

## **RULE 17**

### **HIRING PROCESS GAHANNA POLICE DEPARTMENT**

Section 17.01     General Requirements. All police positions within the classified service are subject to the application and examination provisions of these Rules.

Section 17.02     Applications. Except as otherwise specifically provided for by law or by the rules of the Commission, all applicants must:

- a.     File an application with the Human Resources Department by a time specified by the Civil Service Commission.
- b.     Pay the filing fee established on an annual basis by the Commission.
- c.     Meet the minimum requirements as stated in the examination announcement.

The Commission shall require persons applying for an examination for original appointment to file with the Commission, within the time limit fixed in the examination announcement, a formal application in which the applicant, under oath of affirmation, shall state his/her name, address, and such other information as may reasonably be required concerning his/her education, experience, and personal habits as it would relate to performance of job duties. No inquiry shall be made as to religious or political affiliations or as to racial or ethnic origin of applicant. Applications once filed will not be returned to applicants.

- d.     General. Any or all applicants for any class of positions may be required to submit evidence that they possess the minimum qualifications set forth in the specifications for the class. If any certificate, license or other evidence of competency is required by law or competent authority, valid evidence shall be required of the applicant.
- e.     Proof of Age. Applicants may be required to meet certain age requirements. No person shall be eligible to receive an original appointment to the police department as police officer unless he or she has reached the age of twenty-one (21) on or prior to the date of appointment.
- f.     Acceptance or Rejection of Applications. The Commission, or the Commission Secretary, shall review all applications for completeness. An application lacking information or incorrectly filled out may be amended by the

applicant prior to the examination, following notices to amend the same. The Commission may for sufficient cause, reject an application prior to the date of the examination for which it is filed. In all cases of rejection an applicant shall be notified immediately of the rejection and the reason therefore. Upon rejection of an application any applicant shall have an opportunity to show cause to the Commission why his application should not have been rejected. Any one of the following may be sufficient cause for rejecting an application:

- 1) Lacks one or more of the minimum qualifications set forth in the examination announcement.
- 2) Has been convicted of a felony.
- 3) Has been previously dismissed from the classified civil service.
- 4) Has made false statement of any material fact or practiced, or attempted to practice, any deception or fraud in his application or in his examination, in establishing his eligibility, or securing his appointment.
- 5) Any other just and reasonable cause.

#### Section 17.03     Examinations.

The Commission shall be the examining authority for hiring and promotional testing in the classified service. The Commission shall designate the dates, time and place of each examination as it deems necessary. Copies of such notices of examinations shall be dated and filed by the Commission. The Commission shall prescribe the subjects of each examination and the relative weights to be attached thereto, provided that any such determination must have been adopted prior to the date of such examination.

An examination shall consist of a written test, which measures aptitude and knowledge of work, and one or more of the following tests or parts:

- a. Entrance Examinations shall be practical in character, and shall relate directly to those matters which fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought, and shall when appropriate, include test of manual skill.
- b. Original Appointment Examination. A competitive examination shall require applicants for positions and places in the classified service to report to a designated place at a designated time to participate in tests prescribed and administered under the direction of the members of the Commission.

c. Postponement and Cancellation. The Commission shall have the right to postpone any examination because of insufficient number of applicants, because of the non-attendance of special examiners or for other sufficient cause; or to cancel any examination, the holding of which becomes unnecessary because of a change in personnel requirements. All such postponements, or cancellations shall be posted in such places as designated for notice with reasons therefore, and an explanation of the reason for the postponement or cancellation shall be made in the Commission minutes. A copy of such notice of cancellation shall be filed in the Commission office.

Section 17.04 Conduct of Examinations. All examinations shall be conducted under the direction of at least one (1) Commission member and/or one (1) Commission staff person with the addition of special examiners as deemed necessary by the Commission.

a. Time. The limit of time prescribed for each part of the examination shall appear on the question papers in the general instructions and also shall be announced at the beginning of the examination or parts thereof.

b. Admittance. Any person who is not a candidate, a Commission member or an employee of the Commission shall not be present in the examination room except by special written permission of the Commission members in charge of the examination. A record of such written permission shall be kept on file by the Commission. Admittance to an examination may be refused to an applicant arriving after the designated starting time for testing.

c. Identification Procedures. All paper submitted by candidates shall contain their name printed legibly. If the name is not printed legibly, and cannot be read, the candidate shall be automatically disqualified. The candidate shall be required to provide two (2) forms of I.D., one being picture.

Section 17.05 Offenses in Examination.

a. Frauds Prohibited. No person shall:

1.) Willfully or corruptly by himself or in cooperation with one or more persons, defeat, deceive, or obstruct any person in respect of his or her right of examination, appointment or employment arising under the civil service law, the City Charter or under any rules or regulations prescribed pursuant thereto.

2.) Willfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the civil service law, or aid in so doing.

