

**APPLICATION FOR POLICE OFFICER
MIFFLIN TOWNSHIP DIVISION OF POLICE**



*Tammy L. Phillips Police Chief
Kevin Cavener- Township Trustee (Division of Police Liaison)*

June 1, 2021

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SECTION 1 ANNOUNCEMENT

This packet shall serve as an announcement for the hiring process beginning March 1, 2021 for the position of Police Officer.

Section 2 Application

TO DOWNLOAD THE APPLICATION GO TO:

[HTTP://MIFFLIN-OH.GOV/DEPARTMENTS/HUMAN_RESOURCES/CURRENT_JOB_OPENINGS/](http://mifflin-oh.gov/departments/human_resources/current_job_openings/)

Section 3 Process to become a Police Officer - Candidate

Not necessarily in this order:

- Application – Submission and Review
- Physical Fitness Standards Test
- Personal History Questionnaire
- Background Investigation, including Psychological Exam
- Chief's Interview
- Presentation and Recommendation to the Board of Trustees
- Conditional Offer of Employment
- Drug Screening
- Probationary Period of 12 months (Police Officer)

SECTION 4 CONTACT INFORMATION

If you have questions about this process, please carefully read through this packet to see if you can find the information you are seeking. If you are unable to find an answer to your question, you can reach us at:

Human Resources Department: **hr@mifflin-oh.gov** or 614-471-4494

- We will do our best to respond to your inquiries within 24-hours (*M-F, 8am-4pm*). Please note that we experience a large volume of requests around the times of deadlines and exams and a response could be delayed.
- ***If you would like a paper-copy of the application and hiring packet, you may pick one up from: Mifflin Township, 400 W. Johnstown Road Suite 200, Gahanna, OH 43230. Office Hours are M-F, 8am-4pm.***

Section 5 Review Hiring Standards

The first step for any individual interested in going through the selection process for Police Officer is to read through the Hiring Standards located in this packet. **If by reading the Hiring Standards you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the selection process for the position of Police Officer with Mifflin Township.** Please contact the Human Resources Department if you have any questions.

An applicant's failure to meet the hiring standards set forth in this document shall automatically disqualify the applicant. The applicant must acknowledge their understanding and compliance with the Hiring Standards when submitting the application. The hiring standards are reviewed for revision every year. Even if you have read previous years before, please read them again.

SECTION 6 DEPARTMENT AND TOWNSHIP INFORMATION

The Mifflin Township Police Department provides police services to the unincorporated areas of Mifflin Township. With a population of over 3,000 residents, Mifflin Township includes the City of Gahanna and a 3.9-square-mile unincorporated area in northeast Franklin County. Responding to more than 3000 calls for assistance in 2017.

Mifflin Township is adjacent to Port Columbus International Airport and one of the largest suburbs of the City of Columbus Metropolitan region.

SECTION 7 PUBLIC RECORDS

Mifflin Township cannot guarantee the confidentiality of the results of, or information obtained through our hiring procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with specific exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment related documents, with the exception of medical records, maintained by Mifflin Township related to these hiring procedures do not appear to fall within the specific exceptions.

SECTION 8 POLICE OFFICER JOB DESCRIPTION

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK

The position of Police officer is under the direct supervision of the Chief of Police. The individual assuming this position will be responsible for providing a highly visible, professional police presence while conducting patrol, traffic enforcement, calls for service, in a specified geographical area. Answers calls when an emergency exists; takes such actions as necessary to prevent harm; to maintain safety and to assist citizens in a wide range of emergency and non-emergency situations. Takes proper action as necessary and required to maintain the order, safety and general welfare of Mifflin Township utilizing the United States Constitution, the Ohio Revised Code, Mifflin Township Resolutions, policies, and procedures.

ESSENTIAL JOB FUNCTIONS

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self- defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computation.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, which include, but are not limited to, days, evenings and overnight, working holidays and

weekends, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.

12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

MINIMUM QUALIFICATIONS REQUIRED

Education, Age, Experience, Citizenship

1. High school graduate or equivalent
2. Age \geq 21 years
3. The applicant will need to provide evidence that he or she is legally entitled to work in the U.S.

