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Chapter 9

A. Policy

The Stark County Park District Ranger Department recognizes the need for a highly qualified, diverse work force. It is the policy of the Stark County Park District to prohibit work place harassment and discrimination of any candidate or employee on the basis of race, color, religion, sex, gender identity, sexual orientation or expression, age, national origin, marital status, disability, genetics, veteran or military status and/or any other characteristic protected by federal, state or local law. Harassment and discrimination in any form shall not be tolerated within the Stark County Park District. The Stark County Park District supports the principle of equal opportunity employment and nondiscrimination 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.

B. Equal Employment Opportunity Plan

The Stark County Park District maintains an EEO Plan outlining equitable opportunities for employment and conditions of employment to all employees regardless of race, color, religion, sex, gender identity, sexual orientation or expression, age, national origin, marital status, disability, genetics, veteran or military status and/or any other characteristic protected by federal, state or local law. The Stark County Park District treats all employees fairly in the selection process (and in other personnel activities) by giving all employees the same opportunities for employment. The Stark County Park District's equal employment opportunity plan documents the steps 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 otherwise take advantage of employment opportunities.

C. Procedures

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1. Minimum Qualifications
 - a. High School Diploma, GED or equivalent
 - b. Attained the age of 21 years
 - c. Possession of a valid Ohio Driver's License at time of appointment
 - d. Must be a United States Citizen
 - e. Successful completion of a Ohio certified Peace Officer basic training program
 - f. Ability to acquire and maintain certification (pursuant to state standards) for the operation of required firearms
 - g. Background must be free of prior felony convictions
 - h. Successful completion of all phases of the selection process
 - i. Meet all other qualifications as specified in the Stark County Park District description for Ranger
2. Statement of Standards
 - a. 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 Ranger must demonstrate, through a comprehensive review of their past history, a higher standard of personal character than would be required for other positions in non-law enforcement areas of employment.
3. Causes for Disqualification
 - a. Failure to appear for any required step in the selection process, or any act of non-compliance
 - b. Failure to pass a required examination or test including any physical fitness test
 - c. Falsification of any material facts during the application process
 - d. The past use of cocaine, heroin, LSD, crack, methamphetamine or PCP
 - e. The use of other hallucinogens, narcotics, prescription drugs (without prescription), steroids, or any other illegal drugs and narcotics within the preceding 60 months prior to application
 - f. The use of Marijuana within the previous 24 calendar months prior to application
 - g. The current use of alcohol to a level that would indicate abuse, dependency, or level of inability to function without the use of alcohol for any period of time. Applicant must show a recovering history of non-use of at least two consecutive years prior to application
 - h. Illegal sale of or conviction for illegal sales of any controlled substance or contraband
 - i. Admission or conviction of any felony offense committed as an adult
 - j. 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 past five years or more than one M-1 or M-2 conviction as an adult
 - k. Any conviction of more than one M-1 or M-2 misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as a juvenile
 - l. Any pattern of theft offenses from an employer or during the course of employment as an adult
 - m. Having two or more moving violations within the proceeding twelve months prior

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- n. to application
- n. Having SIX points or more on driving record within the past twenty-four month period prior to application
- o. Having been convicted of OVI within the past six-year period prior to application
- p. Having been placed under a 12 point suspension within the past six year period prior to application
- q. Having received a Dishonorable Discharge from military service or having a General Court Martial
- r. Filing fraudulent claims for insurance, welfare, unemployment compensation or other public assistance programs
- s. An public safety based 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
- t. 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
- u. Any violation of a Protection Order
- v. 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 has had a relationship
- w. 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
- x. A past history of association or involvement with any illegal gambling activities or any other organized crime
- y. 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)
- 4. Ranger Selection Process Summary
 - a. Phone Interview – The Stark County Park District Human Resources Administrator will conduct phone interviews with candidates who meet the basic requirements for the position. The Human Resources Administrator will determine if the candidate meets the requirements for the position and will recommend the top candidates to move on in the process.
 - b. Panel Interview – A panel will interview the top candidates. This panel may be made up of representatives of the Ranger Department, Human Resources or other park district departments. The panel will make a recommendation to the Park Director as to the most qualified candidate for the position.
 - c. Director Interview – The most qualified candidate(s) will be interviewed by the park director.
 - d. Conditional Offer of Employment
 - i. The Stark County Park District will make a conditional offer of employment to the top candidate(s) who successfully complete each prior step in the application process. This offer of employment is contingent on their ability to pass a medical examination, background investigation, drug screen and a psychological examination.
 - e. Background Investigation
 - i. A thorough background investigation will be initiated on the conditional

- candidate(s). The purpose of the background investigation and record check is to assist the Park District 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 or any other information deemed pertinent to the background investigation.
- ii. The Park District will check for criminal, civil and traffic records. Each candidate's name will be entered into state and national computers for warrants and records. Fingerprints will be taken for each candidate and submitted for state and federal screening.
 - iii. Findings of the investigator may be used in combination with the results of other phases of the process in determining whether a candidate should be disqualified from the process or should be given further consideration. The findings of the investigation may be used as a reason for disqualification from the process if the nature of these findings warrants disqualification.
 - iv. The background investigation will consist of, but not be limited to, the following:
 - 1. Verification of the candidate's credentials, education, achievements, past and present employment, residence, citizenship, and driver's license.
 - 2. Interviews with past and present employers, neighbors, school officials, and personal references.
 - 3. A review of each candidate's history, i.e., family, military, gambling and substance abuse.
 - 4. Criminal, traffic and civil court history.
- f. Medical Examination
- i. A complete and thorough medical examination will be conducted on each candidate to whom a conditional offer of employment has been extended. A licensed physician will conduct the medical examination. The medical examination will be conducted for the purpose of ensuring that 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 themselves 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:
 - 1. 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.
 - 2. Vision requirements are based on vision acuity, depth perception and color perception. Distant visual acuity of at least 20/20 (snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/20 (snellen) or better with corrective lenses. Distant binocular activity of a least 20/20 (snellen) in both eyes with or without corrective lenses, field vision of at least 70

degrees in the horizontal in each eye and must be free of any other eye disease or color deficiencies.

3. No loss of a foot, leg, hand, arm, or eye.
4. 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.
5. No established medical history or clinical diagnosis of a respiratory dysfunction.
6. No established medical history or clinical diagnosis of a rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease.
7. No established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness.
8. Hearing - Perceives a forced whispered voice in the better ear at not less than five (5) feet with or without the use of a hearing aid, if tested by use of an audio metric device. Does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audio metric device is calibrated to the American National Standard.
9. 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.

g. Drug Testing

- i. The Stark County Park District requires, as a condition of employment, that all qualified applicants being 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 determination that the applicant is capable of performing the responsibilities of the position offered.

h. Psychological Evaluation

- i. 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:

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

D. Annual Review / Analysis of Recruitment and Hiring Process

At least annually, the Stark County Park District shall conduct a documented annual analysis detailing the agencies progress toward recruitment plan objectives which shall include revisions to the plan as needed. Adjustments shall include a comparison of agency personnel hiring demographics relative to the service area demographics and available workforce data. Resources used in analyzing agency hiring data may include census data and agency personnel hiring and recruitment data.