3.) Willfully or corruptly make any false representations concerning the results of such examination or concerning any person examined.

4.) Willfully or corruptly furnish to another person special or secret information for the purpose of either improving or injuring the prospects or chances of another person so examined, registered or certified, or to be appointed, employed or promoted.

5.) Willfully impersonate another person, or permit or aid in any manner another person to impersonate him, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed.

6.) Furnish false information about himself, or other person, in connection with any examination, registration, or appointment or application or request to be examined, registered or appointed.

7.) Make known or assist in making known to any applicant for examination, any question to be asked on such examination.

8.) Personally solicit a favor from any members of the Commission, appointing officer, or have any person in his behalf solicit a favor.

b. Penalty for Deception. Any person or persons who shall at any examination, by themselves or in cooperation with one or more person, deceive or attempt to deceive any of the examiners in any manner whatsoever by impersonation or by assisting or receiving assistance shall have his name stricken from the registers, and he shall not be permitted to take part in any examination for a minimum period of one (1) year or for a longer period as the Commission may decide and record. If such person is already in the city service, such conduct shall be grounds for discipline.

c. When Papers Taken Up. When an applicant in any examination is found to be using, without permission, any extraneous means of information, such as memoranda, pamphlets or books of any kind to assist him in answering the questions, the examination papers of the applicant, when the circumstances justify such action in the judgment of the Commissioners in charge, shall be taken up and the examination papers filed with zero (0) marking, and a memorandum made on the same of the cause for such action. The applicant shall be barred from any other examination for a period of one (1) year from such date or for a longer period, as the Commission may decide.

d. Method of Grading Examinations. The total grade attainable in each examination shall be 100%.

1.) Credit for Service as Gahanna Reserve Officer. When proper proof of acceptable service as a Gahanna Reserve Officer is presented to the Commission, and such reserve officer being otherwise eligible has received a passing grade of 70% in a police officer entrance examination or radio dispatcher examination, he/she shall be granted an additional credit in the following manner.

As a member of the Gahanna Reserve Police Force, and after completion and certification by the Ohio Peace Officer Training Academy, and the completion of the One Hundred Ninety Two Hours (192) hours of service with the Gahanna Reserve Force he or she shall be entitled to receive additional credit of five (5) points on the total grade in the entrance examination.

Request for the additional credit for reserve officer together with a letter of recommendation from the Chief of Police indicating the reserve officer is in good standing with the Police Department, shall be submitted to the Commission with the application for examination. Credit for reserve officer service shall not be given if the request for such credit is received by the Commission after an eligibility list for the examination has been established.

2.) Credit for Military Service. When proper proof of acceptable service in the Armed Forces of the United States, as defined in the Ohio Revised Code, is presented to the Commission, and such person being otherwise eligible has received a passing grade of 70% in any regular entrance examination he/she shall be granted an additional credit of five (5) points.

Requests for the additional credit for military service, together with an honorable discharge or other proof of satisfactory service, shall be submitted to the Commission with the application for the examination. Credit for military service shall not be given if the candidates request for such credit is received by the Commission after an eligible list for any examination has been established.

e. Priority. In cases of tie scores in an examination, applicants entitled to veteran's preference credit shall be placed ahead of non-veterans.

f. Physical Fitness Test. After the conclusion of the written examination the Civil Service Commission shall administer a physical fitness test to all candidates who pass the written test. The physical fitness test shall contain elements as prescribed by the Commission from time to time. If any candidate wishes to protest the results of an event in the physical fitness test, it must be done immediately after that event, and the decision of the Commission will be final. Information on the physical fitness test will be provided the candidate in the Information Packet.

Section 17.06     Inspection of Rating Keys. In examinations where the Commission considers it feasible, for a period of two (2) weeks after the scores for the examination are mailed, candidates may inspect the Rating Key and questions in the office of the Civil Service Commission. Each candidate shall be permitted only one (1) review of the test booklet involving one session.

a.     Protests. Should the test contain a question or an answer with an error, including a conflict of authority, error in keying or incorrect wording, the candidate may protest the question by submitting a protest in writing to the Commission. This written protest must be submitted at the time the candidate is reviewing the test. The protest must cite the error in the question or answer and may also include reference to recognized authorities to support the protest. Proof such as reference material involving books, pamphlets or other recognized authority may be submitted not later than two (2) days after the last day for filing protests, however, there are no further inspections or protests, except as provided below.

1.)     For two (2) days following the last day for filing protests, candidates may review protests filed and submit in writing authority which support the Rating Key answers. Proof such as reference material involving books, pamphlets or other recognized authority may be submitted not later than two (2) days after the last day for filing protests which support Rating Key answers, however, there are no further inspections or protests.