Licenses and Certificates

Basic police officer certification through a certified Ohio Peace Officer training academy.
Current and valid Ohio Driver's License with an acceptable driver's abstract in order to meet criteria for insurability established by Mifflin Township.

Physical Demands to:

- Sit, bend, reach
- Walk, run, jump, climb, crawl and generally traverse over all types of surfaces and terrains
- Lift, pull, and/or push the weight of an individual potentially greater than 200 pounds
- Use fine motor skills
- Be exposed to extreme weather conditions, hazardous situations, and enclosed spaces for prolonged periods of time
- Distinguish color, depth, and good peripheral vision
- Read, write, and clearly articulate the English language
- Meet medical standards for hearing

Environmental Conditions of:

- Occasional exposure to hazards of risk of bodily injury/volatile situations and imminent danger when performing the essential functions of the job
- Occasional exposure to heat and cold extremes and temperature changes
- Frequent exposure to loud noises
- Frequent exposure to moderate noises such as emergency sirens and roadway/traffic noise
- Occasional exposure to persons who have contagious diseases/illnesses
- Often exposure to vibration, toxic conditions, odors, dust, and poor ventilation

SALARY RANGE 2021 SUBJECT TO CHANGE

***FULL TIME POLICE OFFICERS: HOURLY \$22.00**

***PART TIME POLICE OFFICER: HOURLY \$18.00**

SECTION 9 HIRING STANDARDS

Along with the qualifications listed in the job description, applicants must meet the requirements of the Mifflin Township hiring standards. All information provided to Mifflin Township will be verified through a **DETAILED** background investigation, which include a polygraph examination.

CRIMINAL CONDUCT

Commission of criminal acts is directly contrary to the respect for law required of a Division of Fire Employee. A list of representative criminal offenses (or any substantially equivalent municipal ordinance or law of any other state or of the United States) that is cause for disqualification is described further in this section. This list is intended to be illustrative of the types of offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not infer that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it is the criminal conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification. In this regard, the fact that an arrest occurred does not prove that criminal conduct occurred, but only that probable cause existed for that arrest. The arrest is a starting point in the investigation; ultimately, evidence and/or witness statements must be secured that demonstrate that the applicant committed criminal acts.

The following are those criminal offenses that, except as expressly noted, shall result in automatic disqualification from consideration as a Division of Police Employee for Mifflin Township:

1. **ORC Chapter 2903** - Any offense of violence directed against a person as defined in the Ohio Revised Code Chapter 2903. This shall include all homicide, all assault, menacing, stalking, hazing, and patient abuse or neglect related offenses. However, a single incident of misdemeanor assault, menacing, or hazing will not automatically result in disqualification. Some incidents may be considered, along with other matters, in determining suitability for appointment.

2. **ORC Chapter 2905** - Any kidnapping and extortion related offenses as defined in the Ohio Revised Code Chapter 2905. However, a single incident of unlawful restraint or coercion, which occurred at least ~~to~~ (5) five years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
3. **ORC Chapter 2907** - Any sex offense as defined in the Ohio Revised Code Chapter 2907 which occurred in the five years prior to investigation. This includes sexual assaults, prostitution, solicitation, and obscenity offenses.
4. **ORC Chapter 2909** - Any arson and related offense directed against property as defined in the Ohio Revised Code chapter 2909. This shall include desecration, disruption, vandalism, criminal damaging, and endangering related offenses. However, a single incident of criminal damaging or criminal mischief that occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
5. **ORC Chapter 2911** - Any robbery, burglary, trespass, related offenses as defined in the Ohio Revised Code chapter 2911. This shall include safecracking related offenses. However, a single incident of criminal trespass or tampering with coin machines which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
6. **ORC Chapter 2913** - Any theft or fraud offense as defined in the Ohio Revised Code Chapter 2913. This shall include passing bad checks, misuse of credit cards, forgery, and receiving stolen property related offenses. However, a single incident of a petty theft offense or conspiracy or solicitation to commit such an act, which occurred at least five (5) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
7. **ORC Chapter 2915** - Any offense involving the applicant's participation in gambling as defined in the Ohio Revised Code Chapter 2915. However, a single incident of misdemeanor gambling or public gaming which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
8. **ORC Chapter 2917** - Any serious offense directed against the public peace as defined in the Ohio Revised Code Chapter 2917. This shall include inciting riot, disorderly conduct, harassment, false alarms, and misconduct involving a public transportation system. However, a single incident of disorderly conduct, harassment, misconduct at an emergency, or misconduct involving a public transportation system that was committed at least two(2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered along with other matters, in determining suitability for appointment.
9. **ORC Chapter 2919** - Any offense against the family as defined in Ohio revised Code Chapter 2919. This shall include bigamy, partial birth feticide or other prohibited abortion actions involving viable fetuses, nonsupport, child endangering, and domestic violence related offenses. However, a single incident of interference with custody that was committed at least two (2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment. Any conviction or convictions of a lesser included offense related to domestic violence or menacing by stalking shall be automatic disqualifications.

