



EMPLOYEE RECRUITMENT AND HIRING

Date of Issue: January 30, 2017 (Revised June 22, 2020)
General Order: 03-2017
Subject: Employee Recruitment and Hiring Policy
Issued By: Annette M. Mecklenburg, Chief of Police

PURPOSE:

To identify the role of the Cleveland Heights Police Department in the recruitment and hiring process.

POLICY: (Ohio Collaborative 8.2015.2A)

The goal of every Ohio law enforcement agency is to recruit and hire qualified individuals while providing equal employment opportunity. Ohio law enforcement agencies should consist of a diverse workforce. Communities with diverse populations should strive to have a diverse work force that reflects the citizens served.

Non-discrimination and equal employment opportunity is the policy. Law enforcement agencies shall provide equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability. This applies to all terms or conditions associated with the employment process, including hiring, promotions, terminations, discipline, performance evaluations, and interviews.

Agencies should utilize due diligence in ensuring that their prospective employees have the proper temperament, knowledge and attitude to handle this very difficult job. Agencies should have appropriate mechanisms in place in order to achieve this mission. Further, agencies should ensure their employment requirements are related to the skills that are necessary to be a successful employee.

PROCEDURES:

I. RECRUITMENT PLAN (Ohio Collaborative 8.2015.2B)

The Police Department shall work in partnership with the Human Resources Department and the Civil Service Commission to develop a recruitment plan designed to attract qualified applicants for jobs. This plan includes identifying objectives and strategies for actively recruiting underrepresented minorities and women.

The Police Department shall institute the recruitment process and maintain control over that process. Recruiting shall be an on-going process and all Officers are encouraged to actively participate, formally and informally, in the recruiting process.

II. EQUAL EMPLOYMENT OPPORTUNITY PLAN (Ohio Collaborative 8.2015.2C)

The Police Department shall maintain an Equal Employment Opportunity (EEO) Plan outlining equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment. The Police Department treats all employees fairly in the selection process (and in other personnel activities) by giving all employees the same opportunities for employment. The Police Department's EEO Plan documents the steps the agency intends to take to ensure that there are no artificial barriers that would prevent members of a protected group from a fair and equitable opportunity to be hired, promoted, or to otherwise take advantage of employment opportunities.

III. SWORN OFFICER APPLICANT QUALIFICATIONS (Ohio Collaborative 8.2015.2D)

A. Police Officer – Classified Service

1. United States Citizen
2. Possess a valid Ohio Driver's License
3. At least 21 years of age and not older than 36 years of age at time of appointment
4. A bona fide resident in one of the following counties at the time of application and appointment and thereafter during such person's tenure with the City: Cuyahoga, Lorain, Medina, Portage, Summit, Geauga, or Lake.
5. Possess two years of college (60 credit hours) from a college or university accredited by the North Central Association of Colleges and Secondary Schools or its equivalent regional accrediting authorities or their successor equivalent accrediting authorities.
6. Certificate indicating passage of the Cuyahoga Community College physical agility test within the last six months.

B. Basic Patrol Officer – Unclassified Service

1. United States Citizen
2. Possess a valid Ohio Driver's License

3. At least 21 years of age at time of appointment
4. High school diploma or G.E.D.
5. Completion of Ohio Peace Officer Basic Training Academy or proof of current enrollment in an Ohio Peace Officer Basic Training Academy

IV. APPLICATION AND SELECTION PROCESS (Ohio Collaborative 8.2015.2E)

A. Police Officer – Classified Service

1. Application Options
 - The agency will post position when vacancy occurs.
 - Applications must be in writing upon forms prescribed by the Civil Service Commission, signed by the applicant, and sworn to or affirmed before an officer authorized to administer oaths.
 - The application must be filed by the applicant in person at the office of the Commission during office hours.

2. Written Exam
 - An objective type examination designed to test the applicants familiarity with information and material which could reasonably be expected of applicants for the position.
 - A score of seventy percent (70%) is required to achieve a passing grade.
 - The written examination will be administered at a specified location by the Human Resources Director.

