



## ***Pickerington Police Department Lateral Hire Police Patrol Officer Candidate Application***

---

---

Thank you for your interest in being considered for a lateral hire police patrol officer position with the Pickerington Police Department. This program was created in order to recruit high caliber law enforcement officers who have over two years of full-time patrol experience. Our goal is to always provide the best service possible for our community.

### **Policy Statement**

The Pickerington Police Department prohibits all forms of discrimination, including any employment related action by a member that adversely affects an applicant or member based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military or veteran status, pregnancy, sexual orientation or identity, transgender status, or any other status protected by federal, state, local law or regulation.

### **Nature of Work – General Description**

Under the general supervision of the Police Sergeant, is responsible for patrolling a designated area, enforcing State and City laws, and maintaining order. Answers calls when a crime is suspected or an emergency exists and takes actions as necessary to prevent crime, to apprehend criminals, to maintain safety, and to assist citizens in wide range of emergency and non-emergency situations. Performs general effective police work in the protection of life and property through the enforcement of laws and ordinances.

### **Minimum Requirements For All Police Officer Candidates**

- High School Diploma, G.E.D. or equivalent certificate.
- Attained the age of 21 years on or before the date of appointment.
- Be a citizen of the United States with ability to read, write and speak the English language.
- Be a resident of the State of Ohio at the time of appointment.
- Possession of a valid Ohio Driver's License at the time of appointment.
- Must have successfully completed a basic peace officer training academy and be certified with the Ohio Peace Officer Training Academy (OPOTA).
- Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms (i.e. shotgun, patrol rifle, handgun).
- Pass a background check, psychological evaluation, medical examination and drug screen.
- Successfully pass a physical fitness test.
- Meet all other qualifications as specified in the City of Pickerington position description for Police Officer.

## Lateral Hire Police Patrol Officer Requirements

In order to be considered for a lateral police patrol officer hire, the candidates must:

- Be currently employed as a full-time law enforcement officer, as defined in Ohio Revised Code (ORC) section 2901.01(11), or was laid off from such a position within the year prior to application.
- Have a minimum of two (2) *consecutive years* of full-time law enforcement patrol officer experience with a single agency.

### Time Not Considered As Patrol Experience for the Purpose of a Lateral Hire Patrol Officer

Since the police department is hiring for a patrol officer, the following *cannot* be used for the calculation of full-time experience:

- Deputy/Officer employed in a jail/prison setting.
- A volunteer reserve or auxiliary police officer.
- A military police officer.
- A district attorney investigator.
- Employment on a part-time basis.
- Time spent in a police academy.

Potential applicants not possessing all of the minimum requirements cannot apply as a lateral hire candidate.

### CAUSES FOR WHICH A CANDIDATE WILL NOT BE CONSIDERED FOR THE POSITION OF POLICE OFFICER

The Pickerington Police Department expects its employees to be people of integrity, good character and high moral standards. Therefore, we are very selective with our police officer candidates. The following is a *non-exhaustive* list of past conduct that will eliminate any candidate from consideration:

- Failure to appear for any required step in the selection process or any acts of non-compliance.
- Failure to pass a required examination or test including any psychological or physical fitness test administered by the City of Pickerington.
- Prior disqualification for any material reason from the Pickerington Police Department hiring process within the past 2 years.
- Falsification or intentional omission of any material fact(s) during the application process.
- A finding of deliberate deception during any part of the hiring process.
- Any attempt to manipulate the results of a truth verification examination.
- Any use or purchase of any illegal substance of abuse (except marijuana) within three (3) years of application or at any time while previously employed as a law enforcement officer.
- Any use, purchase, or cultivation of marijuana while previously employed as a law enforcement officer.
- The current use of alcohol at a level that would indicate abuse, dependency, or a level of inability to function without the use of alcohol for any period of time.
- Illegal sale of or conviction for sales of, distribution, or manufacture of any controlled substance or contraband.

