
Recruitment and Selection

900.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Ohio Department of Natural Resources and that are promulgated and maintained by the Office of Human Resources.

900.2 DEFINITIONS

Intemperate Use: Not moderate; lacking restraint; excessive; going to extremes or having or showing a lack of self-control; immoderate; given to or characterized by excessive indulgence.

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, or synthetic drugs. Use also includes a positive drug screening test for illegal drugs and being under the influence of any intoxicant (i.e. alcohol, illegal drug, or misused/abused prescription drug), other than required for medical reasons as directed by a licensed prescribing physician.

900.3 POLICY

In accordance with applicable federal, state, and local law, the Ohio Department of Natural Resources provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

900.4 RECRUITMENT

The Department shall employ a comprehensive recruitment and selection strategy/plan to recruit and select employees from a qualified and diverse pool of candidates.

The strategy/plan may include but is not limited to the following activities:

- (a) Identification of racially and culturally diverse target markets
- (b) Use of marketing strategies to target diverse applicant pools (e.g., distributing informational brochures)

Recruitment and Selection

- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military
- (e) Employee referral and recruitment incentive programs
- (f) Consideration of shared or collaborative regional testing processes

Ohio law enforcement agencies should consist of a diverse workforce. Communities with a diverse populations should strive to have a diverse work force that reflects the citizens served.

The Department shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of their status in the recruiting process.

900.5 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Reference checks
- (d) United States Citizen.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer examination
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment

[Ohio Department of Natural Resources Procedures Manual: 900.2 SELECTION PROCESS PROCEDURES](#)

900.5.1 APPLICATION PROCESS

The Department shall maintain documentation defining a fair and impartial application process.

Recruitment and Selection

- (a) All elements of the process, including physical ability testing, shall be job-related and nondiscriminatory.
- (b) All elements of the process shall be administered, scored and interpreted in a uniform manner.

Ohio Department of Natural Resources Procedures Manual: 900.3 APPLICATION PROCESS PROCEDURES

900.6 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Ohio Department of Natural Resources.

900.6.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

900.6.2 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend an official offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

900.6.3 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

900.7 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records that are outside of information deemed automatic disqualifiers shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment

Recruitment and Selection

- Aggravating and mitigating factors
- Other relevant considerations

[Ohio Department of Natural Resources Procedures Manual: 900.4 HIRING PROCESS DISQUALIFIERS](#)

900.8 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Office of Human Resources should maintain validated standards for all positions.

900.8.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards for training and certification established by the Ohio Peace Officer Training Commission (OPOTC) prior to permanent employment as a peace officer (ORC § 109.73).

900.8.2 REPAYMENT OF COSTS

Per the State of Ohio Union 2 Association contract, If a new officer should voluntarily terminate state employment within twenty-four (24) months after completing OPOTC Certified Basic Peace Officer training, the officer shall repay the cost of the training to the Department.

If an exempt law enforcement officer should voluntarily terminate state employment within twenty-four (24) months after completing OPOTC Certified Basic Peace Officer training, the officer shall repay the cost of the training to the Department.

900.9 PROBATIONARY PERIODS

The ODNR Office of Human Resources should identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

Recruitment and Selection

900.9 ANNUAL REVIEW

The Humans Resources Director should review the recruitment and hiring activities annually. This review will be documented.

900.9 TRAINING

Annual recruitment and hiring training should be provided for those members involved in recruitment and hiring activities. Training should include, but is not limited to, the recruitment and hiring plan, the department's equal employment opportunity plan, recruitment and hiring qualifications, the department's application and selection processes, and the department's annual review/analysis of the recruitment and hiring process.

900.9.1 POLICY ACKNOWLEDGEMENT

Applicable department members shall initially read and sign that they understand this policy.

Recruitment and Selection Procedures

900.1 DEFINITIONS

Intemperate Use: Not moderate; lacking restraint; excessive; going to extremes or having or showing a lack of self-control; immoderate; given to or characterized by excessive indulgence.

