



Police Officer Selection Process

A. Purpose

The following is an outline of the police officer selection process utilized by the City of Powell to make hiring decisions. The entire selection process will take approximately ninety (90) days to complete, but could take longer due to circumstances out of the City's control. Applicants may be dismissed from further consideration at any stage during the selection process.

B. Announcement, Advertisement, Pre-Interview Questionnaire, Panel Interview, Formal Application Packet & Final Interview

1. When the City of Powell has a vacancy for the position of Police Officer, the City Manager shall authorize the posting and publication of an announcement/advertisement publicizing the fact that the Powell Police Department is seeking qualified candidates for employment. The job posting will include a detailed job-description outlining the duties, responsibilities, requisite skills, educational level and any other minimum qualifications.

Candidates must formally apply by completing a written test, and a personal history questionnaire (PHQ), through the National Testing Network (NTN) at <https://nationaltestingnetwork.com/publicsafetyjobs/index.cfm> for the position of Police Officer. Candidates must receive a minimum score of 70% on the video-based human relations section of the test to be selected for a panel interview.

Candidates receiving a minimum required score of 70% on the video-based human relations section of the test through NTN will be scheduled for a panel interview with the Powell Police Department as soon as possible.

2. The job posting will contain a deadline by which interested candidates must have completed, the NTN test, and passed by the minimum score of 70% on the video-based human relations section of the test, to receive a panel interview and be included in the list of qualified candidates.
3. Applicants meeting the requirements to receive a panel interview will be asked to complete a pre-interview questionnaire at <https://cityofpowell.us/police-agency/employment/> prior to their scheduled interview.



Powell Police Department
47 Hall Street | Powell OH 43065-8357 | www.cityofpowell.us
Administration 614-885-5005 | Non-Emergency 614-885-3374



4. The City of Powell will establish a preliminary list from the qualified applicant pool. This list will consist of all applicants that took the test through NTN and received a minimum score of 70% on the video-based human relations section of the test, or better; completed the PHQ through NTN; completed the pre-interview questionnaire; meet all the position requirements; and do not have any automatic disqualifiers after completing a Comprehensive Criminal History (CCH) and a driving record check in advance of the panel interview.
5. Applicants can earn up to an additional twenty (20) percent of the applicant's total interview score. In no case, can an applicant receive more than a twenty (20) percent credit to the applicant's total interview score. These additional credits can only be earned if candidates have submitted documentation for the earned credits with their pre-interview questionnaire or at the time of their panel interview. Qualified candidates shall then be ranked according to their interview panel score with the inclusion of any authorized credits. Credit can be earned for any of the following.
 - A military credit of twenty (20) percent of the applicant's score, when approved, shall be applied to candidate's panel interview score in accordance with standards established by the Board of Personnel Review.
 - A ten (10) percent credit of the applicant's score, when approved, shall be applied to the candidate's panel interview score when the applicant has a current Ohio Peace Officer Training Academy law enforcement certification.
 - An educational credit of ten (10) percent of the applicant's score, when approved, shall be applied to the candidate's panel interview score when the applicant has a Bachelor's Degree from an accredited university in any field of discipline (or an advanced postgraduate degree such as a Master's, PhD or Juris Doctor).
 - An educational credit of five (5) percent of the applicant's score, when approved, shall be applied to the candidate's panel interview score when the applicant has an Associate Degree from an accredited university in any field of discipline.

NOTE: An applicant is only eligible to receive an educational credit for one (1) eligible degree and in no way can the educational credit be combined from more than one (1) degree.

Applicants will be required to submit proof of any credit for which they are applying before any such credit will be authorized.

6. Applicants will be asked at to complete a voluntary "Equal Employment Opportunity Information" form when completing their pre-interview questionnaire.

