a candidate should be disqualified from the process or should be given further consideration. The findings of the investigation may be used as a reason for disqualification from the process if the nature of these findings warrants disqualification.

The background investigation will consist of, but not be limited to, the following:

- Verification of the candidate's credentials, education, achievements, past and present employment, age, residence, citizenship, and driver's license.
- Interviews with past and present employers, neighbors, school officials, and personal references.
- A review of each candidate's history, i.e., family, military, gambling, credit and substance abuse.
- Criminal, traffic and civil court history.

FINAL INTERVIEWS – A list of candidates passing the background investigation will be presented to the Chief of Police for consideration. A series of final interviews will be conducted by the Chief of Police and a Community Hiring Board. The Board may be made up of local citizens, school & community leaders and representatives of the City of Hilliard, including but not limited to, the Director of Public Safety, Director of Human Resources, Mayor or other officials as determined by the City. The purpose of these interviews is to select a final candidate for employment with the Division of Police. After these interviews the Division will make a conditional offer of employment to the top candidate contingent on their ability to pass a medical examination, including drug screen and psychological examination.

MEDICAL EXAMINATION - A complete and thorough medical examination and stress test will be conducted on the candidate to whom a conditional offer of employment has been extended. A licensed physician will conduct the medical examination. The medical examination will be conducted for the purpose of ensuring that a candidate possesses the general health status necessary to perform the essential job functions of a Police Officer and that no medical condition exists that would pose a direct threat to the health or safety of themselves or others. Generally accepted medical and health standards will be the basis of this examination process. The following medical standards are minimum requirements for performing the essential job functions:

- No current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.

Deputy Chief of Police Selection Process Summary (continued)

- Vision requirements are based on vision acuity, depth perception and color perception. Distant visual acuity of at least 20/20 (snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/20 (snellen) or better with corrective lenses. Distant binocular activity of at least 20/20 (snellen) in both eyes with or without corrective lenses, field vision of at least 70 degrees in the horizontal in each eye and must be free of any other eye disease or color deficiencies.
- No loss of a foot, leg, hand, arm, or eye.
- No impairment of a hand, fingers, arm, foot, or leg, or other significant limb or limitation which interferes with the ability to perform the essential job functions.
- No established medical history or clinical diagnosis of a respiratory dysfunction.
- No current clinical diagnosis of high blood pressure.
- No established medical history or clinical diagnosis of a rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease.
- No established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness.
- Hearing - Perceives a forced whispered voice in the better ear at not less than five (5) feet with or without the use of a hearing aid, if tested by use of an audio metric device. Does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audio metric device is calibrated to the American National Standard.
- Does not use a Schedule I drug, amphetamines, narcotics, or any other habit forming drug, except such use as prescribed by a licensed medical practitioner.

DRUG TESTING - The City of Hilliard requires, as a condition of employment, that all qualified applicants being considered for City employment complete a post-offer, pre-employment drug screen prior to reporting for duty. Any conditional offer of employment is contingent upon, among other things, satisfactory completion of this screening and the City's determination that the applicant is capable of performing the responsibilities of the position offered.

It is the City's policy to schedule all persons who have received a conditional offer of employment for a pre-employment drug screen 72 hours prior to their scheduled date of hire. The 72-hour period begins on the date and time the applicant is scheduled for the drug screen.

The City will give further consideration only to those applicants with a conditional offer of employment whose drug screen results are "NEGATIVE."

Deputy Chief of Police Selection Process Summary (continued)

On very rare occasions, an applicant's test result is "NEGATIVE-DILUTE." When this happens, the City will provide the applicant with one opportunity to retake the drug test. The retake test will be scheduled within the balance of the original 72-hour period.

The City's Human Resources Department will notify the applicant of the "NEGATIVE-DILUTE" test result by calling one, and only one, telephone number provided by the applicant. If the applicant is unavailable at the time of the call, the Human Resources representative will leave a message informing the applicant of the date and time of the retake test scheduled at the collection facility.

Only the most extraordinary excuse will be considered for not reporting to the collection facility on the scheduled date and time of the retake test. Failure on the applicant's part to arrive on the scheduled date and time will typically result in the applicant's disqualification for employment. Time extensions will rarely be granted outside the original 72-hour period.

PSYCHOLOGICAL EVALUATION - A qualified psychological or psychiatric professional will conduct a complete and thorough psychological evaluation. Each candidate will be administered a variety of psychological tests and participate in a variety of procedures and exercises, the purpose of which will be to identify a variety of personality, emotional, and psychological characteristics, traits, qualities, attributes and tendencies. Candidates who possess identifiable personality, emotional, and psychological characteristics, traits, qualities, attributes or tendencies which, in the judgment of the consulting psychological or psychiatric professional reflect a significant potential for unacceptable or undesirable performance of the essential function of the job or would pose a direct threat to the candidate's own health or safety or that of others, will not be considered for employment. The following are considered to be unacceptable, undesirable, or inappropriate, and may result in revocation of the conditional employment offer:

- Antisocial behavioral patterns and attitudes.
- Quick-tempered.
- Inability/unwillingness to accept supervision and to carry out orders of a superior.
- Lack of compassion, sympathy.
- Low level of self-esteem or confidence or an inordinately high level of same.
- Inability to accept constructive criticism.
- Inability to deal with verbal abuse in a proper, effective manner.
- Inability to deal effectively with the stress inherent to police work.
- Racial, sexual or other prejudices.
- Lack of good judgment or decision making.
- Inability to assume leadership roles.