

## BACKGROUND INVESTIGATION DISQUALIFIERS

### SWORN APPLICANT DISQUALIFIERS

Minimum Requirements to complete application (Determined by Civil Service Commission)

#### A. Entry Level Applicants

- Must be a U.S. citizen
- Must be between 21-35 years old
- Must be able to read, write and speak the English language
- Must possess a valid driver's license
- Must possess a high school diploma or G.E.D.

#### B. Lateral Transfer Applicants

- Must have a current State of Ohio O.P.O.T.A. Peace Officer certificate
- Must be employed as a part time or full time police officer in any jurisdiction in the State of Ohio
- Must be a US citizen
- Must be able to read, write and speak the English language
- Must possess a valid driver's license
- Must possess a high school diploma or G.E.D.

**\*Complete all prerequisites of the Civil Service Commission**

### Disqualifiers

The following standards have been established to assist the department in the hiring process to "screen out" unfit candidates. Some standards are considered **automatic disqualifiers** while other standards are considered **potential disqualifiers**. All disqualifiers must be submitted to the Services Division Commander or Screening Committee for final rejection determination.

#### A. Automatic Disqualifiers

The following occurrences in the applicant's background **WILL** result in rejection of their application. All of these disqualifiers must be forwarded to the Services Division Commander for final disqualification approval. The Services Division Commander shall review the disqualifiers and respond to the investigator **before** any rejection actions or information is relayed to applicant.

- Any felony conviction or currently under indictment for a felony offense.
- Any prior criminal conviction for domestic violence, perjury or falsification.
- Any pending criminal charge (Misdemeanor or Felony).
- Currently subject to an active restraining or protection order. (TS)

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## BACKGROUND INVESTIGATION DISQUALIFIERS

- Must not have been discharged from any branch of the United States Military Service under less than honorable conditions including Dishonorable discharge, bad conduct discharge, or any other characterization of service indicating bad character.
- Must not be a fugitive from justice
- No more than 1 prior OVI conviction or OVI arrest reduced to a lesser offense
- No OVI conviction or OVI arrest reduced to a lesser offense within 4 years. (TS)
- Must not have four or more moving traffic violations within the last 2 years. (TS)
- No D.U.S. convictions within the last 4 years (TS)
- Must not have used **any illegal drug** within the last 2 years preceding the date of the Civil Service exam and up to and including the date of appointment. (TS)
- Must not have ever used Methamphetamine or Heroin regardless of time.
- Must not have illegally engaged in cultivation, sale, administration, distribution, or trafficking in any drug of abuse after the applicant reached the age of 18.

### B. Potential Disqualifiers

The following occurrences in the applicant's background **MAY** result in rejection of the application. This list is not considered final as there are numerous activities in an applicant's history that may make them unfit for employment with the department. These standards are considered guidelines and will be determined on a case by case basis. All of these disqualifiers must be forwarded to the Services Division Commander for final disqualification approval. The Services Division Commander shall review the disqualifiers and respond to the investigator **before** any rejection actions or information is relayed to applicant.

- Past felony conduct
- A history of non-compliance to law.
- Illegal use of drugs or conviction for drug-related violations. (See **Illegal Drug Standards**)
- Excessive use of alcohol.
- Anti-social behavior.
- Poor work habits.
- Poor driving record. (Numerous crashes or citations, See **Traffic and Licensing Standards**)
- Numerous debts which are not regularly being paid or recent history of debt not being paid.
- Poor morale character, emotional instability, inadequate or lack of effective communication skills, or poor decision making skills. (See **Additional Standards**)

#### 1. Illegal Drug Standards

- Must not have used any illegal drug **other than marijuana** within the last 6 years preceding the date of the Civil Service exam and up to and including the date of appointment. (TS)

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## BACKGROUND INVESTIGATION DISQUALIFIERS

- Must not have an extensive history relating to the use of any illegal drug (Will be considered on a case-by-case basis. Factors considered are number of times, length of usage and lifestyle improvements.)

### 2. Additional Standards

Must not have ever participated in a terrorist group, street gang, or other organization that promotes criminal activity.

### 3. False Statements or Omissions Standards

Any deliberate false statement, omission or act of deceit at any stage of the application process should result in the rejection of the applicant, regardless of the nature. The Services Division Commander shall make the final determination regarding applicant rejection related to this area.