2.)     A candidate may not copy nor take from the Civil Service Commission office test questions or answers, nor may he make any written notes pertaining to test material. Commission members or members of their staff shall not discuss test written notes with applicants. Following the rating key inspection period, the Commission shall carefully consider all objections and make such changes in the tentative key as are warranted, after which a rating key shall be adopted which shall be final and which shall be used in the actual rating of examination papers. The Commission may correct clerical error of examiners or employees at any time before the cancellation of such list.

b.     Notification of Grade. Each candidate examined shall be notified of his/her grade and standing on the eligible list.

c.     Inspection of Papers. Any candidate, with the permission of the Commission, shall have the right to inspect his/her scored answer sheet, in accordance with established procedure, for a period of 72 hours after such grades have been mailed, and inform him/her as to the markings given to him on each subject or question. The applicant shall make such inspection of his answer sheet only in the presence of a member of the Commission or designated member of the Commission staff.

Section 17.07     Preservation of Examination Papers. Applications and examination papers of candidates who failed an examination shall be maintained in accordance with Gahanna Records Retention Schedule. Applications and examination papers of those passing shall be preserved for 7 years, except that test papers of those appointed from eligible lists shall be retained in the individual personnel file of each appointee.

Section 17.08     Eligibility Lists.

- a.     Posting of Eligibility Lists. From the returns of each competitive examination, the Commission shall prepare and keep open to public inspection an eligibility list of those persons whose final grade in the examination is not less than seventy (70) percent.
- b.     Duration of Lists. The term or eligibility of each list and of the names appearing thereon shall be fixed by the Commission for a period of no less than six (6) months, and no more than one (1) year from the date of the written exam. For good cause and at the discretion of the Commission an eligible list may be terminated sooner than its fixed date.

Tied Scores.

- a.     Original Appointment Examination. In the event two or more candidates receive the same score in open competitive examination, names of all candidates receiving such score shall be placed on the eligible list with the same ranking, except that candidates with Military Credit shall be placed first.

Section 17.09     Removal of Names from Eligible Lists. The name of an eligible candidate shall be removed from an eligible list by the Commission for one or more of the following reasons:

- a.     Written request of the eligible concerned.
- b.     Failure to appear or arrange for an interview or respond to communication from the appointing authority.
- c.     Failure to file with the Commission written notice of any change of address.
- d.     Declining appointment in writing or failing to accept appointment or to report for duty within four (4) business days next succeeding the confirmation of appointment.
- e.     Physical disability that prevents the eligible from satisfactorily carrying out the essential duties of the position, with or without a reasonable accommodation.

f. Practicing or attempting to practice deception or fraud in his application, his tests, or otherwise in obtaining eligibility for appointment.

g. At the request of the appointing authority for just cause.

h. Name certified to appointing authority three (3) times without an appointment to position.

i. Reason by the Commission, in any case, to believe that an eligible ~~has~~ in any manner become disqualified for appointment to a position in a given class.

1.) Any person whose name is removed from the eligible list shall not thereafter be certified to any appointing authority as eligible for appointment. The eligible person shall be notified to this effect unless his whereabouts are unknown. His name may again be certified from the eligible list only if thoroughly satisfactory explanation of the circumstances is made to the Commission. If an eligible person's name appears on more than one list, appointment to a position in one class shall be considered a waiver of appointment from other eligible lists for classes the salary of which is equal or lower unless specifically requested by the candidate unless he/she indicates his or her desire to remain on the list in writing.

j. The successful candidate may be asked to complete any of the following elements in the hiring process, listed as follows:

- 1.) Formal Application
- 2.) Hiring Standards – Read and Acknowledge and Return
- 3.) Written Examination
- 4.) Physical Fitness Test
- 5.) Preliminary Psychological Screening
- 6.) Record Check
- 7.) Background Check
- 8.) Oral Interview
- 9.) Conditional Offer of Employment
- 10.) Pre-employment Drug Test
- 11.) Physical
- 12.) Polygraph Examination.

Section 17.10 Restoration of Names to the Eligible List. Upon furnishing the Commission with satisfactory reasons therefore, a candidate may have his name restored to any list from which his name may have been previously removed, and which still remains in effect.

Section 17.11 Re-employment Lists. Any employee whose appointment has become permanent, who without fault or delinquency on his part, has been separated from the

service or reduced in rank because of lack of work or funds, shall have his name automatically placed upon the appropriate re-employment lists for the class of position from which he was reduced or laid off, until such time as he is reassigned and also at the head of an appropriate eligible list for a period not to exceed two (2) years, for certification as in an original appointment. Whenever there is no further need for a class and it is abolished in accordance with these Rules, any incumbent, with permanent status as described above, in a position in such class shall have his name automatically placed upon the eligible list for the class for a period of two (2) years and his name may be certified for a vacancy in comparable class of position for which he is qualified, or a lower class position. The place on such eligible list shall be determined in the same manner as prescribed for the order of layoff, but in the reverse order.