

ADA POLICE DEPARTMENT

Policy and Procedures



CHAPTER: 16	SUBJECT: SELECTION AND ADMINISTRATIVE PROCEDURES
ISSUE DATE: September 1, 2018	EFFECTIVE DATE: October 1, 2018
AMENDS/RESCINDS: Chapter 16: Selection and Administration Procedures; Effective April 6, 2016	
REFERENCES: Ohio Revised Code; "Agreement between the Village of Ada and the Fraternal Order of Police, Ohio Labor Council, Inc."	

Setting the Standard for Ohio Law Enforcement

1.0 Purpose

The purpose of this policy is to establish a written directive which describes the department's procedures related to the administrative practices and procedures of the employee selection process, to include hiring, promotions, terminations, discipline, performance evaluations and interviews.

2.0 Scope

This policy applies to all sworn and non-sworn, part-time or full-time employees of the Ada Police Department.

3.0 Policy

The Ada Police Department is governed by Ohio Revised Code in the appointment of police officers. Section 737.16 of the Ohio Revised Code states that: "the Mayor shall, when provided for by the legislative authority of a village, and subject to its confirmation, appoint all deputy marshals, policemen, night watchmen, and special policemen." Further, it is the policy of the Ada Police Department that all non-sworn personnel shall be recommended by the Mayor of the village and confirmed by the legislative authority of the village.

The Chief of Police is responsible for administering, managing and coordinating the department's role in the selection process for sworn officers and non-sworn personnel for recommendation to the Mayor of the village. Though authority for appointment is shared between the Mayor and Council, the Ada Police Department maintains responsibility for background investigations, oral interviews and probationary period assessments.

The Chief of Police maintains certain responsibilities in the selection of personnel to include:

- 3.1 Identifying specific needs of the Police Department;
- 3.2 determining required skills, and
- 3.3 determining personal attributes required for positions.

As a general policy and to ensure effectiveness and legality, the selection process shall be reviewed annually and, if necessary, updated. Persons who are responsible for the administration of this policy shall be trained and tested annually. The evaluation should ensure that the selection process is

effective in selecting the best-qualified candidates in a fair and equitable manner, to include proper temperament, knowledge and attitude.

It is the policy of the Ada Police Department that all officers and employees will abide by the guidelines established in this policy and procedure.

4.0 Procedures

- 4.1 Acceptance of Applications/Recruitment: The Village of Ada is an equal employment opportunity employer and does not discriminate in its employment policies on the basis of race, color, sex, religion, age, national origin, sexual orientation, disability/handicap and/or military/veteran status, as such, the Ada Police Department shall accept any applications which are submitted.

It is the goal of the Ada Police Department to recruit diverse individuals who reflect the diversity of Ada, Ohio.

All applicants shall be required to sign and have notarized a release of information form which is attached to the application in order to further determine eligibility. All applications shall be considered for one year.

- 4.2 Review of Applicants: The Chief of Police or designee shall review all current applicants as the need arises. Those qualified applicants that appear to meet the needs of the department at that time may be granted a personal interview.
- 4.3 Applicant Interviews: The Chief of Police or designee(s) shall conduct personal interviews with those applicants that appear to have the qualifications and/or meet the requirements of the current, open position(s) within the department. The Ada Police Department reserves the right to refuse to interview an applicant, as the department sees fit.
- 4.4 Background Investigation on Each Candidate Prior to Employment: A thorough and complete employment background investigation will be initiated on an applicant who has been selected through the interview process. The function of the background investigation is to assist in the determination of each applicant's suitability for employment as an Ada Police Officer or non-sworn employee. The background investigations will be conducted by the Chief of Police or designee and will proceed concurrently with the remaining phases of the process. Findings of the investigator may be used in conjunction with results of other phases of the process to determine whether an applicant should be given further consideration. The findings of the investigator may be used in and of itself as a reason for disqualification of an applicant from the hiring process. The investigator shall be furnished with the application and other information pertaining to each applicant.

Upon receiving such assignment, the investigating officer shall request the applicant to provide sufficient information to conduct a proper background investigation on the applicant.

The investigating officer shall further:

- 4.4.11 Fingerprint the applicant and forward such fingerprints to the Ohio Bureau of Criminal Investigation and Interrogation and the Federal Bureau of Investigations for criminal records checks.