3. Eligibility List
 - Applicants who pass the written exam with a score of at least 70% will be placed on an eligibility list, in ranking order, after the following credits are applied to their final scores:
 - a. Military Service Credit – five (5) points for at least two years of active service in the United States Armed Forces and, if separated, under honorable discharge.
 - b. Basic Patrol Officer Credit – additional points equal to twenty percent (20%) of the attained score on written examination if applicant at the time of the examination is then serving as a Cleveland Heights

Basic Patrol Officer and has so served for at least six (6) months.

c. Educational Credit

- * 3.0 points for Baccalaureate Degree
- * 2.0 points in addition to the 3.0 points for Master's Degree
- * 4.0 points in additional to the 3.0 points for either a Juris Doctor or other Doctorate Degree

- Once the eligibility list is determined, it shall be certified by the Civil Service Commission.
- Eligibility lists for original appointment shall be effective for periods of six (6) calendar months with automatic extensions for subsequent six (6) month increments up to a maximum of two years unless requested by the Appointing Authority that such list(s) be allowed to expire.

4. Oral Interview Board

- Following certification of the eligibility list, the top candidates will be interviewed by the Interview Board.
- The Interview Board will consist of, at a minimum, two members of the command staff of the Police Department, the Human Resources Director and/or a trained professional from the respective division.
- The interview is to be conducted in a standardized manner in order to be effective and impartial.
- The same list of questions is to be asked of each candidate. Interviewers may ask the candidate to clarify or expound upon an answer.
- After successfully completing this step, the top candidates(s) will proceed to the next step in the selection process.

5. Personal History Questionnaire/Background Investigation

- Candidates who successfully pass the Interview Board will be given a Personal History Questionnaire to complete so that a background investigation can be conducted.
- Upon completion of the Questionnaire a background investigation will be conducted by a member of the Police Department who has been trained in conducting background investigations.

- Investigations shall be conducted in person as much possible and practical.
 - The investigation may involve a home visit with the candidate and his family, and interviews with the neighbors.
 - At a minimum, the background investigation will consist of the following:
 - a. A verification of the candidate's qualifying credentials, educational achievements, employment history, age and citizenship, residence, and credit history.
 - b. Local, state, and federal criminal history record checks.
 - c. A verification of at least three personal references as provided by the candidate.
 - d. Information obtained from public Internet sites.
 - Successful passage of a Voice Stress Analyzer test, conducted by a trained analyst, to determine truthfulness of information provided during background investigation
 - The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the Chief of Police to decide whether to extend a conditional offer of employment.
6. Interview with Chief of Police/Conditional Offer of Employment
- Upon successful completion of the above steps, the candidate will meet and be interviewed by the Chief of Police who will determine whether or not to make a conditional offer of employment.
 - The interview will consist of questions that measure the candidate's skills, knowledge, abilities and traits related to the position as a predictor of actual job performance.
7. Psychological Evaluation
- Once a conditional job offer has been made, the candidate will be required to take part in a psychological evaluation.
 - A psychological evaluation is designed to assess the emotional stability and psychological fitness of each candidate and is needed to eliminate candidates who may not be able to carry out their responsibilities or endure the stress of the working conditions associated with law enforcement.

- Only qualified individuals will be used to assess the emotional stability and psychological fitness of candidates.
- The final report will identify strengths and weaknesses of each candidate and the overall recommendation will reflect one of the following four classifications:
 - a. Strong
 - b. Good
 - c. Moderate
 - d. Poor
- If the candidate's emotional and psychological ability to perform the job is in question based on the evaluation, the job offer may be rescinded by the agency.

8. Medical Examination

- In addition to a psychological evaluation, the candidate must submit to a medical examination, to include drug screening prior to appointment to certify the general health of the candidate.
- The examination will be conducted by a qualified physician chosen by the agency.
- If the candidate's general health is in question based on the examination, the job offer may be rescinded by the agency.

9. Final Interview/Appointment

- After successful completion of all phases, the candidate is once again interviewed by the Chief of Police and Command Staff.
- Based upon a consideration of all steps and this interview, the Chief of Police decides whether to recommend the candidate to the City Manager for Appointment.