- Conviction of any non-violent felony offense committed within the last 6 years or at any time while previously employed as a police officer.
- Any conviction of an M-1 or M-2 criminal misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, in the past two years or at any time while previously employed as a law enforcement officer.
- Any pattern of theft offenses during the course of employment from an employer as an adult.
- Having two (2) or more moving violations within the preceding twelve months prior to time of application.
- Having six (6) points or more on your driving record within the past two (2) year period prior to time of application.
- Having a conviction for OVI within the past six (6) years prior to application, or at any time while employed as a law enforcement officer, or having been convicted of multiple OVI violations.
- Having been placed under a 12 point suspension within the past six (2) year period prior to time of application.
- Any conviction for vehicular homicide.
- Having received a dishonorable discharge from military service.
- Filing fraudulent claims for insurance, welfare, unemployment compensation or other public assistance programs.
- Having a continuing history of financial or credit problems to include; garnishments and bankruptcy.
- An employment history which includes a pattern of any of the following: termination, resignation in lieu of discharge, excessive absence/tardiness, inability to get along with others, or any adverse disciplinary actions.
- Any conviction for a violation of a protection order or restraining order.
- Any instances where the candidate would be legally prohibited from possessing a firearm.
- Verified or admitted physical, sexual, or emotional abuse of one's spouse, ex-spouse, child, step-child, and parent or any other relative or person with whom one had lived with or has had a relationship with.
- Any conviction for the crime of domestic violence, domestic violence threats or the use of or threatened use of a deadly weapon (permanent disqualifiers).
- Non-compliance with a court order or legal contract to provide for family/dependents, child support, alimony or other financial responsibility determined by finding of any court of law.
- A past history of association or involvement with any organized criminal organization or any documented or admitted history of racial, ethnic, or social intolerance.

\* Please note that this is not an exhaustive list of all of the instances that could disqualify a potential police officer candidate.

### **So What Happens Next?**

Your application package will be initially screened to insure you are able to meet the minimum requirements. Any application not meeting those requirements or lacking any of the required information will be removed from further consideration.

Application packages will be reviewed by the City of Pickerington Human Resources Director (or designee) and the Pickerington Police Department Command Staff who will then schedule initial interviews to rank the eligible lateral hire candidates.

The top ten ranked lateral hire candidates will proceed, by invitation only, to take the Pickerington Police Department's physical abilities test (PAT). Candidates who pass the PAT will continue in the process and will be asked to complete a full Personal History Questionnaire (PHQ) and a Computerized Voice Stress Analysis Questionnaire (CVSAQ). Candidates who do not pass the PAT will be dropped from further consideration.

Once both questionnaires (PHQ & CVSAQ) are completed and turned in, there will be an administrative review. If a candidate has committed any prohibited act(s), they will be dropped from further consideration.

Lastly, the candidate will progress through the standard hiring procedures of the City of Pickerington and the Pickerington Police Department. These procedures will include a background investigation, a formal oral board interview and (if selected) an interview with the Chief of Police. If a conditional offer of employment is made, the candidate must successfully complete a pre-employment physical with stress test, drug screen and psychological evaluation.

## Lateral Hire Information and Instructions

If you meet the minimum qualifications, carefully read and comply with the following Instructions:

Read and follow instructions on each following page. Print or type all answers clearly and legibly.

Complete all information in the application packet. Please make sure responses are complete and detailed as possible. You may use a continuation page (page 10 in this packet) as needed. Include your name, the date and the position applied for on all extra pages. The information you provide will help determine the extent of your qualifications.

Pages seven (7) through nine (9) of this information package must be returned to the City of Pickerington by the deadline. Pages seven (7) and eight (8) must be signed by the candidate. Page nine (9), the Lateral Hire Candidate Affidavit page, MUST be signed and notarized.

Please attach your resume, OPOTA certification, a copy of your driver's license and a copy of your high school diploma (or GED). You may also attach other relevant documentation for the consideration of your application (i.e. letters of commendation, awards, DD214, etc.). Please write your initials at the bottom right corner of any document you attach to the application.

All information included with this application is subject to verification through interview(s), background investigation, reference checks and truth verification examination. Submission of false information or the intentional omission of material information will result in immediate disqualification from the application process, eligibility list, appointment and or employment if discovery of falsification occurs after appointment.

Return all application materials to the City of Pickerington Human Resources Office (located at 100 Lockville Road Pickerington, Ohio 43147) by **5:00 PM on Friday, February 19, 2021**. If dropping off on a Saturday or Sunday (before the deadline), please use the drop box in front of City Hall. Applications dropped off in the City drop box after 5:00 PM on Friday, February 19, 2021, will not be considered. The City of Pickerington assumes no responsibility for timely receipt of applications which are sent by mail. Mailed materials **MUST BE RECEIVED** at the Human Resources Office by noon on Monday, February 22, 2021 with a post marked date no later than Friday, February 19, 2021. If you change your residence address, e-mail address or telephone number(s) at any stage of the application process you must immediately notify the Human Resources Office. The City of Pickerington assumes no responsibility for locating candidates who have changed their contact information.

