

**RULE XI<sup>(23, 28)</sup>**  
**SPECIAL PROVISIONS AFFECTING THE POLICE<sup>(23)</sup> AND FIRE<sup>(26&27)</sup> SERVICES**  
(124.41) (124.42)

The Fairfield Civil Service Commission considers the positions of Police Officer and Firefighter/Paramedic to be of a professional level with incumbents able to operate independent of direct supervision, make decisions of substantial impact, in many cases without the ability to consult supervision or management, and take actions in situations that substantially impact the liability positions of the City and the health and welfare of its citizens.

For these reasons, the Civil Service Commission has adopted these special provisions for original appointments to the Police and Fire Departments.

1. WRITTEN TEST

The written test is used to identify candidates with an aptitude for police and/or firefighter-paramedic work. Candidates must attain a passing score of seventy percent (70%) on the written test in order to be scheduled for succeeding steps in the process.

2. ELIGIBILITY LIST BY THE CIVIL SERVICE COMMISSION – POLICE AND FIRE CANDIDATES

After the written test, a list will be prepared from among those applicants who have passed the written test. Candidates will be ranked in order according to their score with the Fire list also incorporating additional credits as described below in Section #5. From that list, the candidates shall proceed to the structured oral interview, background investigation and agility test in accordance with their ranking. Candidates may be disqualified and removed from the list by the Civil Service Commission at any of those steps if they do not demonstrate satisfactory compliance with those requirements. Those individuals who successfully complete the structured oral interview, background investigation, agility test and other applicable requirements shall comprise the Eligibility List and the Civil Service Commission shall approve the top 25 % of the list or the ten (10) names standing highest on the Eligibility List, whichever is greater, to the appointing authority. Candidates on the written test list who have not been processed through the structured oral interview, background investigation and agility test shall remain on the original list, subject to successfully completing those requirements when additional candidates are needed. Candidates who's names have been given to the appointing authority may also be disqualified and removed from the Eligibility List if it is later determined that any of the reasons for disqualification as specified in this rule are applicable to the candidate. The appointing authority shall notify the Civil Service Commission of the reason(s) for disqualification of any candidate. The candidate may appeal such disqualification to the Civil Service Commission. If candidates are later disqualified, the Commission will provide additional candidates upon request so that the appointing authority may select from among the top 25% or top ten (10) qualified and eligible candidates, whichever is greater, in making any appointment.

### 3. STRUCTURED ORAL INTERVIEW FOR POLICE CANDIDATES

Oral communication skills, interpersonal skills and decision-making skills are dimensions critical to the success of a police officer. Since these skills are not readily evaluated by a written test, a structured oral interview is utilized. Candidates must obtain an averaged passing score of sixty percent (60%) on this phase.

The structured oral interview is conducted by the City's Human Resource Manager, police command officer, police supervisor, or other individuals designated by the appointing authority.

Candidates for the structured oral interview will be taken in order from the results of the written examination. A minimum of ten candidates will be invited for the oral review board. An additional number of candidates may be reviewed so that a final list of top 25% or ten or more candidates may be approved by the Civil Service Commission.

The ratings given each candidate in each of the dimensions will be averaged for each rater, and then the total individual score of each candidate by each rater will be averaged to comprise the final score.

### 4. BACKGROUND INVESTIGATION FOR POLICE CANDIDATES

The purpose of the background investigation is to ensure that each applicant is morally, financially and socially suitable for employment.

The background investigation consists of two phases including a Personal History Questionnaire which is a lengthy, detailed inquiry to be completed by the applicant. The information supplied by the candidate will be utilized by the investigator completing the background investigation and will be verified by lie detector.

The "Authorization for Release of Information Agreement" form will give the investigator the legal authority to obtain the needed information.

The lie detector (polygraph or CVSA) is designed to verify that an applicant does not have a background that would normally eliminate consideration. This test will be conducted by a trained examiner. The questions will be based on information obtained from the Personal History Questionnaire.

The results of a lie detector examination should not be the sole criteria for determining the elimination of a candidate from the selection process. Admissions may be considered at face value in determining a candidate's suitability for employment; however, the results of a CVSA/polygraph examination should be considered as a source of leads for the background investigator.

## 5. CREDIT POINTS FOR CERTIFICATIONS – FIRE CANDIDATES

The Firefighter/Paramedic job itself requires an Ohio paramedic certification; however, the initial hiring of Firefighter/EMT is permitted. Similarly, the minimum requirement for this position is for the Firefighter I training level, although a Firefighter II (280 hours) certification is desirable and indicates greater readiness.

Therefore, some level of scoring differentiation on the strength of these certifications is appropriate. A total of four (4) points will be added to a passing score of a candidate who has a valid Ohio Paramedic certification at the time of the written test. A total of two (2) points will be added to a passing score of a candidate who has a valid Ohio certification as Firefighter II (280 hours) at the time of the written test. Candidates possessing both the Ohio Paramedic certification and the Firefighter II certification will be awarded a total of six (6) points.

