



Ashland County Sheriff's Office Standard Operating Procedures

Subject: Employee Recruitment and Hiring	General Order: 14	Directive: 14.1
Related Directives: ORC 4776.10	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment	<input checked="" type="checkbox"/> Permanent: Issued 2016
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I. PURPOSE:

The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations and interviews.

Agencies should utilize due diligence in ensuring that their prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. Agencies should have appropriate mechanisms in place in order to achieve this mission. Further, agencies should ensure their employment requirements are related to the skills that are necessary to be a successful employee.

II. DEFINITIONS:

Moral turpitude – The act of baseness, vileness or the depravity in private and social duties which man owes to his fellow man or to society in general, contrary to accepted and customary rule of right and duty between man and man. Act or behavior that gravely violates moral sentiment or accepted moral standards of community and is morally culpable quality held to be present in some criminal offenses as distinguished from others. It is the quality of a crime involving grave infringement of the moral sentiment of the community as distinguished from minor laws. Black's Law

Refer to ORC 4776.10 for definitions.

III. PROCEDURE:

A. Equal Employment Opportunity:

The Ashland County Sheriff's Office is an Equal Opportunity Employer that supports the Americans with Disabilities Act (ADA) and must respond to reasonable requests for job accommodations and take reasonable action to employ qualified individuals with

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disabilities. This agency is committed to making reasonable sustained, diligent efforts to identify and consider such individuals for employment and for possible advancement opportunities arising during employment.

It is the sworn duty of all law enforcement officers to uphold the constitutional rights of all individuals. The Ashland County Sheriff's Office strictly prohibits any retaliatory action against an employee for opposing a practice which he or she believes to be discriminatory. This includes the filing of an internal complaint or the filing of a complaint with a state or federal civil rights enforcement agency.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

All employees are expected to abide by the procedures as outlined within this policy. Violation of this policy will subject an employee to disciplinary action, up to and including dismissal.

B. Employment Requirements:

All persons seeking employment with the agency as a law enforcement officer must:

1. Be a United States citizen;
2. Possess a valid Ohio Driver's License;
3. Have a high school diploma or GED; or
4. Successfully complete the minimum training required for licensure;
5. Never have been convicted of a *felony* or *misdemeanor involving moral turpitude* or is not currently under indictment for any criminal offense;
6. Never been convicted of any family violence offense;
7. Not be prohibited by state or federal law from operating a motor vehicle;
8. Not be prohibited by state or federal law from possessing firearms or ammunition;
9. Be subject to a thorough background investigation and personal interviews by Ashland County Sheriff's Office personnel;
10. Have never had a commission or peace officer license denied by final order or revoked;
11. Not be currently on suspension or have a voluntary surrender of an job-related license currently in effect;
12. Demonstrate honesty and integrity by successfully completing pre-employment CVSA (Certified Voice Stress Analyzer) and drug testing;
13. Demonstrate good general medical health as determined by a medical doctor, who is licensed by the Ohio State Board of Medical Examiners and physical performance testing. Applicant shall provide:
 - a. a copy of a physical within the last year,
 - b. have a physical and provide the report, or
 - c. (*as a last resort*) have a physical with our medical staff who will provide a report;

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14. Be declared in satisfactory psychological and emotional health by the Ashland County Sheriff's Office psychiatrist who is licensed by the Ohio State Board of Medical Examiners or psychologist, who is licensed by the Ohio State Board of Examiners of Psychologists; and
15. Be fingerprinted and subjected to a search of local, state and national records and finger print files.
16. Must pass a background check.

C. Physical & Mental Testing of Sworn Officers:

Individuals applying for a position as a sworn officer of this agency must continually demonstrate the ability to perform essential job functions under stressful and often confusing circumstances. At time of application and periodically thereafter officers may be required to demonstrate these abilities without assistance. Minimum demonstrations of ability are:

1. Disassembling, reassembling, loading, firing, and performing malfunction drills with a *revolver, semi-automatic pistol* and *shotgun*;
2. Handcuffing and restraining *resisting suspects*;
3. Giving loud verbal and hand signal commands that can be understood at 50 yards;
4. Standing, walking, sprinting, laying down, rolling-over, and jumping on verbal command and in rapid order;
5. Dragging 165 pounds of dead weight over 25 yards;
6. Picking up and carrying 100 pounds of dead weight over 25 yards;
7. Using a long baton, and chemical dispensing weapons on command;
8. Accurately and consistently following verbal, written and hand signal commands, without hesitation, or assistance;
9. Quickly closing large, heavy doors; and
10. Running up and down two flights of stairs.

An applicant for a sworn position that cannot perform these minimum tasks will not be accepted. Sworn officers of the agency that cannot demonstrate proficiency in these areas annually may be provided additional training and support to reach established goals, and if not attainable within a reasonable period of time, reassigned to other duties.

D. Acceptance of Applications:

Employment applications are accepted at any time, even if all positions are filled, for future evaluation. The completion of a regular application form will ensure that each candidate be considered for all positions within the agency for which he is qualified. Applications are kept on file for at least twelve months, after which the application will be destroyed. Applications of hired individuals are maintained in their employee file. Applicants, at the time of application, will be advised that their application will be kept on file for further review for twelve months unless the applicant request that the application not be maintained for further consideration.