Inquires or assistance regarding these instructions or any other matter can be directed to:

**Human Resources Director Stephanie Albanese**

Phone: (614) 837-3974

E-mail: [salbanese@pickerington.net](mailto:salbanese@pickerington.net)

Or

**Commander Greg Annis**

Phone: (614) 575-6911

E-mail: [gannis@pickerington.net](mailto:gannis@pickerington.net)

## The Application Process

<p><b>Application Period</b></p>	<p>Applications for lateral hire police patrol officer candidates will be available starting on <b>Monday, January 18, 2021</b>.</p>
<p><b>Obtaining An Application Package</b></p>	<p>Beginning on the above date and time, you can:</p> <ul style="list-style-type: none"> <li>• Download a lateral hire application at: <a href="https://ci.pickerington.oh.us/departments/human-resources/job-opportunities">https://ci.pickerington.oh.us/departments/human-resources/job-opportunities</a>. Please click “Lateral Hire Police Applicants”.</li> <li>• If you are unable to download the application, please contact HR Director Stephanie Albanese at <a href="mailto:salbanese@pickerington.net">salbanese@pickerington.net</a> or (614) 837-3974 or Cmdr. Greg Annis at <a href="mailto:gannis@pickerington.net">gannis@pickerington.net</a> or (614) 575-6911 in order for alternative arrangements to be made.</li> </ul>
<p><b>Deadlines for Returning Application</b></p>	<p>Applications must be submitted to the City of Pickerington Human Resources Office no later than <b>5:00 PM on Friday, February 19, 2021</b>. If mailed, packets must be received by Noon on <u>Monday, February 22, 2021</u> with a post marked date no later than <u>Friday, February 19, 2021</u>. Applications received after the above date and time will <u>not</u> be considered.</p> <p>Applications that are incomplete or lacking all required materials will <u>not</u> be considered.</p>
<p><b>Where to Return Application Materials</b></p>	<p>You may submit your candidate application packet in one of two ways:</p> <ul style="list-style-type: none"> <li>• Submit your application packet in person to the Human Resources Office at the City of Pickerington Municipal building, located at 100 Lockville Road Pickerington, Ohio 43147.</li> <li>• Mail your application packet to the City of Pickerington Municipal Building, located at 100 Lockville Road Pickerington, Ohio 43147. Please address the package envelope “Attn: Human Resources Office”. Please note the mailed application package <b>MUST BE RECEIVED</b> by the stated deadline.</li> </ul>

## Application for Police Lateral Hire Consideration

PERSONAL INFORMATION			
LAST NAME	FIRST NAME	MIDDLE INITIAL	
HOME ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	E-MAIL ADDRESS	

EDUCATION			
NAME OF SCHOOL & LOCATION	CIRCLE LAST YEAR COMPLETED	TYPE OF DEGREE OR DIPLOMA	MAJOR AREA OF STUDY
COLLEGE	1 2 3 4 5 6 GRADUATE? YES / NO		
HIGH SCHOOL	1 2 3 4 GRADUATE? YES / NO		

CURRENT EMPLOYMENT INFORMATION			
CURRENT EMPLOYER		ADDRESS	
DATE STARTED	STARTING PAY	ENDING PAY	EMPLOYER PHONE NUMBER
DUTIES PERFORMED			
NAME, TITLE AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			

PREVIOUS EMPLOYMENT INFORMATION			
CURRENT EMPLOYER		ADDRESS	
DATE STARTED	STARTING PAY	ENDING PAY	EMPLOYER PHONE NUMBER
DUTIES PERFORMED			
NAME, TITLE AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			

**\*\*THERE IS NO NEED TO GO FURTHER BACK IN YOUR EMPLOYMENT HISTORY\*\***

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that false statements or omissions on this application are grounds for immediate disqualification or dismissal upon discovery after appointment. I authorize all persons, schools, companies and government agencies to give the Pickerington Police Department any and all information concerning my background, personal or otherwise, *and release all parties from any liabilities* for any damage that may result from this information being given to the Pickerington Police Department.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## DOCUMENT CERTIFICATION FORM

Complete and return this form with a copy of your OPOTA Peace Officer Training certificate (or OPOTA letter of Training Equivalency), a copy of your high school diploma (or G.E.D.), a copy of your driver's license and all other required documents to the City of Pickerington Municipal Building, located at 100 Lockville Road, Pickerington Ohio, 43147 ATTN: Human Resources Department by **5:00 PM on Friday, February 19, 2021**. If mailed, it must be received no later than Noon on Monday, February 22, 2021, and must be postmarked by no later than February 19, 2021.

