



<i>Miami Township Police Department</i>			General Order	
Policy No:	32.1.1	Effective Date:	October 27, 2015	
Title:	Selection process for full-time employment		Review	October
CALEA No:	32.1.1, 32.2.1, 32.2.7, 32.2.8, 32.2.10		Approved By:	Chief of Police

REVISED: 11/30/16 – To included process for hiring civilian personnel.

These procedures and practices significantly contribute to a more efficient, effective and fair selection process; that will result in the appointment of individuals who possess the skills, knowledge and abilities necessary for the Miami Township Police Department to provide effective services in the fulfillment of its stated mission while remaining nondiscriminatory and fair.

To be considered for a sworn position with the Miami Township Police Department, the applicant must have the following qualifications: (Ohio Standard 8.2015.2, Bullet D)

- Valid driver’s license
- 21 years of age or older
- High School diploma or G.E.D.
- Certificate of Basic Police Officer Training (OPOTA)

A. Entry Level Sworn Applicants – The selection process for appointing a full-time employee to the Miami Township Police Department is composed of the following steps (CALEA 32.1.1): (Ohio Standard 8.2015.2, Bullet E)

1. Step 1 – Application – When the Miami Township Police Department is actively engaged in a selection process the Department shall accept an application from potential candidates during the established application period.
 - a. Moral Character: An applicant, who, at any time during the employment application process, demonstrates dishonesty, untruthfulness, withholds requested information (omissions), makes false statements, or whose background investigation reveals derogatory information or moral turpitude issues, will be disqualified.
2. Step 2 – Cognitive Ability Examination – The written examination is a preliminary basic skills test. These skills are necessary to identify those candidates who can successfully complete training, and perform their job effectively. Qualifying applicants shall be assigned an examination as instructed by the Professional Standards Captain, or his designee. The examination shall be obtained from a recognized test development organization and shall be validated by appropriate documentation. At the discretion of the Chief of Police a written examination may be waived for non-sworn positions.

- a. The examination instrument must have validity, utility and minimum adverse impact. Documents attesting to its validity, utility and minimum adverse impact must be filed by the provider of the testing material with the Professional Standards Section.
 - b. Applicants who successfully pass the examination by scoring in the 70% or greater shall proceed to the next phase of the selection process. Applicants who fail the written examination are removed from further consideration in the current selection process.
3. Step 3 – Physical Agility Test - The physical assessment is used to identify the sworn police office applicants’ capacity to successfully perform the physical requirements of a police officer. Miami Township utilizes the Ohio Peace Officer Training Academy basic Physical Assessment standards. Qualifying applicants shall be administered a series of physical tests, with the applicants overall performance scored as pass/fail. A candidate must successfully pass each phase of the physical assessment to pass the physical assessment. The candidate must successfully pass this phase to continue in the selection process.

a. Ohio Peace Officer Basic Training Program Physical Fitness Requirements – Age and Gender Minimum Scores

	Males (≤29)	Females (≤29)
Sit-ups (1 minute)	40	35
Push-ups (1 minute)	33	18
1.5 Mile Run	11:58	14:15
	Males (30-39)	Females (30-39)
Sit-ups (1 minute)	36	27
Push-ups (1 minute)	27	14
1.5 Mile Run	12:25	15:14
	Males (40-49)	Females (40-49)
Sit-ups (1 minute)	31	22
Push-ups (1 minute)	21	11
1.5 Mile Run	13:05	16:13
	Males (50-59)	Females (50-59)
Sit-ups (1 minute)	26	17
Push-ups (1 minute)	15	13* Modified
1.5 Mile Run	14:33	18:05
	Males (60+)	Females (60+)
Sit-ups (1 minute)	20	8
Push-ups (1 minute)	15	8* Modified
1.5 Mile Run	16:19	20:08

Modified form per OPOTC Lesson Plan

- b. Applicant that pass Step 3 are required to compete a Personnel History Questionnaire (PHQ) and given a specific amount of time to return the PHQ as instructed. Applicants are required to complete the Personal History Questionnaire in its entirety. The PHQ is a document which

requires the applicant to answer in detail, questions relating to arrest or criminal records, traffic violations, indebtedness, names of family members and friends, current residence and previous residences, previous employment, organizational affiliations, interests, hobbies, etc.

