



Pickerington Police Department Lateral Hire Public Safety Dispatcher Candidate Application

Thank you for your interest in being considered for a lateral hire public safety dispatcher position with the Pickerington Police Department. This program was created in order to recruit high caliber, experienced dispatchers who may have extensive experience or may have specialized training that may increase the capabilities of our department. 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.

Requirements to Be Considered For a Lateral Hire

At minimum, the lateral hire candidates must:

- Be currently employed as a full-time Public Safety Dispatcher or equivalent, for the past two years, or have been laid off from such a position within the past year. Please note that being laid off *DOES NOT* apply to a resignation in lieu of termination.
- Possess a high school diploma or GED certificate.
- Be a United States citizen with the ability to read, write and understand the English language.
- Possess a valid Ohio driver's license at the time of appointment.

Please note that the City Manager may waive a part of the minimum requirements due to limited, extraordinary circumstances on a case by case basis.

Since the Pickerington Police Department is seeking candidates for a public safety dispatcher position(s), there are several aspects in the public safety dispatcher field that will not be counted as full-time experience. Those aspects are as follows:

- Employment on a part-time basis.
- Non-public safety dispatching experience

Candidates not possessing the minimum requirements for a lateral hire public dispatcher position are asked not to apply. Under these circumstances, you may apply for any open public safety dispatcher position following standard procedures.

Disqualifying Lateral Hire Candidate Conduct

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 public safety dispatcher candidates. The following is a non-exhaustive list of past conduct that will eliminate a lateral hire 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 medical examination or test including drug and alcohol use 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 admission or conviction of a crime of violence as defined by federal, state or local law.
- Any use or purchase of drugs of abuse (except marijuana or prescribed medications) within three (3) years of application or while employed as a law enforcement officer.
- Any use, purchase, or cultivation of marijuana while employed as a public safety dispatcher.
- The prior use of marijuana at a level that would indicate more than casual or experimental use.
- 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 illegal sales of, distribution, or manufacture of any controlled substance or contraband.
- Admission or conviction of any felony level offense committed as an adult or juvenile.
- Any conviction of a M-1 or M-2 criminal misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as an adult in the past five years, more than one M-1 or M-2 conviction as an adult, or at any time while employed as a public safety dispatcher.
- Any conviction of more than one M-1 or M-2 criminal misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as a juvenile.

- Any pattern of theft offenses during the course of employment from an employer as an adult.
- Having a conviction of OVI within the past six (6) years prior to application, or at any time while employed as a public safety dispatcher, or having been convicted of multiple OVI violations.
- Having been placed under a 12 point suspension within the past six (6) year period prior to time of application.
- Any conviction of vehicular homicide.
- Having received a Dishonorable Discharge or Other Than Honorable 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 or restraining order.
- Verified or admitted physical, sexual, or emotional abuse of one's spouse, ex-spouse, child, step-child, parent or any other relative or person with whom one had lived with or has had a relationship with, or a conviction of a crime of domestic violence involving the use of force or threatened use of a deadly weapon (permanent disqualifier).
- 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.

Again, this is not an exhaustive list of all of the instances that could disqualify a potential public safety dispatcher 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 Police Department Command Staff who will then schedule initial interviews to rank the lateral hire candidates.

The top ten ranked lateral hire candidates will proceed, by invitation only, and will be asked to complete a full Personal History Questionnaire (PHQ) and a Computerized Voice Stress Analysis Questionnaire (CVSAQ).

Once both questionnaires and the CVSAQ are completed and turned in, there will be an administrative review for any admissions of prohibited acts. 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 drug screen.

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 package. Please make sure responses are complete and detailed as possible. You may duplicate page 10 in this package 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. Page seven (7) must be signed by the candidate, page eight (8) is not applicable for the Public Safety Dispatcher position. Page nine (9), the Lateral Hire Candidate Affidavit page, MUST be signed and notarized.

Please attach your resume and any other documentation you think relevant to the consideration of your application (i.e. training certificates, commendations, 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, and a reference check 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 Tuesday, January 18, 2022**. Applications dropped off in the City drop box after 5:00 PM on Tuesday January 18, 2022 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 Wednesday, January 19, 2022 with a post mark date of no later than Tuesday, January 18. If you change your residence 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

The Application Process

<p>Application Period</p>	<p>Applications for lateral hire public safety dispatcher candidates will be available starting on January 4, 2022</p>
<p>Obtaining An Application Package</p>	<p>Beginning on the above date, you can:</p> <ul style="list-style-type: none"> • Download a lateral hire application at: https://ci.pickerington.oh.us/departments/human-resources/job-opportunities. Click on “Lateral Hire Public Safety Dispatcher Applicants”. • Pick up an application package at either the City of Pickerington Municipal Building, located at 100 Lockville Rd. Pickerington, Ohio 43147 or at the Pickerington Police Department, located at 1311 Refugee Rd. Pickerington, Ohio 43147.
<p>Deadlines for Returning Application</p>	<p>Applications must be submitted to the City of Pickerington Human Resources Office no later than Tuesday January 18, 2022 at 5:00 P.M. Applications submitted after the above date and time will not be considered.</p> <p>Applications lacking all required materials will <u>not</u> be considered.</p>
<p>Where to Return Application Materials</p>	<p>You may submit your candidate application package in one of two ways:</p> <ul style="list-style-type: none"> • Submit your application package in person to the Human Resources Office at the City of Pickerington Municipal building, located at 100 Lockville Road Pickerington, Ohio 43147. • Mail your application package 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 <u>MUST BE RECEIVED</u> by the stated deadline.

Application for PS Dispatcher 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)

PAGE IS NOT APPLICABLE FOR PUBLIC SAFETY DISPATCHER

Complete and return this form with a **copy of your OPOTA Peace Officer Training certificate** or OPOTA letter of Training Equivalency, and all other required documents to the City of Pickerington Municipal Building, located at 100 Lockville Road, Pickerington Ohio, 43147 ATTN: Human Resources Department

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

Directions: Read each question below carefully. Mark the appropriate box (yes / No) with an "X".		
Please note that any omissions on this page or answering "yes" to any question may result in your application being removed from further consideration.		
1) Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Have you ever been convicted of a misdemeanor related to sex crimes, crimes against persons or moral turpitude?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Have you ever had a domestic violence related arrest, conviction, diversion or expungement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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"/> Yes	<input type="checkbox"/> No
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"/> Yes	<input type="checkbox"/> No
6) Have you ever been convicted of OVI more than once?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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"/> Yes	<input type="checkbox"/> No
8) Have you ever illegally sold, delivered, distributed or manufactured drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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"/> Yes	<input type="checkbox"/> No

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)

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 **Tuesday, January 18, 2022 at 5:00 P.M.** 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 Training Form** (with attachments – any relevant public safety dispatcher training certificates, letters of commendation, etc.)
(Page. 10)
- Signed and Notarized Lateral Hire Candidate Affidavit**
(Page 9)
- Resume**