PRINT YOUR NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
NAME OF HIGH SCHOOL	DATE OF DIPLOMA	IF NO DIPLOMA, DATE OF G.E.D.	COPY OF DIPLOMA OR G.E.D. ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
OHIO DRIVER'S LICENSE NUMBER?	IF OUT-OF-STATE DRIVER'S LICENSE, NUMBER AND ISSUING STATE		COPY OF LICENSE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
OPOTA TRAINING CERTIFICATE NUMBER	CERTIFICATE DATE (MM/YY)		COPY OF CERTIFICATE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
ACADEMY NAME AND TELEPHONE NUMBER		ACADEMY COMMANDER NAME	

I certify that the statements contained herein are true to the best of my knowledge and belief. I understand that false statements or omissions on this application are grounds for immediate disqualification or dismissal, upon discovery thereof, no matter when the falsification or omission is discovered. I further acknowledge that any falsehoods may subject me to prosecution under the falsification statutes in Ohio Revised Code chapter 2921.

I authorize all persons, schools, companies and government agencies to give the Pickerington Police Department any and all information, personal or otherwise, that they may have. I release all parties from liability for any damage that may result from furnishing such information.

I understand that I may be required to undergo further examinations to include, but not limited to, physical fitness testing, truth verification testing, medical and psychological testing before beginning work to determine my ability to perform the duties of the position applied for. Failure to undergo such examinations shall be grounds for disqualification.

In consideration of my employment, I agree to abide by the City of Pickerington's ordinances, policies & procedures, employment practices and regulations of the Pickerington Police Department. I understand my employment and compensation can be terminated by either myself or the city.

My signature below indicates my acknowledgement that the statements apply equally to all portions of this application and to any additional documents I have attached, to all of which I have affixed my initials at the bottom right corner.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## Lateral Hire Candidate Affidavit

<b>Directions:</b> Read each question below carefully. Mark the appropriate box (yes / No) with an "X".		
<b>Please note that any omissions on this page or answering "yes" to any question may result in your application being removed from further consideration.</b>		
1) Have you ever been convicted of a felony?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
2) Have you ever been convicted of a misdemeanor related to sex crimes, crimes against persons or moral turpitude?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
3) Have you ever had a domestic violence related arrest, conviction, diversion or expungement?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
4) Have you ever had any misdemeanor convictions, diversion or expungements in the last three (3) years or while employed in law enforcement?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
5) Have you had any OVI convictions, diversions, expungements or chemical test refusals in the past five (5) years or while employed in law enforcement?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
6) Have you ever been convicted of OVI more than once?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
7) Has your driver's license been suspended in the past five (5) years (not including suspensions under the Financial Responsibility Act)?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
8) Have you ever illegally sold, delivered, distributed or manufactured drugs?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
9) Have you ever used illegal narcotics or abused prescription drugs after having been employed by any law enforcement agency or in a law enforcement capacity?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

My signature below constitutes my certification that my responses are true and complete. My signature further constitutes my authorization for the City of Pickerington to investigate the facts submitted and for those with any relevant information to release it to the City of Pickerington Police Department.

I further understand and agree that should any investigation disclose any such misrepresentation, falsification, omission or concealment of fact, my application may be rejected and my name removed from further consideration from the eligibility list, or I may be terminated from employment with the City of Pickerington Police Department no matter when the falsification or omission is discovered.

I further certify the e-mail address I have provided on the application for employment is under my sole control and any communication to this e-mail address is presumed to have been received by me. Additionally, any e-mail received from this address is presumed to have been sent by me.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(My Commission Expires)

# LATERAL HIRE CANDIDATE CONTINUATION SHEET

Candidates may copy this form as many times as they need to for continuation purposes.

Continuation From Page Number:	<u>CONTINUATION</u>
<b>Position Applied For:</b> <u>Lateral Hire Police Patrol Officer Candidate</u>	

\_\_\_\_\_  
(Candidate Name) :

\_\_\_\_\_  
(Date)

## Return of Application Materials Checklist

Please use this checklist to insure you return all required items to the City of Pickerington Human Resources Office (located at 100 Lockville Road Pickerington, Ohio 43147). It is not necessary to return this form. It is solely provided for your convenience.

The deadline for the City of Pickerington Human Resources Office to receive your application package is **5:00 PM on Friday, February 19, 2021 (via drop box at the City Municipal Building, 100 Lockville Rd. Pickerington, Ohio 43147) or via mail , by Noon on Monday, February 22, 2021 and must be postmarked by no later than February 19, 2021.**

Application packages received after that time **WILL NOT** be accepted.

- Application for Lateral Hire Consideration form** (further detailed information may be required of applicants selected for further consideration after initial screening.)  
(Pg. 7)
- Document Certification Form** (with attachments – current OPOTA certification, any relevant law enforcement documentation (awards, letters of commendation, etc.), a copy of your high school diploma or G.E.D.)  
(Page. 8)
- Lateral Hire Candidate Affidavit** (signed & notarized)  
(Page 9)
- Resume**
- Application Continuation Form** (if needed)  
(Page 10)