10. **ORC Chapter 2921** - Any serious offense against justice and public administration as defined in Ohio revised Code Chapter 2921. This shall include bribery, intimidation, perjury, compounding, disclosure of confidential information, and obstruction, and escape, conveyance of prohibited items, speculation, and impersonation of officer's related offenses.
11. **ORC Chapter 2923** - Any offense involving conspiracy, attempt, or complicity of a felony or serious misdemeanor, or weapons control related offenses as defined in Ohio Revised Code Chapter 2923. This shall include corrupt activity related offenses. However, as related to Carrying Concealed Weapons (2923.12) will not automatically disqualify the applicant. Similarly, any single incident of failure to report to law enforcement authorities the loss or theft of any firearm or dangerous ordnance, section 2923.20(A)(5), which occurred two (2) years before investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.
12. **ORC Chapter 2925** - Controlled Substance Abuse. An applicant shall not be automatically disqualified for the possession and/or personal use of controlled substances as defined in Section 2925 provided that such possession and/or personal use occurred more than five (5) years prior to the initial application with Mifflin Township. However, personal use of Marijuana within (3) years of initial application with Mifflin Township will automatically disqualify the applicant. Personal use shall be defined as, "Use considered by a person of normal sensibilities to satisfy one's curiosity or an experimental urge." The investigator shall consider the pattern of usage and the substance used, along with the applicant's overall background and character in determining suitability for employment. A violation of this section as determined by the background investigator shall be grounds for automatic disqualification.
13. Any illegal sales of drugs of abuse, marijuana or prescription drugs after the applicant turned 18 years of age shall be grounds for removal.
14. **ORC Chapter 2927** - Any serious violation of a miscellaneous offense as defined in the Ohio Revised Code Chapter 2927. This shall include offenses against a human corpse, interfering with housing, desecration, and ethnic intimidation.
15. **Failure to register with Selective Service.** Under current law, almost all male U.S. citizens are required to register with Selective Service within 30 days of their 18th birthday. Almost all male non-citizens are also required to register, including illegal aliens, legal permanent residents and refugees. For more information on whom must register, to find your selective service number or other questions, go to www.sss.gov.
16. See the attached Background Removal Standards for additional.

DRIVING RECORD

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for appointment. A safe driving record will be evaluated on a case by case basis considering the frequency and type of violation.

The following will automatically disqualify the applicant:

1. **ORC Chapter 2903** - Applicants who have been convicted of aggravated vehicular homicide, vehicular homicide or vehicular manslaughter (2903.06), or aggravated vehicular assault or vehicular assault (2903.08).
2. Applicants with six (6) or more points on their driving record within two (2) years of

application.

3. **ORC Chapter 4549** - Any single conviction involving operating a motor vehicle while under suspension (or an applicable ORC statute or Municipal code), or leaving the scene of an accident (4549.02) within two (2) years of application. A conviction under Ohio's (or any similar statute of another State's) Financial Responsibility Act Random Selection Process shall not be an automatic disqualification.
4. **ORC Chapter 4511** - Any single conviction involving driving while under the influence of alcohol or a drug of abuse within five (5) years of application, any single conviction of physical control (4511.194) or any offense related to, within five (5) years of application.
5. More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents.
6. Any other offenses which resulted in suspension or revocation of driving privileges on two (2) or more occasions, involving the operation of a motor vehicle, with five (5) years of application.
7. A demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.
8. Involvement in traffic accidents to the degree that the average person would question the applicant's ability to safely operate a motor vehicle.
9. An excessive number of suspensions due to compliance with the State of Ohio Financial Responsibility Laws.
10. At any point during the background investigation process the Applicant does not possess a valid driver's license.