C. Formal Selection Process

1. All candidates that receive a minimum required score of 70% on the video-based human relations section of the test through NTN, complete the PHQ through NTN, and complete the

entire pre-interview questionnaire in full will be considered to advance in the selection process. Candidates selected to advance in the selection process will be notified accordingly. The information required to be completed with the pre-interview questionnaire form includes:

- a. Personal record information which will be used to conduct a preliminary record check that includes a Comprehensive Criminal History (CCH) and a driving record check. This is done to determine if any disqualifiers exist that would render a particular candidate ineligible to continue further in the selection process.
 - b. Additional credit certification questions for military experience, Ohio Peace Officer Training Academy certificate, and education experience. Candidates will be asked to provide documentation for these credits with their questionnaire. Candidates can also supply their documentation at the panel interview if selected.
 - c. Preliminary interview questions
 - d. EEO-1 Voluntary Self-Identification information. Completion of information is voluntary and will not affect the candidate's opportunity for employment, or the terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department.
2. Candidates must complete all required sections of the pre-interview questionnaire. Failure to do so could result in the disqualification of the candidate's eligibility to continue in the selection process.
 3. Candidates must return the completed pre-interview questionnaire to the Powell Police Department by the posted deadline.

D. Pre-Interview Records Check

1. Prior to the oral interview phase, candidates will undergo a preliminary record check that includes a Comprehensive Criminal History (CCH) and a driving record check. This is done to determine if any disqualifiers exist that would render a particular candidate ineligible to continue further in the selection process. A list of employment disqualifiers will be included with the application documents on the City of Powell's website.

E. Oral Interview Process

1. Candidates who receive a minimum required score of 70% on the video-based human relations section of the test through NTN, complete the PHQ through NTN, complete the pre-interview questionnaire in full and successfully pass the pre-interview records check will advance to the oral interview process.

If a current eligible candidate has previously been interviewed in a past hiring process with this agency, the agency reserves the right to use their prior oral interview performance in the current selection process in lieu of conducting a second interview.

2. Candidates will be notified in writing of the date and time of any interview scheduled throughout the selection process.
3. Each candidate will be interviewed by a preliminary panel which includes employees of the Powell Police Department. The candidates will be scored based on an established, standardized scoring system. At the conclusion of the panel interview, the candidates will be ranked based on the panel interview scores with the inclusion of any authorized credits.
4. Applicants can earn up to an additional twenty (20) percent of the applicant's total interview score. In no case, can an applicant receive more than a twenty (20) percent credit to the applicant's total interview score. These additional credits can only be earned if candidates have submitted documentation for the earned credits with their pre-interview questionnaire or at the time of their panel interview. Qualified candidates shall then be ranked according to their interview panel score with the inclusion of any authorized credits. Credit can be earned for any of the following.
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 - d An educational credit of five (5) percent of the applicant's score, when approved, shall be applied to the candidate's panel interview score when the applicant has an Associate Degree from an accredited university in any field of discipline.

NOTE: An applicant is only eligible to receive an educational credit for one (1) eligible degree and in no way can the educational credit be combined from more than one (1) degree.

Applicants will be required to submit proof of any credit for which they are applying before any such credit will be authorized.

5. Candidates having a weighted score of 80 or above will move forward in the selection process. Candidates recommended for advancement by the interview panel will then be asked to complete an employment application packet in advance of starting a background investigation. The forms in the application packet include an employment application, pre-employment drug testing consent form, and applicant release form. Candidates must complete all requires forms and releases as part of the selection process in the time-frame set by the interview panel. Failure to do so could result in the disqualification of the candidate's eligibility to continue in the selection process. Final interviews will be conducted by the Chief of Police or designee and the City Manager if available.

