



**BACKGROUND REMOVAL STANDARDS FOR LAW ENFORCEMENT  
OFFICERS AND LAW ENFORCEMENT COMMUNICATION TECHNICIANS**

The Ottawa Hills Police Department expects and requires the highest level of character, ethics and professionalism of our employees. The citizens of our community deserve nothing but the best. In order to select and hire only those individuals that possess these qualities, the Ottawa Hills Police Department will only hire and retain those individuals that meet these requirements. Therefore, applicants for Police Officer or Police & Fire Dispatcher positions will be disqualified for the following reasons:

**A. Honesty/Falsification** - Applicants will be removed from the eligibility list for any of the following reasons:

1. At any stage of the background investigation process, the applicant fails to disclose or acknowledge the use of any illegal drugs, and at a subsequent stage in the process, the applicant admits to the use of an illegal drug.
2. At any stage of the background investigation process, the applicant provides substantially inconsistent responses as to the frequency, amount, or type of illegal drugs used by the applicant as an adult.
3. At any stage of the background investigation process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, as an adult, relative to, and governed by, any of the background removal standards.
4. Failure or refusal to answer or respond to oral or written questions during any phase of the selection process.
5. Any attempt to distort the polygraph examination results.
6. Use or attempted use of political influence to secure employment

For purposes of this standard, and Background Removal Standard "H", the "use" of drugs occurs 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.

**B. Family History** - Applicants will be removed from the eligibility list for any of the following reasons:

1. Verified conviction of domestic violence or any charge that was reduced from domestic violence.
2. The applicant may not have or admitted to physical or emotional abuse of one's spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one lives or has a relationship within ten (10) years.
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. Violation of any protective or temporary restraining order as determined by a court of law within seven (7) years.
5. Verified or admitted sexual abuse of one's spouse, ex-spouse, child, stepchild, parent or other relative or person with whom one lives or has a relationship.

**C. Employment** - Applicants will be removed from the eligibility list for any of the following reasons:

1. The applicant shall not have been fired for job performance in the past five (5) years. The applicant may not have more than two (2) disciplinary actions against them in the past two (2) years.
2. The applicant shall not have been suspended for job performance in the past five (5) years.
3. Discharge or resignation in lieu of discipline from any criminal justice occupation.

**D. Military History** - Applicants will be removed from the eligibility list for any of the following reasons:

1. The applicant shall not have anything other than an honorable discharge from the military.
2. Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the Ohio Revised Code (ORC).

**E. Traffic** - Applicant will be removed from the eligibility list for any of the following reasons:

1. Any conviction of vehicular homicide shall permanently eliminate an applicant from consideration.
2. Any conviction in the last five (5) years for leaving the scene of an accident, reckless operation, or a 6-point suspension/notification. Or two (2) or more convictions for driving under suspension.
3. OVI:
  - Conviction within the past five (5) years, or
  - More than one (1) OVI conviction as an adult; or
  - More than 2 (two) OVI convictions, if one of the convictions was a juvenile conviction.
4. Four (4) moving violations in the past three (3) years as an adult.
5. At the time of the interview or polygraph, the applicant must have possessed a valid driver's license for at least one (1) year prior to application along with auto insurance as required by the residence state.
6. One (1) revocation or suspension of a driver's license as an adult, in effect during the past five (5) years, due to points violation, or Financial Responsibility Act Violation or by a court.

*Note:* As long as an applicant's license has been cleared and reinstated by the BMV, court suspensions do not include suspensions resulting from an applicant's failure to timely pay a traffic fine.
7. The applicant may not have more than two (2) traffic citations or more than one (1) traffic citation and one (1) at fault accident or more than two (2) at fault accidents in the past two (2) years from the date of application.

**F. Gambling** - The term "gambling offense" shall include any activity defined as gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred. Applicants will be removed from the eligibility list for any of the following reason:

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 a financial benefit.

**G. Criminal Activity** - Applicants will be removed from the eligibility list for any of the following reasons:

1. Any theft offense as an adult. [Within the last ten (10) years.]
2. Any fraudulent insurance claims or fraudulent applications for welfare, worker's compensation, unemployment compensation or other public assistance programs.
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.
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 conviction of a M-1 or M-2 misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as an adult in the last five (5) years or more than one M-1 or M-2 conviction as an adult.
6. Any conviction of more than one (1) M-1 or M-2 misdemeanor as a juvenile, as defined by the federal, state or local law of the jurisdiction where the offense occurred. (Does not include traffic or minor misdemeanors)
7. Any admission or conviction of any offense relating to the carrying or use of a weapon.
8. The applicant may not have been convicted or committed any sex related offense.
9. The applicant may not have committed or been convicted of domestic violence or have a conviction on any charge that is reduced from domestic violence.
10. Any pattern of theft offenses from an employer or during the course of employment as an adult.
11. The applicant may not have used force or the threat of force while committing any crime.

**H. Substance Abuse / Addiction** - Applicants will be removed from the eligibility list for any of the following reasons:

1. Any use or purchase of illegal drugs (except marijuana) within five (5) years before application or after application.
2. Any use or purchase of marijuana within one (1) year before application or after application.
3. Any pattern of use of illegal drugs, including marijuana within the past five (5) years.
4. Any illegal sale of drugs of abuse, marijuana or prescriptive drugs in the past five (5) years.
5. Abuse of alcohol, chemical agents/solvent-based substances or prescriptive drugs.
6. Addictions to gambling or sex, or having received treatment for any of the above in the past two (2) years.

- I. Debts** – The applicant must be current on all debts and be current on all support payments, unless the reason the applicant is not current was beyond the control of the applicant. The applicant cannot have any debt judgments pending, unless the reason for the debt judgments was beyond the control of the applicant. The applicant cannot have any judgments against them in the past three (3) years for any of the above actions unless as stated above, the reason the applicant had the judgment against them was through no fault of the applicant. The applicants may not have any criminal convictions for any of the above actions in the past three (3) years.
- J. Organizations** – The applicant may not be associated with or be a member of any subversive or racist organization.
- K. Tattoos** – Applicants shall have no visible tattoos on their body that are offensive, profane, or objectionable. Examples of offensive, profane, or objectionable tattoos include, but are not limited to:
- Depictions of nudity
  - Sexually suggestive or explicit
  - Gang related
  - Symbols likely to incite a strong negative reaction in any group (i.e., swastikas, pentagrams, etc.)
  - Initials, numbers, or acronyms that represent criminal or historically oppressive organizations.
- L. Applicant non-responsiveness** - an applicant shall be removed from the process for any of the following reasons:
1. Failure to appear for pre-interview/interview.
  2. Failure to appear for polygraph examination.
  3. Failure to appear for medical/stress test.
  4. Failure to appear for psychological exam.
  5. Failure to respond to phone calls from Background personnel.
  6. Failure to respond by given deadlines.
  7. Unable to locate at address/phone number on file.
- M. False Statements** - The applicant may not make any false statements, whether verbally or in writing, during the recruitment / selection process. In order for a recruit to be disqualified for any of the above listed categories, the false statements must be supported by an admission of the applicant or through documentation. Unsupported accusations are not enough to disqualify the applicant.

I have read and understand the above Background Removal Standards. None of the background removal standards apply to me at this time. It is my opinion that I may be continued to be considered for the Ottawa Hills Police Background Investigation.

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Applicant Name (printed)

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Applicant Signature

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Date