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, or synthetic drugs. Use also includes a positive drug screening test for illegal drugs and being under the influence of any intoxicant (i.e. alcohol, illegal drug, or misused/abused prescription drug), other than required for medical reasons as directed by a licensed prescribing medical professional.

900.2 SELECTION PROCESS PROCEDURES

- (a) ODNR has a commitment to the citizens of Ohio to ensure that hiring for Law Enforcement is conducted in a manner which enhances public confidence and employs only those individuals who meet the Department standards. The goal of ODNR is to hire qualified people while providing equal employment opportunities.
- (b) Applicants must successfully pass the selection process.
- (c) Applicants who fail to successfully complete any phase of the process will be notified, in writing, within thirty (30) calendar days following the completion of that phase. Those applicants who received a conditional offer of employment will also be notified that the conditional offer has been rescinded.
- (d) In the event an applicant voluntarily withdraws from the hiring process, a representative from the ODNR must document the time and date of withdrawal, along with any reason given by the applicant.
- (e) Applicants must notify ODNR Human Resources of changes concerning their application.
- (f) Refusal by an applicant to submit to the required ODNR Law Enforcement hiring process will result in the removal of applicant from the application process.
- (g) Any information obtained through the hiring process is subject to applicable public records law.
- (h) Any information obtained through this process that could be considered illegal or unethical may be shared with a local prosecutor, other law enforcement agencies, or current employer if applicable.

900.3 APPLICATION PROCESS PROCEDURES

- (a) **Job Posting:** ODNR will post the available position(s). Applicants will fully complete and submit the required application.

Ohio Department of Natural Resources

Procedures Manual

Recruitment and Selection Procedures

- (b) Application Options: Apply online at <http://careers.ohio.gov/>.
- (c) Preliminary hiring qualifications include:
 - 1. United States Citizen
 - 2. Valid driver's license
 - 3. 21 years of age or older at the time of Basic Peace Officer Certification
 - 4. A college degree may be required. Educational requirements will be posted with the available position.
 - 5. Basic Peace Officer Training Program certification may be required upon application. Requirements will be posted with the available position.
- (d) Pre-Screening: ODNR Human Resources will review applications for minimum qualifications.
- (e) Written Examination: (Optional):
 - 1. Applicants will take the exam to be used as a criteria measure to determine knowledge of the position related items.
 - 2. Applicants will be notified by ODNR HR of their examination results.
 - 3. Applicants successfully meeting the scoring criteria will be invited by ODNR HR to continue in the hiring process.
 - 4. ODNR may determine the number of applicants who continue in the hiring process by selecting the applicants with the highest scores.
- (f) ODNR Minimum Fitness Assessment:
 - 1. Applicants must complete physical fitness assessments pursuant to the ODNR established standards.
 - 2. Applicants will be required to sign a waiver, prior to appearing for the assessment, relieving ODNR of any liability or responsibility for injury incurred while performing the tasks.
- (g) Applicants selected for an interview may be issued forms to include but not limited to, a Personal History Questionnaire (PHQ), Information and Testing Release Form(s), and Tattoo Statement.
- (h) Interview Process:
 - 1. Applicants will be required to have a formal, structured interview pursuant to the ODNR Interview and Selection Procedure.
 - 2. The interview may be conducted prior to the physical fitness assessments.
- (i) Division Screening Committee - Conditional Offer of Employment:
 - 1. The Division Screening Committee will review the results of criteria based on performance of the applicant thus far and make a determination of the applicant's suitability to proceed in the application process. The applicant will be notified within thirty (30) days of the committee's decision.