4. Step 4 - The Interview & Evaluation Process is structured to have two primary purposes. First, it gives the interviewers the opportunity to determine how an applicant will handle given situations, sometimes involving a variety of options, but always requiring good judgment. Information used in the Interview & Evaluation Process is derived from a review of the Personnel History Questionnaire and associated information.
 - a. The Police Department may utilize any non-probationary personnel it deems appropriate for the interview and evaluation process. This phase of the selection process is scored as a pass/fail phase. Any candidate not passing this phase will not proceed in the selection process.
 - b. In order to reduce the subjectivity of the interview and evaluation process and to promote consistent scoring between interviewers, questions will be pre-determined for which a range of responses can be identified. This provides each interviewer with a guideline for rating (1 to 5 – with the lowest score being one and five the highest) each applicant's responses to increase the objectivity of the interviews.
 - c. Additional questions may be asked, which may be used to gain further insight into the applicant's interests and points of view, or to assist in clarification of an applicant's answer.
5. Step 5 - Background Investigation – The background investigator will use the PHQ to verify the applicants' truthfulness and background through interviews with the applicant, his or her family, friends, employers, teachers, neighbors, associates and other persons who may have information bearing on the applicant's character and reputation. The investigator will, verify the information given by, and the qualifying credentials of the applicant, conduct an in-depth review for and of any criminal record, and will verify and interview the applicants' three listed personal references, (at least three personal references and may include other personal references developed by the background investigator). At the discretion of the Chief of Police one or more Background Investigations will be assigned. The Department will only use personnel who are trained in collecting the required information pertaining to background investigations. (CALEA 32.2.1)
 - a. The background investigation's purpose is to ensure that each applicant is morally, socially, and financially stable. It is essential to know if the candidate has a background that could bring discredit to the Department

or the applicant after their appointment or that might otherwise compromise their ability to perform police duties.

- b. The applicant will also be required to sign an “Authority to Release Information”, which gives the background investigator the legal authority to obtain needed information.
- c. Polygraph Examinations – The first polygraph is done during the Background Investigation. If the first or second polygraph (included as an element of the conditional Offer of Employment in Step 7), reveals admissions or omissions that are detrimental to the position being sought. The Chief of Police will be contacted to review the totality of circumstances and information gathered at that point to determine if the candidate will continue in the background/hiring process.
 1. The polygraph examination is an investigative tool designed to ensure an applicant for appointment does not have a hidden background that would normally eliminate the candidate from further consideration. The polygraph examination will be administered to an applicant who is being considered for appointment. The candidate must successfully “pass” both phases of the polygraph to continue in the testing procedure. Polygraph examinations for applicants to the Department will be conducted only by persons trained in polygraph procedures and who possess credentials in the use and interpretation of these investigative tools.
 2. The polygraph examination is never used by the Department as a single or sole determinant of employment status. Rather, polygraph examinations and interpretations are an investigative aid to be considered with other information, including pretest, test or post-test interviews, psychological examinations and information gathered from the background investigation.
6. Step 6 - Chief’s Interview – After the applicant(s) have successfully completed the previous steps of the selection process, they will be interviewed by the Chief of Police. The purpose of the Chief’s interview is to assess the individual for employment based on this interview and information obtained in the previous selection process steps. The Chief will assess the applicant’s appearance, communication skills, mental alertness and judgement/reasoning skills. If more than one applicant is in the hiring process, the Chief will rank the applicant according to a 1 to 5 rating scale with one being the lowest and five the highest and rank the applicant in order of hiring.
7. Step 7 - Conditional Offer of Employment - The Chief may, successively beginning with the highest ranked applicant make a conditional offer of

employment. The number of applicants that will receive a conditional offer of employment shall be no more than the number of entry level vacancies established by the Miami Township Police Department to be filled at the time offers are made. The conditional offer of employment extended to an applicant shall stipulate that the applicant must successfully complete the remaining steps of the employment process in order to be appointed as a probationary employee.

a. Elements of the Conditional Offer:

1. The second polygraph, a security clearance examination, is conducted after the conditional offer of employment. The number of persons sent to the second polygraph shall be determined by the Chief of Police.
 2. Psychological Fitness – (CALEA 32.2.8) Sworn Applicants only for entry and later transfer positions. Psychological examination (post offering–security clearance examination) of highly reliable and time-proven psychological tests is administered to help determine the emotional stability and psychological fitness of a sworn applicant. The applicant must successfully pass this phase to continue in the testing procedure. Such tests are needed to identify those applicants who might not be able to carry out their responsibilities or endure the stress of the working conditions. Only qualified professionals Board Certified in Ohio will be used to administer the psychological examination and assess emotional stability and psychological fitness.
 3. Medical Examination – (CALEA 32.2.7) The medical examination is used to determine the general health and capacity of an applicant. The medical examination will be conducted by a licensed health care professional. The applicant must successfully pass this phase to continue in the testing procedure.
8. Final Review by the Chief of Police – At the conclusion of the selection process, and upon final review of the information generated by the selection process, the Chief of Police may recommend probationary employment be approved by the Township Administrator.

