



*Police Officer  
Hiring Process:  
Standards and  
Lateral Transfers*

# **PICKERINGTON POLICE DEPARTMENT**

# Pickerington Police Department

## Hiring Process & Standards

### Police Officer Candidates and Lateral Transfers

The Pickerington Police Department serves a population of over 23,000 city residents. We are proud to provide our residents with a highly professional, highly capable law enforcement agency. As a result, the Pickerington Police Department strives to hire the very best police officer candidates.

Our agency hires police officer candidates in one of two ways. One way is through our Police Patrol Officer Candidate hiring process and the other is by our Lateral Hire Police Patrol Officer Candidate hiring process. An example of a police patrol officer candidate is someone who has successfully graduated from a State of Ohio certified peace officer academy but may have little to no full-time law enforcement experience. A Lateral Hire Police Patrol Officer Candidate is a person who has *at least two years of full-time law enforcement patrol officer experience with a single agency* and meets additional requirements.

The primary difference between the two processes is the Lateral Hire Police Patrol Officer Candidates are not required to take the National Testing Network (NTN) on-line exam in the second step of our process. Their placement in the hiring process will be decided through an application, a resume, and their score from an initial interview score.

#### [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 effective enforcement of laws and ordinances.

#### [Police Officer Candidate Requirements](#)

##### Minimum Qualifications

- 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 and be able 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.

Version 01152021

- Must have successfully completed a basic peace officer training academy and be certified with the Ohio Peace Officer Training Academy (OPOTA) at the time of appointment.
- 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.
- The candidate must 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.

### **City of Pickerington Police Officer Candidate and Lateral Hire Officer Process**

#### **Step 1**

Announcement & Creation of a Police Officer Candidate and Lateral Hire Police Patrol Officer Candidate List - The City of Pickerington will announce and advertise when it is actively creating a Police Officer Candidate and a Lateral Hire Police Patrol Officer Candidate eligibility list.

#### **Step 2**

##### Application Process

Police Officer Candidate Testing Phase - Even when the City of Pickerington is not actively recruiting police officers to fill vacancies, pre-requisite police officer testing is routinely and continuously offered through the National Testing Network (NTN). Successful completion of these entry level Ergo-metrics tests, are the mandatory first step in the Pickerington recruitment process. The eligibility test is good for one year from the date of the test. For details on these tests, consult [www.ergometrics.org](http://www.ergometrics.org). For test locations, times and registration details, contact [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)

### **Additional Ergo-metrics Testing Requirements**

- Your Ergo-metrics Law Enforcement exam must be completed through the National Testing Network (NTN). The closest test center is at Columbus State Community College, downtown campus. However, due to COVID-19 pandemic, there is a virtual proctoring option available
- You must designate the City of Pickerington as a reporting agency for test scores.
- You must have completed OPOTA certification.
- You must have correctable vision in both eyes to 20/20 and not be color blind.
- Candidates who do not meet the minimum requirements will not be considered.

[Lateral Hire Patrol Officer Candidate Initial Application Process](#) - Those persons who qualify for consideration as a lateral hire candidate will be required to complete a Pickerington Police Department Lateral Hire Police Patrol Officer Candidate Application Packet. These completed packets will need to include copies of the lateral hire candidate's high school diploma or G.E.D. certificate, a copy of their driver's license, a resume, a copy of their current Ohio Peace Officer Training Academy (OPOTA) certificate, a signed document certification form and a notarized affidavit and release. Candidates are also asked to attach any additional significant paperwork, such as letters of commendation, awards and their DD-214, if applicable.

Candidates are advised the application packet needs to be completely filled out and returned either in person or by mail to the City of Pickerington Human Resources Office, located at 100 Lockville Road Pickerington, Ohio 43147. The application will be kept on file for one year after it is received. Applications received after a hiring deadline is posted for a vacant position will not be considered in that hiring process.

The City of Pickerington will not assume responsibility for timely receipt of application packets sent through the mail. Applications that are incomplete or are received after the deadline will not be considered.

### **Step 3**

[Police Officer Candidate Selection](#) – The top twenty ranked candidates from the NTN testing pool will be invited to apply and continue in the recruitment process provided they:

- Identify the City of Pickerington as a reporting agency when they partake in the Ergo-metrics Law Enforcement testing through the National Testing Network will be considered for a vacancy.
- Successfully complete all portions of the written exam.
- Have taken the Ergo-metrics Tests within one year of the recruitment deadline date.