Ohio Department of Natural Resources

Procedures Manual

Recruitment and Selection Procedures

2. The Division Screening Committee will make a recommendation of the applicant(s) to be given a conditional offer of employment. The conditional offer(s) of employment may be given at this point or after additional testing.
 3. The applicant must acknowledge the conditions set forth in the offer.
- (j) Criminal History - Applicants shall be subject to and shall approve the release of information to the ODNR for obtaining their LEADS/CCH Report.
- (k) Credit History Report - Applicants shall be subject to and shall approve the release of information to the ODNR for obtaining their credit history report.
- (l) Polygraph or voice stress analyzer examination - Applicant shall be subject to polygraph examination upon request of the ODNR.
- (m) Applicants shall be photographed and fingerprinted by ODNR for a criminal record check.
- (n) Background Investigation:
1. A background investigator will conduct a complete and thorough investigation of applicants to determine the applicant's suitability for employment as a Cadet Candidate, Officer in Training, or an Officer position.
 2. As a result of the background investigation, applicants may be asked to submit to a second polygraph or voice stress analyzer examination to clarify areas of question.
- (o) Review of Social Media Sites:
1. Due to the potential for accessing unsubstantiated, private or protected information, the Department should not require candidates to provide passwords or access to password-protected social media accounts. The Department may consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:
 - (a) The legal rights of candidates are protected.
 - (b) Material and information to be considered are verified, accurate and validated.
 - (c) The Department fully complies with applicable privacy protections and local, state and federal law.
 - (d) Regardless of whether a third party is used, the Department's Human Resources Section should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.
- (p) Psychological Assessments: Applicants shall be subject to psychological tests which will be administered by a licensed psychologist selected by the ODNR, and applicants shall approve the release of all results and information to the ODNR.

Ohio Department of Natural Resources

Procedures Manual

Recruitment and Selection Procedures

- (q) Drug Screening Test - Applicants shall be subject to a drug screening test to be administered by a licensed facility to be selected by the ODNR, and applicants shall approve the release of all results and information to the ODNR.
- (r) Medical Examination - Applicants shall be subject to a vision exam, a hearing exam and a comprehensive medical examination by a licensed physician and/or facility to determine the applicant's fitness to perform the duties of an Officer of ODNR and meet any other requirements of the training academy, and applicants shall approve the release of all results and information to the ODNR.
 - 1. Applicants must meet the basic requirements outlined:
 - (a) Vision requirements will be based in part on vision acuity, depth perception and color perception. An applicant must have vision correctable to 20/20 binocular vision. Moderate color vision is required.
 - (b) An applicant must have hearing correctable so as not to exceed 30 decibels of loss at any of the following frequencies: 500 Hz, 1000 Hz, 2000 Hz, and 3000Hz in each ear.
 - (c) Additional physical and medical conditions identified during the comprehensive medical examination may affect the applicant's application.
 - (d) The applicant may be required to furnish additional information from his/her own personal or their physician at his/her own expense.
- (s) Division Screening Committee - Recommendation:
 - 1. The completed background investigation and testing results will be presented to the Division Screening Committee, which will review the information and make a determination of the applicant's qualifications for employment as an ODNR Officer.
 - 2. Any applicants recognized to have automatic disqualifiers will be dismissed from the application process.
 - 3. The application package for each recommended applicant will be forwarded to the Department Screening Committee for final review and recommendation by the Director.
- (t) Department Screening Committee - Final Review:
 - 1. All Ohio ODNR law enforcement applicants will be reviewed by the ODNR Department Screening Committee prior to any final offer of employment.
 - 2. The ODNR Department Screening Committee will be made up of the Chief or a senior representative from each of the law enforcement divisions; Parks & Watercraft, and Wildlife. In addition, a senior Human Resources manager and an ODNR Law Enforcement Administrator will be included as a committee member.
 - 3. The ODNR Department Screening Committee will individually review the entire application packet of each division recommended applicant and by consensus will make a hire or no hire recommendation. Based on the recommendation of

Recruitment and Selection Procedures

the department screening committee, the Chief of the law enforcement Division will make the recommendation to the Director of ODNR.