10. Candidates Determined to be Ineligible

- Any candidate that is determined to be ineligible for any reason will be notified in writing within thirty (30) days of such a decision.

B. Basic Patrol Officer – Unclassified Service

1. Application Options

- The agency will post position when vacancy occurs.
- An application, resume, cover letter, and OPOTA certificate or proof of current enrollment in an OPOTA Basic Training Academy are required to be submitted to Human Resources Office.

2. Oral Interview Board

- The top qualified candidates will be interviewed by the Interview Board.
- The Interview Board will consist of, at a minimum, two members of the command staff of the Police Department, the Human Resources Director and/or a trained professional from the respective division.
- The interview is to be conducted in a standardized manner in order to be effective and impartial.
- The same list of questions is to be asked of each candidate. Interviewers may ask the candidate to clarify or expound upon an answer.
- After successfully completing this step, the top candidates(s) will proceed to the next step in the selection process.

3. Personal History Questionnaire/Background Investigation

- Candidates who successfully pass the Interview Board will be given a Personal History Questionnaire to complete so that a background investigation can be conducted.
- Upon completion of the Questionnaire a background investigation will be conducted by a member of the Police Department who has been trained in conducting background investigations.
- Investigations shall be conducted in person as much possible and practical.
- The investigation may involve a home visit with the candidate and his family, and interviews with the neighbors.

- At a minimum, the background investigation will consist of the following:
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 - d. Information obtained from public Internet sites.
 - Successful passage of a Voice Stress Analyzer test, conducted by a trained analyst, to determine truthfulness of information provided during background investigation
 - The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the Chief of Police to decide whether to extend a conditional offer of employment.
4. Interview with Chief of Police/Conditional Offer of Employment
- Upon successful completion of the above steps, the candidate will meet and be interviewed by the Chief of Police who will determine whether or not to make a conditional offer of employment.
 - The interview will consist of questions that measure the candidate’s skills, knowledge, abilities and traits related to the position as a predictor of actual job performance.
5. Psychological Evaluation
- Once a conditional job offer has been made, the candidate will be required to take part in a psychological evaluation.
 - A psychological evaluation is designed to assess the emotional stability and psychological fitness of each candidate and is needed to eliminate candidates who may not be able to carry out their responsibilities or endure the stress of the working conditions associated with law enforcement.
 - Only qualified individuals will be used to assess the emotional stability and psychological fitness of candidates.

- The final report will identify strengths and weaknesses of each candidate and the overall recommendation will reflect one of the following four classifications:
 - a. Strong
 - b. Good
 - c. Moderate
 - d. Poor
 - If the candidate's emotional and psychological ability to perform the job is in question based on the evaluation, the job offer may be rescinded by the agency.
6. Drug Screening
- In addition to a psychological evaluation, the candidate must submit to a comprehensive drug screening prior to appointment
 - If the candidate tests positive for any illegal substances the job offer may be rescinded by the agency.
7. Final Interview/Appointment
- After successful completion of all phases, the candidate is once again interviewed by the Chief of Police and Command Staff.
 - Based upon a consideration of all steps and this interview, the Chief of Police decides whether to recommend the candidate to the City Manager for Appointment.
8. Candidates Determined to be Ineligible
- Any candidate that is determined to be ineligible for any reason will be notified in writing within thirty (30) days of such a decision.

V. ANNUAL REVIEW/ANALYSIS OF RECRUITMENT AND HIRING PROCESS (Ohio Collaborative 8.2015.2F)

At least annually, the agency shall conduct a documented annual analysis detailing the agency's progress toward recruitment plan objectives which shall include revisions to the plan as needed. Adjustments should be considered whenever necessary to meet the objectives identified in the plan.

VI. READ AND SIGN TESTING (Collaborative 8.2015.2G)

Agency personnel involved in the recruitment and hiring activities for sworn personnel shall be issued copies of this agency directive, recruitment plan and EEO plan, at least annually.