[Lateral Hire Candidate Packet Review](#) – All lateral hire candidate application packets will be reviewed by the Human Resources Director (or their designee) and the Pickerington Police Department Command Staff. This review will ensure that all applicants meet the minimum requirement standards.

Applicants that meet the minimum requirements will be scheduled for an initial lateral hire candidate interview and questionnaire. The questionnaire and interview will be used to develop a numeric score for an initial ranking of the lateral hire candidates. The interview will take place in front of a board of four members, made up of the Human Resources Director (or their designee), a patrol officer, a detective and a sergeant. The candidate's score will be the average of the scores given by each board member.

The top ten ranked lateral candidates will then proceed to the next phase of the hiring process. All other applications will be held in abeyance should another position become available within the year.

Applications that are incomplete or do not meet the minimum requirement standards will be immediately removed from consideration as a *lateral hire candidate*. However, these candidates would still be able to apply for a position through the NTN regular hiring process, so long as the application period has not closed.

#### **Step 4**

Physical Abilities Testing - The thirty ranked candidates who pass Step 3 will be invited to participate in a physical abilities test. If there are not enough applicants in one of the pools the remainder of the thirty candidates will be taken from the other pool (For example, if there are only five lateral transfers in the pool the remainder will be obtained from the NTN pool to fill the vacancies until there are thirty).

The physical abilities test will be administered by the Pickerington Police Department. The criteria include meeting physical ability standards set forth by the collective bargaining agreement for all officers and sergeants on the Pickerington Police Department. Candidates must meet the department's minimum standards for physical fitness for strength, flexibility, and endurance to move on in the process. Those who pass will be provided with a Personal History Questionnaire (PHQ) and a Computerized Voice Stress Analysis Questionnaire (CVSAQ). Both questionnaires must be completed in their entirety and received by the assigned deadline for all applicants who have passed the physical fitness testing.

The physical abilities test will be scored for each of the individual categories of strength, flexibility and endurance on a point system. The scores will then be combined with the NTN testing score for candidate applicants, and the Initial oral board scores for Lateral Transfer Candidates. The candidates will then be re-ranked on the combined scores.

#### **Step 5**

Administrative Review – The Personal History and CVSA Questionnaires will be reviewed by the police department command staff and human resources representatives to ensure there are no disqualifying factors as outlined in the Pickerington Police Department Hiring Process and Standards.

Candidates who have any disqualifying factors will be removed from consideration and will not progress any further in the hiring process.

The top ten candidates who pass the administrative review shall proceed to the next step. The rest of the applicants shall be held in abeyance.

#### **Step 6**

Truth Verification Test – All candidates will be given a truth verification test to validate the information provided in the CVSA Questionnaire and the Personal History Questionnaire.

Candidates who fail to show up at the appointed date and time will be removed from the process. Any candidate who fails the Truth Verification Test will be removed from the process.

## **Step 7**

**Background Investigation** - A thorough investigation of your background and personal history will be conducted to determine your suitability for employment. The investigation will include criminal history, civil complaints and credit checks. Investigators will conduct interviews with, but not be limited to, family members, friends, neighbors, present and past employers, school officials, and other law enforcement agencies.

Background checks will continue until there are enough eligible candidates to fill the rule of three of the interview process. If applicants are removed from the hiring process during the background investigation and there are not enough candidates to fill the rule of three for the interview process, the applicants that were put into abeyance during the administrative review will be placed into the background investigation process until there are enough people to fill the rule of three for the interview process.

## **Step 8**

**Oral Review Board** – Candidates who pass Step 7 of the hiring process will be invited to an Oral Review Board. This will be a panel of three to four professionals from the Pickerington Police Department and Human Resources Department.

To be admitted to the Oral Review Board, a candidate must produce a valid identification.

Oral Review Board members will question the candidate on practical and/or probable situations.

Candidates will then be re-ranked on the basis of their scores.

## **Step 9**

**Chief of Police Interview** - The Chief of Police will interview the top three (3) highest-ranking candidates on both the Police Officer Candidate List and the Lateral Hire Police Patrol Officer Candidate list of those who have successfully completed all phases of the hiring process. If multiple vacancies exist, the Chief of Police will interview the required number of candidates necessary to fill the multiple vacancies and consider said number of candidates for selection in a manner consistent with the following illustration:

Candidates 1, 2, and 3 from each eligibility list are considered for the first vacant position; candidate 2 is selected for said vacant position; candidate 1, 3, and 4 are then considered for the second vacant position; candidate 1 is selected for said vacant position; candidates 3, 4, and 5 are then considered for the third vacant position.

The Chief of Police will decide whether to hire a lateral candidate or police officer candidate.