These credit points are separate from service points awarded to those with service credits in the Fairfield Fire Service. These credit points cannot be used to obtain a passing score on the written test.

## 6. PHYSICAL AGILITY TEST – POLICE<sup>25</sup> AND FIRE

Candidates, generally in order of score on the written test, will participate in a physical agility test consisting of typical Police or Fire Department physical skills. Failure to pass the Physical Agility Test is cause for disqualification.

## 7. MEDICAL EXAMINATION – POLICE AND FIRE CANDIDATES

Pursuant to O.R.C. 742.38, a Physician's Report for Minimum Medical Testing has been designed for use when a new police officer or firefighter is employed. Minimum medical testing and diagnostic procedures were adopted by the Board of Trustees for the Police and Fire Disability and Pension Fund in an attempt to assist the Fund in evaluating disability cases resulting from heart, cardiovascular or respiratory diseases. These conditions are presumed by law to have been incurred in performance of member's official duties unless evidence of the disease is revealed in pre-employment physical or other competent evidence. A medical examination is designed to insure the overall health of the candidate and is conducted by a licensed physician under contract to the City of Fairfield. A drug screen is included as part of the process. In addition, state law requires that any person appointed to police officer or firefighter must be certified as free of cardiovascular or pulmonary disease.

## 8. PSYCHOLOGICAL EXAMINATION – POLICE AND FIRE

The psychological examination is conducted by a licensed psychologist and is designed to determine the emotional stability and psychological fitness, as well as behavioral

characteristics that impact the candidate's suitability for employment as a police officer or firefighter/paramedic.

The nature of the psychological examination is such that the specific tests used by the psychologist must of necessity be determined by the psychologist. In all cases, the results of the examination must be valid, useful and non-discriminatory.

## 9. DISQUALIFICATION – POLICE AND FIRE

Pursuant to the Civil Service Commission's authority (O.R.C. 124.23) to determine qualifications as to citizenship, residence, age, experience, education, health, habit, and moral character, a candidate may be disqualified from employment and removed from the eligibility list for any of the following reasons:

- a. **FAILURE TO PASS** the written test, structured oral interview, medical examination, physical agility test<sup>25</sup>, or psychological examination are grounds for disqualification.
- b. **DRUG ABUSE:** A history of drug abuse will generally cause a candidate to be disqualified. If an applicant has been drug free for four (4) years prior to the oral interview conducted during the background investigation process, that candidate is considered acceptable in this process. In addition, the candidate's total experience may be evaluated with regard to acceptability.
- c. **CREDIT HISTORY:** Using the hypothesis that past behavior is a predictor of future behavior, and realizing that a police officer and/or firefighter-paramedic is held to a higher standard than other individuals, the Civil Service Commission believes that it is not reasonable to place a candidate with a recent history of difficulty in maintaining sound financial responsibility into a position with such high exposure to those who would compromise it. Acceptable candidates will demonstrate a good credit record for the past four (4) years. In addition, the candidate's total experience may be evaluated with regards to acceptability.
- d. **WORK HISTORY:** A person who has demonstrated a poor work ethic, including excessive absenteeism, tardiness, absences without leave, the inability to perform tasks and duties of a job, or overall unreliability, would not be considered a good candidate for employment with the City of Fairfield.
- e. **CRIMINAL HISTORY AND/OR HISTORY OF TRAFFIC VIOLATIONS:** A person who has been convicted criminally, whether felony or misdemeanor, or has a history of arrests, accidents, moving violations, DUI, revocation of driver's license, etc., would clearly pose a potential for liability to the City of Fairfield as well as a personal threat to its citizens. Each case will be judged individually.

- f. **INABILITY TO MEET THE MEDICAL REQUIREMENTS:** Each candidate must be in good health, free of communicable and cardiovascular disease, and fit to perform the tasks required of a police officer and/or firefighter-paramedic. This standard requires a judgment of a licensed physician. Temporary illnesses and impairments may be considered in the overall evaluation of the candidate.
  
- g. **FOR CAUSE:** Courts have ruled that police officers and/or firefighter-paramedics may be held to a higher standard of conduct than other citizens. Employment decisions for police officers and/or firefighter-paramedics are among the most critical decisions made by a local government. In all cases, the employment decision will be made in the public's best interest. A person may be removed from the list for cause, either specified or not specified in these rules, for which the Human Resources Manager determines that a candidate does not possess qualifications or other characteristics which the Manager determines important for the position being filled. This includes, but is not limited to honesty, moral character, ethical behavior, reputation, or habit. (O.R.C. 124.23)
  
- h. **WAIVERS, WITHDRAWAL FROM CONSIDERATION, OR DECLINATION OF APPOINTMENT** submitted verbally or in writing, are causes for the removal of candidates from the eligibility list.

#### 10. DURATION OF ELIGIBLE LISTS

The term of eligibility of each entrance and promotional list for the Police and Fire Service and of the names appearing thereon shall be fixed by the Commission at not less than one (1) nor more than two (2) years. Any list that has been in effect for more than one (1) year may, at the discretion of the Commission, be terminated at any time in the public interest.