4. The ODNR Director will make the final approval on all law enforcement applicants.
5. The Division Chief will contact the applicant, notifying them of hire. In the case of non-selected applicants, the Division may review their status with the applicant.

900.4 HIRING PROCESS DISQUALIFIERS

- (a) The following occurrences in the applicant's background investigation will result in the rejection of the application:
 1. Felony conviction. In the event that information indicates a court ordered expungement exists, then the applicant must submit complete information for review in collaboration with the legal section.
 2. Disapproval for LEADS access by LEADS Administrator.
 3. Any illegal drug use while employed in a law enforcement or prosecutorial position.
 4. Falsification of information supplied to ODNR.
 5. Psychological Assessment that results in an unfavorable recommendation.
 6. Medical Examination that results in an unfavorable recommendation.
 7. Drug Use:
 - (a) Transactions:
 1. Any illegal sale or purchase of drugs (other than marijuana) within three (3) years before application or after application process initiated.
 2. More than three (3) illegal sales or purchases of drugs including marijuana within the past seven (7) years.
 3. Any illegal sale or purchase of marijuana within one (1) year before application or after application process initiated.
 - (b) Illegal Drugs:
 1. Any use or possession of illegal drugs (other than marijuana) within three (3) years before application or after application process initiated.
 2. More than three (3) uses of illegal drugs (other than marijuana) within the past seven (7) years.
 - (c) Marijuana:
 1. Any illegal use or possession of marijuana within three (3) months before application or after application process initiated.
 2. Intemperate use of marijuana.

Ohio Department of Natural Resources

Procedures Manual

Recruitment and Selection Procedures

- (d) Prescription Drugs:
 - 1. No use of any non-prescribed Schedule II, III, IV drugs within one (1) year that were prescribed to someone other than the applicant.
 - 2. More than three (3) uses of any non-prescribed schedule II, III, IV drugs within the past seven (7) years.
- (e) Other Drugs:
 - 1. Any use or possession of synthetic (manmade) mind altering substances within three (3) years before application or after application process initiated.
 - 2. More than three (3) uses of synthetic (manmade) mind altering substances within the past seven (7) years.
- (f) A positive drug screening result.
- 8. Military History:
 - (a) Dishonorable discharge from military service.
 - (b) Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the Ohio Revised Code (ORC).
- 9. Motor Vehicle Moving Violations:
 - (a) Any conviction of vehicular homicide.
 - (b) OVI:
 - 1. Conviction within the past five (5) years.
 - 2. More than one (1) conviction as an adult.
 - 3. More than two (2) convictions, if one of the convictions was as a juvenile.
 - (c) Four (4) moving violation convictions in the past three (3) years as an adult.
 - (d) One (1) revocation or suspension of a driver's license as an adult, in effect during the past three (3) years from motor vehicle law violations only (not as a result of sentencing from other crimes).
- 10. Employment:
 - (a) Three (3) 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.
 - (b) Discharge or resignation in lieu of discipline from any criminal justice occupation.
- 11. The following occurrences in the background could result in the rejection of the application:
 - (a) Intemperate use of alcohol

Ohio Department of Natural Resources

Procedures Manual

Recruitment and Selection Procedures

- (b) Anti-social behavior
- (c) Moral character issues
- (d) Emotional stability issues
- (e) Issues involving applicant's reputation in their community
- (f) Lack of interest in serving people
- (g) Numerous debts that are not regularly being paid
- (h) Felony conduct
- (i) Non-compliance with the law
- (j) Acts of violence and/or admissions of undetected crimes against person(s)
- (k) Violations of any Federal, State, or Local Natural Resources laws
- (l) Polygraph administrator indicates that person was deceptive or not truthful
- (m) Inappropriate social media activities
- (n) History of illegal drug use or misuse of prescription drugs, regardless of last occurrence
- (o) Discharge or resignation in lieu of discipline from any criminal justice occupation during an initial field training or probationary period.