



## FAIRFIELD TOWNSHIP POLICE DEPARTMENT

September 14, 2017

Dear Police Officer Applicant,

Thank you for applying for the position of police officer with the Fairfield Township Police Department. The police department seeks to hire individuals of good character and who represent our community's values. Fairfield Township is a growing, dynamic community of approximately 22,000 residents. It is approximately 18 square miles and has a combination of both residential and business.

Fairfield Township police officers are represented by the FOP Ohio Labor Council and are members of the PERS/LE retirement plan. As of July 1, 2017, the starting salary for police officer is \$48,692.80, with an established wage scale that increases up to \$67,516.80. The township offers an outstanding benefit package including paid vacation, paid holidays, personal days, medical, dental, vision, and life insurance. The township provides all equipment and uniform upon employment, with an established uniform allowance each subsequent year.

The attached document explains the standards of employment and hiring process for the Fairfield Township Police Department. If you have any questions, please contact the police department at 513-785-4174.

Sincerely,

**Robert Chabali**  
Chief of Police



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### **Nature of Work:**

A police officer works under the direct supervision of a sergeant or officer in charge. An officer patrols a general or assigned area ensuring compliance with all applicable state laws and any applicable township resolutions; answers calls when a crime is suspected or an emergency exists; takes such action as necessary to prevent crime and/or to apprehend criminals; maintains safety; assists citizens in a wide range of emergency and non-emergency situations; and performs other related duties, tasks, and assignments as required and directed by an agency supervisor or the Chief of Police. The Fairfield Township Police Department subscribes to the community-oriented policing philosophy and therefore the primary emphasis of the position involves community service. Officers are required to take a problem-solving approach to the situations they encounter on a day-to-day basis. Officers are also required to interact with the residents on a regular basis within the township to address relevant concerns facing the community.

### **Policy Statement:**

It is the policy of Fairfield Township to prohibit work place harassment and discrimination of any candidate or employee based on race, color, ancestry, religion, creed, national origin, sex, age, veteran status, disability, and/or any other characteristic protected by federal, state, or local law. Harassment and discrimination in any form shall not be tolerated with the Fairfield Township Police Department. The Fairfield Township Police Department supports the principle of equal opportunity employment and non-discrimination in all employment practices. All employees have the right to work in an environment free of harassment and discrimination, which encompasses freedom from sexual harassment. The following selection process reflects our commitment to equal opportunity employment and non-discrimination.

### **Minimum Qualifications:**

- Minimum of 21-years of age, no more than 40-years of age on date of written examination;
- High school diploma or G.E.D.;
- Valid Ohio driver's license;
- Candidates must be O.P.O.T.A. certified at time of appointment;
- Must be a United States citizen;
- Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms as determined by the police department (i.e. shotgun, AR-15, handgun);
- Successful completion of all phases of the selection process prior to appointment.

### **Statement of Standards:**

The public places a higher standard of behavior for police officers than they do for most other occupations in both the public and private sectors. For this reason, it is expected that a candidate for the position of police officer must demonstrate – through a comprehensive review of their history – a higher standard of personal character than would be required for other positions in non-law enforcement areas of employment.

The Fairfield Township Police Department has established standards of expectations in regards to qualifying/disqualifying criteria and these standards as applied to all candidates.



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### **Causes for Which a Candidate May Not Be Considered for the Position of Police Officer:**

- 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;
- Falsification of any material facts during the application process;
- The use of cocaine, heroin, LSD, crack, methamphetamine, or PCP;
- The use of marijuana one (1) year or less from the date of the written examination;
- Use, possession, sale, distribution of any "controlled substance" or "dangerous drug", as defined by Ohio law, three (3) years or less from the date of the written examination.
- Admission or conviction or any felony offense committed as an adult;
- As an adult and within the past five (5) years, any conviction of a M-1 or M-2 (misdemeanor) or similar degree of charge as defined by federal, state, or local law of the jurisdiction where the offense occurred;
- As an adult or juvenile, any conviction of more than one M-1 or M-2 (misdemeanor) as defined by the federal, state, or local law of jurisdiction where the offense occurred;
- Domestic violence conviction;
- Having six (6) or more points on driving record within the past twenty-four (24) month period prior to application;
- OVI conviction within the past ten (10) year period prior to application;
- Having been placed under a 12-point license suspension within the past six (6) year period prior to application;
- Dishonorable Discharge from military service or having a General Court Martial;
- Filing fraudulent claims for insurance, welfare, unemployment compensation or other public assistance programs;
- Continuing history of financial or credit problems to include garnishments and bankruptcy;
- A finding of contempt by a court for failure to provide for family/dependents as ordered by the courts or for which a legal obligation of care exists;
- Non-compliance with a court order or legal contract to provide child support, alimony, or other financial responsibility determined by finding of any court of law;
- Employment history which includes any of the following: termination, resignation in lieu of discharge, excessive absence/tardiness, inability to get along with others, or any adverse disciplinary actions;
- Active Temporary Protection Order or Civil Protection Order; any violation of a protection order;
- Sexually-oriented offender status;
- Admitted physical, sexual, or emotional abuse of one's spouse, ex-spouse, child, stepchild, parent, or any other relative or person with whom one had lived or had a relationship;
- History of association or involvement with any illegal gambling activities or any other organized crime;
- Any documented or admitted history of racial, ethnic, or social intolerance (i.e. hating or shunning another person or group due to differences they possess).