- B. Lateral Entry Sworn Applicants - The Miami Township Police Department recognizes the benefits that may be gained by hiring experienced employees from other agencies. All elements of the selection process utilized in the screening process for lateral entry applicants are the same as utilized for entry level applicants. The only exceptions for Lateral Entry applicants is they may be excused from the written test and physical agility test. (Ohio Standard 8.2015.2, Bullet E)

1. The following criteria apply to lateral entry applicants only: Minimum of one year service as a full time peace officer or a special agent of the Federal Bureau of Investigation, or a special agent of the Bureau of Alcohol, Tobacco, Firearms and Explosives. (Ohio Standard 8.2015.2, Bullet D)
 2. Certified as a law enforcement officer by the Ohio Peace Officer's Training Commission, or a law enforcement training commission from another state, or a peace officer as defined by the Ohio Revised code, or a special agent of the Federal Bureau of Investigation, or a special agent of the Bureau of Alcohol, Tobacco, firearms and Explosives.
 3. Must not have been out of active law enforcement status for more than two years.
 4. Previous department discipline will be reviewed in the background process.
 5. Consideration of past experience shall be used to determine the beginning level of compensation for a lateral entry applicant.
 6. Individuals hired within the Lateral Entry Program will complete the standard Field Training Officer (FTO) Program utilized by the Miami Township Police Department while concurrently service a one (1) year probationary period.
 - a. Lateral entry hires shall receive no special consideration for seniority within this department. All officers, regardless of the means of entry into the department, shall have their seniority with the department calculated from their date of appointment to the Miami Township Police Department.
- C. Probationary Period (CALEA 32.2.10) Candidates appointed to the position of a probationary employee shall serve a term of probation. The period of probation will commence on the first day of Field Training. In the event Field Training includes classroom time, the probationary period will include the classroom time.
1. The initial one year probationary period may be extended should the probation period of the probationary employee be interrupted by a special assignment, injury, illness or such other circumstance, when the interruption is of such duration that in the opinion of the Chief of Police the employee should be continued in a probationary status. The period of time for such extension shall not exceed the time lost through such special assignment, injury, illness or other circumstance.
- D. Entry Level Civilian Applicants – The selection process for appointing a full-time civilian employee to the Miami Township Police Department is composed of the following steps (CALEA 32.1.1):

1. Step 1 – Application – When the Miami Township Police Department is actively engaged in a selection process the Department shall accept an application from potential candidates during the established application period.
 - a. Moral Character: An applicant, who, at any time during the employment application process, demonstrates dishonesty, untruthfulness, withholds requested information (omissions), makes false statements, or whose background investigation reveals derogatory information or moral turpitude issues, will be disqualified.
 - b. After a review of submitted applications, candidates who meet the established qualifications are requested to complete the Personal History Questionnaire (PHQ) to provide additional information.
2. Step 2 - The Interview & Evaluation Process is structured to have two primary purposes. First, it gives the interviewers the opportunity to determine how an applicant will handle given situations, sometimes involving a variety of options, but always requiring good judgment. Information used in the Interview & Evaluation Process is derived from a review of the Personnel History Questionnaire and associated information.
 - a. The Police Department may utilize any non-probationary personnel it deems appropriate for the interview and evaluation process. This phase of the selection process is scored as a pass/fail phase. Any candidate not passing this phase will not proceed in the selection process.
 - b. In order to reduce the subjectivity of the interview and evaluation process and to promote consistent scoring between interviewers, questions will be pre-determined for which a range of responses can be identified. This provides each interviewer with a guideline for rating (1 to 5 – with the lowest score being one and five the highest) each applicant's responses to increase the objectivity of the interviews.
 - c. Additional questions may be asked, which may be used to gain further insight into the applicant's interests and points of view, or to assist in clarification of an applicant's answer.
3. Step 3 - Background Investigation – The background investigator will use the Personal History Questionnaire to verify the applicants' truthfulness and background through interviews with the applicant, his or her family, friends, employers, teachers, neighbors, associates and other persons who may have information bearing on the applicant's character and reputation. The investigator will, verify the information given by, and the qualifying credentials of the applicant, conduct an in-depth review for and of any criminal record, and will verify and interview the applicants' three listed personal references, (at least three personal references and may include other personal references

developed by the background investigator). At the discretion of the Chief of Police one or more Background Investigations will be assigned. The Department will only use personnel who are trained in collecting the required information pertaining to background investigations. (CALEA 32.2.1)

- a. The background investigation's purpose is to ensure that each applicant is morally, socially, and financially stable. It is essential to know if the candidate has a background that could bring discredit to the Department or the applicant after their appointment or that might otherwise compromise their ability to perform police duties.
 - b. The applicant will also be required to sign an "Authority to Release Information", which gives the background investigator the legal authority to obtain needed information.
4. Step 4 - Chief's Interview – After the applicant(s) have successfully completed the previous steps of the selection process, they will be interviewed by the Chief of Police. The purpose of the Chief's interview is to assess the individual for employment based on this interview and information obtained in the previous selection process steps. The Chief will assess the applicant's appearance, communication skills, mental alertness and judgement/reasoning skills. If more than one applicant is in the hiring process, the Chief will rank the applicant according to a 1 to 5 rating scale with one being the lowest and five the highest and rank the applicant in order of hiring.
- a. The Chief will offer the candidate of his choice a position after considering all available information on the candidate after the Chief's Interview has been completed.