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E. Disqualification of Applicants: This section will only apply to sworn officer candidates.

Candidates for employment are not eligible for employment consideration unless they meet high standards. Certain events may be grounds for disqualification and are contained herein. This is not to be construed as an inclusive list of reasons for disqualification or rejection.

DISQUALIFYING CONDUCT

- **Felonies:** All applicants who have been convicted in court of a felony or the attempt, conspiracy or solicitation of a felony, including but not limited to, treason, murder, voluntary manslaughter, rape, robbery, arson, burglary, kidnapping and any other felony that involves physical force or the threat of physical force or crimes of dishonesty, **will be disqualified.**
- **Misdemeanors:** All applicants who have been convicted of a criminal misdemeanor offense in court within five (5) years of the date of application may be disqualified. All applicants convicted of two (2) or more criminal misdemeanors **will be disqualified.**
- **Drugs (excluding marijuana):** Any use of any prohibited substance or abuse of a controlled substance may be grounds for rejection. All applicants who have been convicted in court of the possession and/or sale of narcotics, dangerous drugs or hallucinogens or any other controlled substance or drug of abuse that relates to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, **will be disqualified.**
- **Marijuana:** All applicants who have been convicted in court for the sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, **will be disqualified.** All applicants who have been convicted in court for the possession of marijuana may be disqualified. All applicants who have used marijuana during the selection process **will be disqualified.**
- **Sex Offenses and Acts of Violence:** All applicants who have been convicted in court of a sex offense as defined in Chapter 2907 of the Ohio Revised Code, or an offense of causing or threatening bodily harm as defined in Chapter 2903 of the Ohio Revised Code, or an attempt, conspiracy or solicitation to commit such a criminal act, **will be disqualified.**
- **Guns, Concealed Weapons and Dangerous Ordinance:** Any applicants who have been convicted in any federal, state or municipal court of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance, may be disqualified. Any attempt to violate any law, statue, or regulation to the above may be grounds for rejection.
- **Traffic Offenses:** All applicants who have been convicted in the last five (5) years in any court of competent jurisdiction of any of the following offenses will be

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disqualified: driving while impaired by drugs or alcohol, vehicular homicide, leaving the scene, reckless driving, or revocation or suspension of driving privileges on two (2) or more occasions. Any applicant currently under suspension or revocation of driving privileges **will be disqualified**. Any applicant with (6) or more points on their current record may be disqualified. No applicant will be eligible for appointment as a sworn employee unless that person possesses a valid Ohio driver's license.

- Any applicant who is currently a member of any organization that advocates crime or the violent overthrow of the United States government **will be disqualified**.
- All applicants who have made false statements regarding any material matter during the selection process or have omitted any requested material information on the questionnaire, or who have cheated during any portion of the selection process **will be disqualified**.

DISQUALIFYING EMPLOYMENT-RELATED CONDUCT

- All applicants who within five years of the date of application have been discharged from previous employment for insubordination, serious misconduct at job, unexcused absenteeism, or tardiness, may be disqualified. All applicants who within the past five years have been suspended, reprimanded, or disciplined for insubordination, misconduct on the job, unexcused absenteeism, tardiness, inefficiency, or neglect of duty on two or more occasions, may be disqualified.
- Pilferage or thefts of cash, goods, or services from a place of employment may be cause for disqualification

MISCELLANEOUS DISQUALIFYING CONDUCT

- All applicants who have failed to obey or honor any judgments entered by a court of record, including, but not limited to, alimony or support payments, or have failed to pay any fine imposed by a court of record, may be disqualified.
- All applicants who have been other than honorably discharged from the United States military service for reasons that are job related may be disqualified.
- All applicants who have made any intentional false alarm to any police agency may be disqualified.
- All applicants who admit a current pattern of alcohol, drug abuse or illegal gambling within the past 24 months will be disqualified (i.e., conduct that is predictable, repetitive or continuing activity).

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- Any applicant who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any criminal by any duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above, may be disqualified.
- All applicants with an unstable work history may be disqualified i.e. including short terms of employment over the applicant's employment history; has a history of employment in an illegal occupation.
- All applicants who have demonstrated a failure to pay just debts. Applicants will be considered on a case-by-case basis due to the number of variables involved. Factors that will be considered include type and number of debts, repeated occurrences of issuing bad checks without sufficient funds, reasons for bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity. Applicants may be required to provide a copy of their credit report status.
- All applicants who admit during the selection process to committing any of these offenses listed above may be disqualified as though they had been convicted.

F. Guidelines for Filling a Position:

Whenever a vacant position is to be filled within Ashland County Sheriff's Office, a number of guidelines to ensure all applicants are treated equally to include the following:

1. A position vacancy notice will be posted within the agency.
2. The appropriate agency supervisor will evaluate applications, including:
 - a. Any applicant nominated by a current employee,
 - b. Qualified persons already employed by the agency or governing body, and
 - c. Any other qualified persons; and
3. After screening, applicants will submit to written, physical, mental and performance based testing required for the specific position.
4. Agency will abide by current collective bargaining agreement.

G. Annual Review

- A. The sheriff will appoint a staff member to review this policy annually and update it as needed.
- B. All staff members that are involved in the recruiting and hiring process will review the policy annually and be tested. Tests will be retained in the policy file.