JOB HISTORY

A poor employment history will result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the applicant were a member of the Mifflin Township Division of Police shall be grounds for disqualification.

MILITARY HISTORY

Military Service Credit: Active Duty or Active Military Duty means full time duty with military pay and allowances in the armed forces. Requests for credit for military service, along with proof of satisfactory service, shall be submitted to the Human Resources Department with the application. Documentation for credit must be received on or before the close of the job posting. Such proof shall include branch of service, service dates, character of discharge (if not active) and/or are in good standing if currently active. Examples of an acceptable document for proof would be a DD-214 form or equivalent; or an official letter from the applicant's commanding officer.

All persons who have received a dishonorable discharge, a bad conduct discharge, or other than an honorable discharge from a United States Military Service shall be disqualified. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case by case basis.

FINANCIAL RESPONSIBILITY

1. A demonstrated inability to manage financial resources in a responsible manner, resulting in bad debts or bankruptcy may be grounds for dismissal from the hiring process.
2. Failed to meet the requirements of Ohio Child Support Statutes or court order relating to child support. A violation of this item shall be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

TATTOOS & TOBACCO-USE

1. No tattoos, brands or decals are permitted on face/head, neck or hands. Tattoos are permitted so long as the tattoos do not depict obscene, gang-related, sexual, nude, extremist, racist, or otherwise offensive images.
2. All Applicants must be a non-tobacco user and able to remain free of tobacco use during the duration of employment.

FALSIFICATION/FAILURE TO COOPERATE WITH APPLICATION PROCESS

1. Any applicant who fails to cooperate with the Mifflin Township Division of Police in the processing of his/her application shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, and the failure to include any information or documents requested by the Mifflin Township Division of Police, in a timely manner, or within specified time limits established by the Background Investigator.
2. Failure by the applicant to specify or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Mifflin Township Division of Police if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Mifflin Township employee.
3. Successful completion of a Polygraph examination may be required. Any attempt to distort the examination results or failure to cooperate in any manner will result in removal from the process.

OTHER CONDUCT

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests the types of activities or behavior that may disqualify an individual.

1. Mifflin Township Division of Police requires all individuals to be of good moral character, which will be determined by a thorough background investigation. Nothing in the individual's background shall be inconsistent with the performance of a police officer's duties and public expectations.
2. Abused a position of trust through a theft of time or service.
3. A pattern of violating any of Ohio's ethics laws.
4. Any incident of engaging in an act of discrimination against persons because of their sex, race, religion, ethnic origin, sexual preference, age, or handicap.
5. Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant's neighbors, the applicant's family, or the applicant's associates.
6. Failure to correct behavior of an antisocial nature.
7. Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
8. Demonstrated a pattern of alcohol abuse which has impaired the applicant in the pursuit of everyday life, resulting in marital problems, employment problems, financial problems, etc.

SECTION 10 PHYSICAL FITNESS TEST 1

Applicants who meet the requirements according to their submitted application will be assigned to take the physical examination on one of the dates listed below.

DATE AND LOCATION OF EXAMINATION

Location: TENTATIVE
Time: TBD with each applicant.

1. If you are unable to successfully complete the physical fitness activity, you will be disqualified from the process.
2. Applicants must bring the following paperwork to the physical fitness examination. Applicants should carefully read the instructions to ensure that all paperwork is completed correctly. Failure to do so could result in disqualification:
 - a. **Two forms of identification**, including one that is government-issued and bears your photograph. The other identification must include at least your name, such as a work identification, credit card or bill.
 - b. **Mifflin Township's Healthcare Provider's Certification form** which has been completed by a healthcare provider and signed by the applicant within 45 days of the physical fitness exam. No other form will be accepted for this purpose. We are unable to allow applicants who do not have the form completed to participate in the physical fitness exam. **A copy of the certificate is located in Appendix C of this document.**

- c. **Official Waiver of Liability and Release of All Claims form** which has been completed and signed by the applicant before or during the registration for the physical fitness exam. No other form will be accepted for this purpose. We are unable to allow applicants who do not have the form completed to participate in the physical fitness exam. This form is required to be notarized and can be notarized by Mifflin Township staff during registration at the physical fitness examination. **A copy of the certificate is located in Appendix D of this document.**
3. Wear appropriate clothing to the physical fitness exam. The exam may be held indoors and outdoors.
4. The exam will be administered by on duty Mifflin Township Police department supervisor and a second Mifflin Township Police Department police officer OR Mifflin Township Division of Fire employee, and will be evaluated in accordance with established and valid fitness standards.