## **Step 10**

**Conditional Offer of Employment** - Candidates selected for available vacancies in accordance with the procedures identified in this document, will be extended a conditional offer of employment and, at that time, be advised that they will be appointed based on the condition that they pass a psychological evaluation, medical examination and drug test.

## **Step 11**

**Psychological Examination** - All candidates who receive a conditional offer of employment will be required to take a battery of psychological tests. These tests will be administered and evaluated by a licensed psychologist.

**Medical Examination & Drug Screen** - A licensed physician will conduct a complete medical examination to determine fitness to perform the essential job functions for the desired position.

## **Step 12**

**Final Appointment** - Candidates who successfully complete all phases of the hiring process may be appointed as a Pickerington Police Officer. Candidates who successfully progress through the process will be notified by mail of future testing or reporting dates and times. Candidates who fail to successfully complete all phases of the process will be notified by mail of their disqualification. After appointment, the officer will be assigned to an extensive Field Training Period. This period lasts approximately 8-12 weeks.

### **Personal Appearance Standards**

Police department employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this organization. Employees shall be clean and well-groomed while on-duty. Hairstyles of all members shall be neat in appearance. For male officers, hair must not extend below the top edge of the uniform collar while assuming a normal stance. For female officers, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, and worn up or in a tightly wrapped braid or ponytail.

Officers may have mustaches which do not extend below the upper lip line. Goatees and full beards are permitted to be worn, but must be well kept and maintained to ½ inch hair length. The Chief of Police shall have the final decisions on all facial hair growth appearance.

Tattoos or visible body art, while permissible, shall be in good taste. The Chief or his designee reserves the right to order any employee to cover any tattoo or body art determined to be offensive by the Chief or his designee. Tattoos or body art considered offensive would include, but not be limited to, those depicting nudity, are sexual in nature, contain profanity, depict bias or hate towards any race, gender, religion, sexual preference, or any other depiction that would shock the conscience of an ordinary person. Tattoos on the face and neck are strictly prohibited. If deemed offensive the tattoo or body art shall be covered with a black, navy blue or flesh colored sleeve designed for such purposes and purchased at the employee's expense.

Body piercing, or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to ear spacers, pierced lips or nose, tongue splitting or piercing, the complete or transdermal implantation of any material other than hair replacement or breast augmentation, abnormal shaping of the ears, eyes nose or teeth or any branding or scarification.

## 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.

### **Pickerington Police Department Police Officer Candidate Physical Abilities Test Standards**

All officer candidates will be required to successfully pass the Pickerington Police Department's Physical Abilities Test (PAT). The PAT will be based on three physical fitness components: upper body strength, flexibility and agility/endurance. The Physical Abilities Test will be administered by police department staff members. Candidates unable to pass the PAT will be removed from any further hiring consideration.

The three physical abilities components will be scored as unsatisfactory (minimum standards not achieved), minimum (basic standards met), recommended (satisfactory standards met) and excellent (standards surpassed). Candidates must meet minimum standards for upper body strength and for agility/endurance to continue in the hiring process.

**Upper Body Strength** – A Smith Machine bench press is used to evaluate upper body muscular strength. The following is the proper technique to be used for the Smith Machine bench press:

- Your bottom must stay in contact with the bench (no bouncing)
- Elbows must travel past the parallel point of the body
- No bouncing the bar off the chest
- Candidates must lock out the barbell at the top for a good lift
- Your feet must stay in contact with the floor
- The applicant has their choice of hand positioning, feet positioning, and body position on the bench. A spotter may lift the bar off the upper machine if requested by the applicant.



A candidate's score for upper body strength testing will be determined by their current weight and age group. For example, using the table below, a 180 pound male candidate, who is between the age of 30 and 39, will need to press 88% (or 0.88) of their body weight to meet the minimum standard: 180 lbs. X (0.88) = 158 pounds. To score excellent, they need to press 108% (1.08) of their body weight: 180 lbs. X (1.08) = 194 pounds.

**Upper Body Strength: Smith Machine Bench Press – Male Standards**

20 – 29 Years Old	30 – 39 Years Old	40 – 49 Years Old	50 – 59 Years Old	Level and Percentile Group
.99	.88	.80	.71	Minimum
1.1	.96	.86	.77	Recommended
1.26	1.08	.96	.87	Excellent

**Upper Body Strength: Smith Machine Bench Press – Female Standards**

20 – 29 Years Old	30 – 39 Years Old	40 – 49 Years Old	50 – 59 Years Old	Level and Percentile Group
.59	.53	.50	.44	Minimum
.68	.58	.53	.47	Recommended
.74	.63	.57	.52	Excellent

**Flexibility Testing** – Flexibility will be tested by using a sit-and-reach box. The goal of the sit-and-reach test is to measure the flexibility of the lower back and hamstring muscles.