For purposes of determining the applicant's suitability for employment, the background investigation shall include, but not be limited to the following:

4.4.12 Verification and review of the applicant's:

- 4.4.12.1 Credentials,
- 4.4.12.2 Educational records/achievements,
- 4.4.12.3 Past and present employment,
- 4.4.12.6 Address,
- 4.4.12.7 Citizenship, and
- 4.4.12.8 Driver's license.

4.4.13 Review of each applicant's criminal and traffic record to include state and national computer databases for wants and prior records.

4.4.14 Interviews with:

- 4.4.14.1 Past employers
- 4.4.14.2 Present employers
- 4.4.14.3 Personal references (at least three)

4.4.15 Review of applicant's credit history.

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

- 4.4.16 Felony conviction;
- 4.4.17 illegal use of controlled substances and/or conviction for a controlled substance violation;
- 4.4.18 intemperate use of alcohol;
- 4.4.19 poor work record;
- 4.4.20 poor driving record;
- 4.4.21 numerous debts which are not being regularly paid;
- 4.4.22 occurrences or incidents that would be unacceptable or undesirable in an employee given the power, authority and responsibilities incumbent to the position.

When the background investigation is completed, and the results reviewed and analyzed by the investigating officer for each applicant, the investigating officer will submit an investigative report of his or her findings to the Chief of Police or designee.

4.5 Conditional Offer of Employment (Sworn and Non-Sworn): Upon review of the investigator's report of his or her findings, the Chief of Police may recommend an applicant to the Mayor of the Village of Ada for a Conditional Offer of Employment. Upon such recommendation the Mayor may:

- 4.5.1 Deny the Recommendation
- 4.5.2 Approve the Recommendation, and
 - 4.5.2.1 Forward Recommendation to Council

Upon such recommendation from the Mayor, council may:

- 4.5.3 Deny the recommendation by simple majority vote, or
- 4.5.4 Confirm the Conditional Offer of Employment by simple majority vote.

4.6 Post Conditional Offer of Employment: Upon confirmation by the Village Council of Ada, a Conditional Offer of Employment shall be made to the officer applicant with such conditions as follows:

- 4.6.1 A medical examination is conducted in line with the current guidelines of the Ohio Police and Fire Pension Fund.
- 4.6.2 An emotional stability and psychological fitness examination is conducted and assessed by a qualified professional.

4.7 Review and Acceptance as Probationary Employee: Upon final review and consultation, if applicable, of the medical and psychological examinations, the Chief of Police shall:

4.7.1 Deny Eligibility and thus Employment to the Applicant, and

4.7.1.1 Report same to Mayor and Council

4.7.2 Accept the Applicant as a Probationary Employee

4.8 Probationary Period: Upon probationary employment acceptance by the applicant, the newly hired employee shall:

- 4.8.1 Be employed as a probationary employee; and
- 4.8.2 Be evaluated on a quarterly basis.

4.9 Final Review and Acceptance as Non-Probationary Employee:

4.9.1 Police Officers: The Village of Ada maintains a Union Contract with the patrol officers and sergeants of the department and as such, the “Agreement between the Village of Ada and the Fraternal Order of Police, Ohio Labor Council, Inc.” shall be referred to concerning final determination procedures by the Village of Ada for potential union employees; final assessment shall conclude with:

4.9.1.1 Termination of employment as per current union contract.

4.9.1.2 Acceptance of employee as a non-probationary village employee with union eligibility and benefits as per the current union contract.

4.9.2 Non-Sworn Employees: Upon final review of the probationary employees’ evaluations and other considerations as deemed appropriate by the Chief of Police, he or she shall present a recommendation to the Mayor of the Village of Ada to:

4.9.2.1 Terminate the Probationary Employee

4.9.2.2 Recommend Non-Probationary Employment

Upon such recommendation the Mayor may:

4.9.2.3 Terminate the Probationary Employee

4.9.2.4 Approve the Recommendation, and

4.9.2.4.1 Forward Recommendation to Council

Upon such recommendation from the Mayor, council may:

4.9.2.5 Deny the recommendation by simple majority vote, or

4.9.2.6 Confirm permanent employment by simple majority vote.

4.10 Removal of Probationary Employee: Notwithstanding the above, a probationary employee may be removed at any time during the probationary period and shall have no appeal regarding such removal.