Standards and Preparation for the Physical Fitness Test 1

See Annex A for a complete description of the standards of the physical fitness examination.

Section 11 Accommodation/Interpreter

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative within two business days of submitting the application. Medical documentation will be required. Should you require services of a professional interpreter during the examination, please contact a Human Resources representative within two business days of submitting the application.

SECTION 12 APPEALS

Appeals shall be in writing and shall be filed with the Human Resource Director within 30 calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the Mifflin Township office. Any appeal received after 4:00 p.m. on a business day or at any time on a non-business day shall be considered filed on the next business day.

PHYSICAL FITNESS EXAMINATION APPEALS

If any applicant wishes to protest the results of an event in the physical fitness examination, it must be done immediately after that event, and the decision of the ranking testing official will be final.

OFFENSES IN EXAMINATION

No person shall:

1. Falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of law, or aid in so doing.
2. Make any false representations concerning the results of such examination or concerning any person examined.
3. Furnish to another person special or confidential information for the purpose of either improving or injuring the prospects or chances of another person so examined, registered or certified, or to be appointed, employed or promoted.
4. Impersonate another person, or permit or aid in any manner another person to impersonate an applicant, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed.
5. Furnish false information about himself/herself, or other person, in connection with any examination, registration, or appointment or application or request to be examined, registered or appointed.
6. Make known or assist in making known to any applicant for examination, any question to be asked on such examination.
7. Personally solicit a favor from any member of the hiring process, appointing officer, or have any person on his/her behalf solicit a favor.

PENALTY FOR DECEPTION

Any person or persons attempting to deceive any of the examiners in any manner whatsoever by impersonation or by assisting or receiving assistance shall not be permitted to take part in any examination for a minimum period of two (2) years. If such person is already in the Township service, such conduct shall be grounds for discipline.

Section 13 Backgrounds, History Questionnaire, & Interviews

The Mifflin Township Division of Police will require the completion of a background investigation Personal History Questionnaire. This packet is time sensitive and needs to be completed within the time frame specified. You will also be required to complete fingerprinting at this stage.

POLYGRAPH EXAMINATION

Mifflin Township reserves the right to require applicants to submit to a polygraph examination which will be administered by a trained and certified polygraph examiner.

1. Questions will be drawn from areas concerning questions of illegal activities, morals, ethics, and drug/alcohol use.
2. Admissions concerning moral attitudes and illegal activities made during the polygraph examination will be scrutinized as to their acceptability.
3. The applicant may or may not be advised of the results by the examiner upon completion of the examination.

4. Any applicant may be disqualified when the subject is not cooperating with the examination process.

INITIAL BACKGROUND INVESTIGATION

This process verifies the applicant's suitability for appointment as a Mifflin Township Police Officer. The background investigation includes but is not limited to the following:

- a. Local and state driving records
- b. Residence checks
- c. Civil judgments
- d. Personal reference checks
- e. Employment checks
- f. Military records checks
- g. Financial history/credit score
- h. Finger printing for Federal, State, and Local criminal record checks

INVESTIGATIVE INTERVIEWS

- a) Follow up interviews
- b) Home interviews
- c) Neighbor interviews
- d) Employer interviews

Section 14 Conditional Offer of Employment

Following this conditional offer of employment, the selected individual will undergo a drug screening and pre-employment physical.

Section 15 Appointment

If the selected Police Officer - Candidate passes all areas of the background investigation, he/she will be given a date to begin his/her first day of employment as a Police Officer with the Mifflin Township Division of Police.

Upon appointment, candidate must complete the following during the first twelve (12) months:

1. Successfully complete up to a 12-month field training
2. Successfully complete required training modules
3. Meet performance assessment requirements at quarterly intervals
4. Successfully complete one (1) year probationary period

end