



West Jefferson Police Department

Background Removal Standards Sworn Law Enforcement Officers and Civilian Employees

The Village of West Jefferson and the West Jefferson Police Department recognize the importance of hiring qualified professional people for the position of law enforcement officer. We have identified the following criteria as character and behavior disqualifiers for the position of police officer and civilian employee within the West Jefferson Police Department.

The review of any disqualifying behavior described below begins from the date of application.

- A. **Honesty/Falsification** - Applicants may be removed from the selection process for any of the following reasons:
 - 1. At any stage of the selection process, the applicant provides false, incorrect or substantially inconsistent information.
 - 2. At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, relative to, and governed by, any of the Background Removal Standards.
 - 3. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.
 - 4. If applicable, any attempt by the applicant to distort the truth verification examination results.
 - 5. The applicant's use or attempted use of political influence to secure employment.

- B. **Personal History** - Applicants are removed from the selection process for any of the following reasons:
 - 1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws for police officer applicants.
 - 2. Verified or admitted physical or emotional abuse of one's spouse, ex-spouse, child, stepchild, parent, or any other relative or person with whom one lives, has a relationship or has had a relationship.



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3. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
 4. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
 5. Verified or admitted sexual abuse of another.
- C. **Employment** - Applicants are removed from the selection process for any of the following reasons:
1. Two or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
 2. Discharge or resignation in lieu of discipline from any criminal justice related employment.
- D. **Military History** - Except as provided below in Number 3 of this Section, applicants are removed from the selection process for any of the following reasons:
1. Dishonorable or Bad Conduct Discharge from the Military.
 2. Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or other listed disqualifying misdemeanor in this standard under the Ohio Revised Code (ORC).
 3. An Other Than Honorable Discharge from the Military will be evaluated to determine whether the applicant should be removed from the selection process.
- E. **Traffic** - Applicants are removed from the selection process for any of the following reasons:
1. Any conviction of vehicular homicide or related offense(s)
 2. OVI:
 - a. Conviction within the past five (5) years.
 - b. More than one (1) OVI conviction as an adult.
 - c. More than two (2) OVI convictions, if one of the convictions was as a juvenile.
 3. Four (4) moving violations in the past three (3) years as an adult.



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4. At the time of the application or anytime during the selection process, the applicant does not possess a valid driver's license and auto insurance as required by resident state if the applicant owns a motor vehicle.
 5. One (1) or more revocation or suspension of a driver's license as an adult, in effect during the past five (5) years (unless applicant can show that the suspension was the result of an error by the BMV, random selection, or administrative overlap).
- F. **Gambling** - The term "gambling offense" includes any activity defined as gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred. Applicants are removed from the selection process for any of the following reasons:
1. Conviction of a gambling offense, within the last five (5) years.
 2. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
 3. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the applicant gains, or attempts to gain, a financial benefit.
- G. **Criminal Activity** – Applicants are removed from the selection process for any of the following reasons:
1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
 2. Any insurance claims or applications for welfare, workers' compensation, unemployment compensation or other public assistance benefit program determined to be fraudulent by the body overseeing the claim, compensation, or benefit program.
 3. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed in these standards.
 4. Any admission or conviction of an offense, as a juvenile, of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.
 5. Any admission or conviction of a M-1 or M-2 misdemeanor offense, as an adult, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense



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occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).

6. Any admission or conviction of more than one (1) M-1 or M-2 misdemeanor offense, as a juvenile, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards) (does not include traffic or minor misdemeanors).
7. Any admission of an offense for carrying a concealed weapon within the last five (5) years if it is defined as a felony by the federal, state, or local law where the offense occurred.

H. **Controlled Substances** – Applicants may be removed from the selection process for any of the following reasons:

1. Any illegal or unlawful possession, use, or purchase of controlled substances (except marijuana) within five (5) years before application or admitted use during any portion of the selection process.
2. Any possession, use, or purchase of marijuana within three (3) years before application except as expressly permitted pursuant to a medical recommendation under Ohio law or prescription as lawfully written by a medical professional pursuant to state law.
3. Any possession, use, or purchase of marijuana during any portion of the selection process.
4. Any pattern of use of controlled substances, including marijuana, within the past seven (7) years.
5. Any pattern of illegal sale of controlled substances, including marijuana or prescriptive drugs.
6. Any pattern of abuse of alcohol, chemical agents/solvent-based substances, or prescriptive drugs within the past seven (7) years.

For the purpose of this standard the “use” of drugs includes, but not limited to, when an applicant smokes, puffs, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug, including but not limited to, marijuana, cocaine, anabolic steroids, or chemical inhalants.

I. **Applicant Non-Responsiveness** – An applicant may be removed from the selection process for any of the following reasons:

1. Failure to appear for pre-interview/interview.
2. Failure to appear for physical fitness testing.



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3. Failure to appear for truth verification examination.
4. Failure to appear for medical/stress test.
5. Failure to appear for psychological exam.
6. Failure to respond to phone calls or correspondence from agency personnel.
7. Unable to locate at address/phone number on file.
8. Applicant is no longer interested in employment with the West Jefferson Police Department.

J. Physical Standards

1. Applicants may not have tattoos or body art which are considered offensive, regardless of where they appear on the body. Examples of offensive tattoos or body art include, but are not limited to:
 - **Extremist tattoos that** feature philosophies, groups, or activities that promote racial or gender intolerance; encourage discrimination based on numerous factors, including race, gender and religion; advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.
 - **Indecent tattoos that** are grossly offensive to modesty, decency, propriety, or professionalism.
 - **Sexist tattoos that** advocate a philosophy that degrades or demeans a person based on gender or demeans or degrades an entire gender.
 - **Racist tattoos that** advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin or degrades or demeans an entire race, ethnicity, or national origin.

Additionally, the Village forbids tattoos that are visible while in a Village issued or approved uniform. Individuals may utilize approved tattoo cover up devices, such as TatJacket or Tattoo Cover Sleeves, to cover non-prohibited tattoos on their arms and legs.