



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.20
TO: Director of Human Resources and Chief of Police
FROM: Jane S. Brautigam, City Manager
SUBJECT: Occupational Qualifications, Medical Examinations, and Psychological Evaluations for Entry-Level Sworn Law Enforcement Personnel
DATE: November 14, 2005
Supersedes and Replaces Administrative Order 2.20 dated 05/15/02 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is:

- A. to establish occupational qualifications for entry-level sworn law enforcement personnel;
- B. to provide for medical examinations;
- C. to ensure that only licensed physicians are used to conduct medical examinations;
- D. to provide for psychological evaluations;
- E. to ensure that only qualified psychiatric or psychological professionals are used to conduct psychological evaluations;
- F. to ensure that results of the psychological evaluations are properly maintained;
- G. to provide for drug testing and to ensure that the screening procedures are performed by DHHS (Department of Health & Human Services) certified laboratories.

II. OCCUPATIONAL QUALIFICATIONS

A. The following occupational qualifications shall be established for the entry-level sworn law enforcement personnel:

- Possession of a High School Diploma, G.E.D., or equivalent certificate, with a strong preference for a Bachelor's Degree in Criminal Justice, Police Science, Criminology, Government, Political Science, Public Administration or other relevant field.
- Successful entrance into, and completion of, a State certified Peace Officer basic training program of the City's sole discretion. (Not required prior to appointment; however, if a new Officer, at time of appointment, has not completed a basic training program, he/she must enter such a program immediately upon appointment.)
- Minimum of 21 years of age at time of appointment;
- Must be physically capable of successfully performing the essential job functions of the Police Officer classification and be free of any medical conditions that would preclude one from successfully performing said functions or would pose a direct threat to the health or safety of oneself or others.
- Visual acuity must be correctable to 20/20 and vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.
- Possession of a valid Ohio Driver's License at time of appointment;
- Must be a United States citizen;
- Background must be free from felony convictions;
- Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, written examination, oral examination, record check, background investigation, polygraph examination, final interview with the City Manager, psychological evaluation, medical examination, and drug testing.)

- Must establish a primary place of residence within a County within which the Division of Police has jurisdiction, or a County contiguous with such County of jurisdiction. (List includes Franklin, Delaware, Union, Morrow, Marion, Hardin, Logan, Champaign, Madison, Pickaway, Fairfield, Licking, and Knox Counties.)

B. These entry-level requirements shall meet professional and legal standards for validity, utility and minimum adverse impact.

III. MEDICAL EXAMINATIONS

A. A medical examination shall be required of each candidate to whom a conditional offer of employment has been extended. The medical examination shall be conducted for the purpose of ensuring that such candidate possesses the general health status necessary to perform the essential job functions of the Police Officer classification, to reveal any medical conditions which would preclude successful performance of said functions, and to reveal any medical conditions which would pose a direct threat to the health or safety of the candidate himself/herself or others. (Please refer to Section III (K) of Administrative Order 2.15 for further details on medical examination and medical standards/requirements.)

B. Valid, useful, and non-discriminatory procedures shall be used in conducting medical examinations.

IV. MEDICAL EXAMINATION PERSONNEL

The medical examination shall be conducted by a licensed medical doctor, as selected by the Director of Human Resources.

V. PSYCHOLOGICAL FITNESS EVALUATION

See Section III (J) of Administrative Order 2.15.

VI. PSYCHOLOGICAL EVALUATION PERSONNEL

A psychological evaluation shall be conducted by a qualified professional psychologist or psychiatrist selected by the Director of Human Resources/Procurement.

VII. PSYCHOLOGICAL EVALUATION FILES

The Dublin Director of Human Resources shall maintain a report of each psychological evaluation to ensure proper procedures are followed and to provide data for continuing research and legal defense.

VIII. DRUG TESTING

- A. Each candidate to whom a conditional offer of employment is extended, shall be required to submit to and pass a urinalysis to detect the presence of illegal drugs, or legal drugs which may have been obtained and used illegally, in his/her system.

- B. Drug testing and analysis shall be performed by DHHS (Department of Health and Human Services) certified laboratories in accordance with generally accepted screening procedures and the threshold level from determination shall be established in accordance with generally accepted medical procedures and existing laws and/or regulations.

(Please refer to Section III (L) of Administrative Order 2.15 and Administrative Order 2.40 for further information on Pre-employment Drug Testing.)