Failing to cooperate fully with the Personnel staff and keeping all scheduled appointments; failing to communicate or follow instructions of staff, failing to provide the needed documents within the specified time limits; failing to provide added personal information as needed, or failing to update changes within ten (10) days of the change will disqualify an applicant from the hiring process.

### C. Considerations Post Conditional Offer

- Must successfully pass drug screening (This can be any stage)
- Must successfully pass psychological examination
- Must complete medical examination meeting all standards (vision, hearing, etc.)
- Must be able to comply with existing tattoo policy prior to final offer

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## BACKGROUND INVESTIGATION DISQUALIFIERS

### CIVILIAN/VOLUNTEER DISQUALIFIERS

The following standards have been established to assist the department in the hiring process to “screen out” unfit candidates. Some standards are considered **automatic disqualifiers** while other standards are considered **potential disqualifiers**. All disqualifiers must be submitted to the Services Division Commander or Screening Committee for final rejection determination.

#### **A. Automatic Disqualifiers**

The following occurrences in the applicant’s background **WILL** result in rejection of their application. All of these disqualifiers must be forwarded to the Services Division Commander for final disqualification approval. The Services Division Commander shall review the disqualifiers and respond to the investigator **before** any rejection actions or information is relayed to applicant.

- Any felony conviction or currently under indictment for a felony offense.
- Any pending criminal charge (Misdemeanor or Felony).
- Currently subject to an active restraining or protection order.
- Must not have been discharged from any branch of the United States Military Service under less than honorable conditions including Dishonorable discharge, bad conduct discharge, or any other characterization of service indicating bad character.
- Must not be a fugitive from justice.
- Must not have used any illegal drug within the last 2 years preceding the date of application. (TS)

#### **B. Potential Disqualifiers**

The following occurrences in the applicant’s background **MAY** result in rejection of the application. This list is not considered final as there are numerous activities in an applicant’s history that may make them unfit for employment with the department. These standards are considered guidelines and will be determined on a case by case basis. All of these disqualifiers must be forwarded to the Services Division Commander for final disqualification approval. The Services Division Commander shall review the disqualifiers and respond to the investigator **before** any rejection actions or information is relayed to applicant.

- Past felony conduct
- A history of non-compliance to law.
- Illegal use of drugs or conviction for drug-related violations. (See also **Illegal Drug Standards**)
- Engaged in cultivation, sale, administration, distribution, or trafficking in any drug of abuse.
- Excessive use of alcohol.
- Anti-social behavior.
- Poor work habits.

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## BACKGROUND INVESTIGATION DISQUALIFIERS

- Poor driving record. (Numerous crashes or citations, See **Traffic and Licensing Standards**)
- Numerous debts which are not regularly being paid or recent history of debt not being paid.
- Poor morale character, emotional instability, inadequate or lack of effective communication skills, poor decision making skills. (See **Additional Standards**)

### 1. Criminal History

- Any prior criminal conviction for perjury or falsification

### 2. Illegal Drug Standards

- Must not have used any illegal drug **other than marijuana** within the last 6 years preceding the date of application. (TS)
- Must not have an **extensive** history relating to the use of any illegal drug (Will be considered on a case-by-case basis. Factors considered are number of times, length of usage and lifestyle improvements.)

### 3. Driving Standards

- No more than 1 prior OVI conviction or OVI arrest reduced to a lesser offense.
- No OVI conviction or OVI arrest reduced to a lesser offense within the last year. (TS)
- Must not have four or more moving traffic violations within the last 2 years. (TS)
- No D.U.S. convictions **within the last year. (TS)**

### 4. Additional Standards

Must not have ever participated in a terrorist group, street gang, or other organization that promotes criminal activity.

### 5. False Statements or Omissions Standards

Any deliberate false statement, omission or act of deceit at any stage of the application process should result in the rejection of the applicant, regardless of the nature. The Services Division Commander shall make the final determination regarding applicant rejection related to this area.

Failing to cooperate fully with the Personnel staff and keeping all scheduled appointments; failing to communicate or follow instructions of staff, failing to provide the needed documents within the specified time limits; failing to provide added personal information as needed, or failing to update changes within ten (10) days of the change will disqualify an applicant from the hiring process.

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## BACKGROUND INVESTIGATION DISQUALIFIERS

### C. Considerations Post Conditional Offer

- Must successfully pass drug screening. (This can be any stage)
- Must successfully pass psychological examination.
- Must complete medical examination meeting all standards (vision, hearing, etc.).
- Must be able to comply with existing tattoo/body modification policy prior to final offer.

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