F. Background Investigation

1. The candidates selected by the Chief of Police or designee will advance to the background investigation phase. Due to the sensitive nature of law enforcement and the high amount of trust that is expected from the public, potential hires will be required to submit to a thorough background investigation which can include but is not limited to:
 - a. Verification of the candidate's stated credentials, driver's license record, citizenship or residency status for employment, residence, employment history and any other information submitted by the applicant.
 - b. Review of all past traffic and criminal records and credit history. A thorough records check of each candidate will review local, state and national records for traffic and criminal convictions.
 - c. Interviews with past employers, personal references, educational institutions, neighbors and acquaintances.
2. Candidates may be disqualified based on the results of the background investigation. The following are disqualifiers for a candidate's eligibility for employment with the City of Powell:
 - a. Any incidents of dishonesty or falsification throughout the application and selection process;
 - b. History of domestic violence or failure to pay court-ordered child support;
 - c. Employment history that includes a pattern of discipline or termination;
 - d. Any 'dishonorable', 'bad conduct' or 'other than honorable discharge' from military service;
 - e. A conviction of vehicular homicide or an equivalent offense;
 - f. Driving record which contains multiple moving violations, recent OVI or equivalent offenses, other serious traffic convictions or an overall poor driving record;

g. Criminal history, that includes:

- Any felony conviction;
- An admission or a conviction for any theft offense within the last (5) years;
- A pattern of theft or similar offenses;
- Any fraudulent insurance or related claims; or
- Multiple criminal convictions of any nature.

h. Substance abuse, that includes:

- Any illegal substance use within one (1) year of the candidate's application;
- History of cultivating, manufacturing or trafficking in illegal drugs; or
- A pattern of using illegal drugs or abusing legally obtained drugs.

G. Truth Verification Examination

1. A polygraph examination or other truth verification examination will be administered to each candidate who is selected to move forward in the selection process after completion of the oral interview. Examinations will be administered by an examiner certified in the type of exam administered.
2. The examination will verify information obtained by the Powell Police Department through the course of the application and background process. The examination will also explore areas of the candidate's past that could be potential concerns for a person trusted to be a police officer. These areas can include criminal conduct, sexual deviance, and patterns of dishonesty, work history and personal relationships.
3. While the results of the examination will not be used as a single determinant of a candidate's continued eligibility in the selection process, any deception noted during this segment of the process that is corroborated by other means may eliminate the candidate from further consideration.

H. Conditional Offer of Employment

1. Those candidates who have successfully completed the background phase and the truth examination verification, may be given a conditional offer of employment at the discretion of the Chief of Police and City Manager.

2. Candidates receiving a conditional offer of employment will be given a psychological evaluation to determine whether they possess the desirable psychological, emotional and personality traits to perform as a law enforcement employee with the Powell Police Department.
3. Some of the following characteristics are representative of the unacceptable qualities that may result in a candidate being disqualified from the selection process:
 - a. anti-social behavioral patterns, attitudes or inability to control one's temper
 - b. unwillingness to accept supervision and carry out lawful orders
 - c. lack of compassion
 - d. low self-esteem or inordinately high self-esteem
 - e. deceptiveness in answering questions
 - f. inability to accept constructive criticism
 - g. potential for abuse of power and position as a law enforcement employee
 - h. inability to handle stress
 - i. racial/sexual or other prejudices
 - j. other qualities, traits, or attributes undesirable for the power and responsibility of a law enforcement employee
2. All psychological processes will be conducted by a qualified psychological or psychiatric professional.
3. Candidates receiving a conditional offer of employment will also be given a medical examination, including a drug screen.
4. This examination will be conducted, at the expense of the City of Powell, by a licensed physician selected by the City of Powell.
5. Medical examinations will be conducted to ensure that candidates meet minimum health guidelines necessary to perform the essential job functions and that no medical condition exists that would pose a direct threat to the health or safety of the candidate or others.
6. Medical information obtained by the Powell Police Department will be kept strictly confidential.

I. Probationary Period

1. New hires who are already certified as peace officers will be considered probationary for one (1) year from the date of hire. New hires who need to attend a basic peace officer academy will begin their (1) year probationary period upon successful completion of the academy.
2. Failure to reach a satisfactory level of performance within the probationary period may result in an extension of the probationary period or termination.

J. Eligibility List Duration, Re-application

1. Eligibility lists are maintained in accordance with Board of Personnel Review guidelines.
2. Eligible candidates who are not hired may re-apply in any future selection processes.

Thank you for your interest in the Powell Police Department.

The Powell Police Department is an Equal Opportunity Employer.