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### **Police Officer Selection Process Summary:**

The following is an outline of the various phases in the police officer selection process:

**Application:** You must complete an application and submit it to the police department to be considered for the interview phase. If you tested through the National Testing Network, you must still contact the police department and complete an application.

Please contact 513-785-4178, and the recruitment liaison will provide you with the necessary documents. If nobody is available, leave a message regarding your interest in applying for a police officer position. Be sure to provide your contact information, including name, phone number, and email address.

### **Panel Interview:**

The panel generally consists of representatives of the Fairfield Township Police Department. In addition to police department personnel, the panel may consist of other township administrative staff, local citizens, or school and community leaders.

### **Polygraph Examination:**

A trained and certified polygraph examiner will administer a polygraph examination to those candidates advancing to this phase of the process. The results of the polygraph exam will not be a single determinate of employment status. However, any finding of deception to relevant questions during any part of the polygraph exam may eliminate the candidate from further consideration.

### **Background Investigation:**

There will be a thorough background investigation on each candidate advancing to this phase of the process. The purpose of the background investigation and record check is to assist the township in reaching a determination regarding each candidate's suitability for employment. Each candidate must sign a release authorizing investigators to obtain personal, legal, civil, work, credit history, or any other information deemed pertinent to the background investigation.

Each candidate will submit fingerprints for state and federal screening. The background investigation consists of, but is not necessarily limited to, the following:

- Verification of the candidate's credentials, education, achievements, past and present employment, age, residence, citizenship, and driver's license;
- Interviews with past and present employers, neighbors, school officials, and personal references;
- A review of each candidate's history (i.e. criminal, civil, traffic, family, military, gambling, and substance abuse);

The township may use the findings, in combination with the results of other phases of the process, to determine whether a candidate should be disqualified from the process or should be given further consideration.

### **Final Interview:**

Candidates passing the background investigation will have a final interview with the Chief of Police and any other representatives of Fairfield Township, such as other department command staff or the Township Administrator. The purpose of the interview(s) is to select a final candidate or candidates for employment with



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the police department. After completing said interviews, the township will make a conditional offer of employment to the top candidate(s) contingent on their ability to pass a medical examination, including a drug screen and psychological examination.

### **Medical Examination:**

Each candidate offered a conditional offer of employment should complete a thorough medical examination and stress test. The medical examination is to ensure a candidate possesses the general health status necessary to perform the essential job functions of a police officer and that no medical condition exists that would pose a direct threat to the health or safety of the candidate or others. Generally accepted medical and health standards will be the basis of this examination process. The following medical standards are minimum requirements for performing the essential job functions:

- No current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure;
- Uncorrected vision no worse than 20/100 in each eye separately, correctable to 20/20 monocular vision. Color vision must be normal;
- No impairment of a hand, fingers, arm, foot, or leg, or other significant limb or limitation which interferes with the ability to perform the essential job functions;
- No established medical history or clinical diagnosis of a rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease;
- No established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness;
- Hearing level shall not exceed 30 decibels of loss at any of the following frequencies: 500 Hz, 1000 Hz, 2000 Hz, & 3000 Hz in each ear;
- Does not use a schedule I drug, amphetamines, narcotics, or any other habit-forming drug, except such use as prescribed by a licensed medical practitioner;

### **Drug Testing:**

Fairfield Township requires, as a condition of employment, that all qualified applicants considered for employment complete a post-offer, pre-employment drug screen prior to reporting for duty. Any conditional offer of employment is contingent upon, among other things, satisfactory completion of this screening and the township's determination that the applicant is capable of performing the responsibilities of the offered position.

All persons who receive a conditional offer of employment shall complete a pre-employment drug screen 72 hours prior to their scheduled date of hire. The 72-hour period begins on the date and time the applicant is scheduled for the drug screen.

The township will give further consideration only to those applicants with a conditional offer of employment whose drug screen results are "Negative". On very rare occasions, an applicant's test result is "Negative-dilute". When this happens, the township will provide the applicant with one opportunity to retake the drug test. The retake test will be scheduled within the balance of the original 72-hour period.



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### **Psychological Evaluation:**

A qualified psychological or psychiatric professional will conduct a complete and thorough psychological evaluation. Each candidate will be administered a variety of psychological tests and participate in a variety of procedures and exercises, the purpose of which will be to identify a variety of personality, emotional, and psychological characteristics, traits, qualities, attributes and tendencies. Candidates who possess identifiable personality, emotional, and psychological characteristics, traits, qualities, attributes or tendencies which, in the judgment of the consulting psychological or psychiatric professional reflect a significant potential for unacceptable or undesirable performance of the essential function of the job or would pose a direct threat to the candidate's own health or safety or that of others, will not be considered for employment. The following are considered to be unacceptable, undesirable, or inappropriate, and may result in revocation of the conditional employment offer:

- Antisocial behavioral patterns and attitudes.
- Quick-tempered.
- Inability/unwillingness to accept supervision and to carry out orders of a superior.
- Lack of compassion, sympathy.
- Low level of self-esteem or confidence or an inordinately high level of same.
- Inability to accept constructive criticism.
- Inability to deal with verbal abuse in a proper, effective manner.
- Inability to deal effectively with the stress inherent to police work.
- Racial, sexual or other prejudices.
- Lack of good judgment or decision making.
- Inability to assume leadership roles.