Candidates may remove their shoes for the test. They will sit upright on the floor with their back straight and their legs fully extended in front of them and the bottom of their feet against the sit-and-reach box. While keeping the backs of the knees flat against the floor and their feet against the box, candidates will place their hands on top of one another and slide them forward as far as they can pushing the shuttle. The candidate's score will be based on the distance between the starting point and the reached point.



### Flexibility - Men

20 – 29 Years Old	30 – 39 Years Old	40 – 49 Years Old	50 – 59 Years Old	Level and Percentile Group
15.5"	14.5"	13.3"	12.0"	Minimum
17.5"	16.5"	15.3"	14.5"	Recommended
18.5"	17.5"	16.3"	15.5"	Excellent

### Flexibility - Women

20 – 29 Years Old	30 – 39 Years Old	40 – 49 Years Old	50 – 59 Years Old	Level and Percentile Group
18.3"	17.3"	16.5"	15.5"	Minimum
20.0"	19.0"	18.0"	17.9"	Recommended
20.5"	20.0"	19.0"	18.5"	Excellent

**Agility and Endurance** – This physical ability component will be tested via a timed run and obstacle course that all candidates must complete in less than three (3) minutes. In this event candidates will:

- Run 440 yards;
- Traversing over a four foot fence
- Push a patrol vehicle a distance of thirty (30) feet
- Carry two 75 lb. gas cans a distance of thirty (30) feet and
- Complete a shuttle run by negotiating a series of four (4) cones a total distance of (60) feet.

### Agility and Endurance Standards - Men & Women

2:25 to 3:00 minutes	Minimum
2:00 to 2:24 minutes	Recommended
Less than 2:00 minutes	Excellent

### Questions?

If you have any questions concerning the City of Pickerington's police candidate hiring process, please feel free to contact either of the following people:

City of Pickerington Human Resources Director Stephanie Albanese

Office: (614) 837-3974

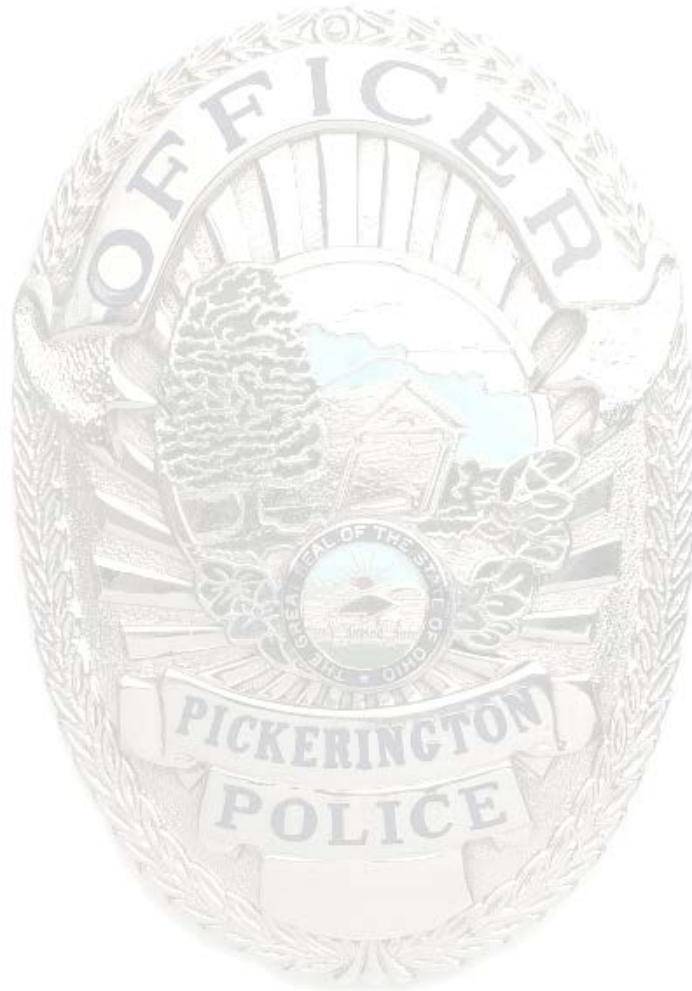
E-mail: [salbanese@pickerington.net](mailto:salbanese@pickerington.net)

Or

City of Pickerington Police Department Commander Greg Annis

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