



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

ADMINISTRATIVE ORDER 2.27
TO: Director of Human Resources/Procurement and Chief of Police
FROM: Marsha I. Grigsby, Interim City Manager
SUBJECT: Advanced Step Placement for Entry Level Sworn Law Enforcement Personnel (Police Officers) Upon Appointment
DATE: April 18, 2002
Supersedes and Replaces Administrative Order 2.27 dated 11-1-93 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is to establish an administrative policy governing the authority granted to the City Manager under Section 19.2 (Appointment and Advanced Step Hiring) of the Collective Bargaining Agreement between the City of Dublin and the Fraternal Order of Police, Capital City Lodge No. 9.

II. AUTHORITY OF CITY MANAGER

Section 19.2 of the Agreement authorizes the City Manager, when making appointments to the rank of Police Officer, “to recognize the past experience of applicants in determining their placement within the step system”.

III. APPLICATION OF AUTHORITY

It is clear, given the above-referenced contract language that advanced step hiring should only be applied at the time of appointment. Therefore, no consideration shall be given to existing Police Officers for advanced step adjustments after their effective dates of appointment. It is also clear that the City Manager is authorized to recognize past experience, for advanced step purposes, but is not required to do so.

It is the City Manager's interpretation that the term "past experience" not only refers to years of experience but also the nature, scope, and relevancy of such experience. It is also the interpretation of the City Manager, therefore, that he/she is also authorized

to recognize such factors in reaching a determination regarding the eligibility of an applicant for advanced step placement upon appointment.

IV. PROCESS & GUIDELINES

In an effort to provide guidance to management staff involved in making recommendations on advanced step placement, the following process and standards shall be employed when considering applicants for such advanced step placement.

A. **Process.** When circumstances warrant the evaluation of an applicant's past experience for advanced step purposes, the Director of Human Resources/Procurement shall conduct such evaluation and, in consultation with the Chief of Police, make a recommendation to the City Manager regarding advanced step placement. The recommendation, and ultimate decision of the City Manager to grant advanced step placement, shall be governed by the application of the following minimum standards.

B. **Minimum Standards.** In order to be eligible for advanced step placement upon appointment, the applicant must meet the following minimum standards:

1. The applicant must possess a minimum of two years of full-time law enforcement experience in a sworn capacity within a State, County, or Local Law Enforcement Agency (i.e. State Highway Patrol, State Police, County Sheriff's Department, City Police Department/Division, Village Police Department/Division, Township Police Department/Division, or other equivalent Public Safety Agency.)
2. The applicant must possess a valid peace officer certification from an established, state-certified law enforcement basic training academy.
 - a. In-State Applicant: The applicant must possess a valid Peace Officer Certification from an Ohio Peace Officer Training Council (O.P.P.T.C.) certified basic training academy.
 - b. Out-of-State Applicant: The applicant must possess a valid Peace Officer Certification, which is equivalent to the Ohio Peace Officer Certification, from an established State Certified basic training academy.
3. The applicant's effective date of appointment with the City of Dublin must be within two (2) years of his/her last period of service in a Full-time certified Peace Officer capacity. (Cannot be longer than a two-year break in service.)

4. If a candidate cannot meet the above-referenced standards, yet possesses a minimum of three (3) years of police experience with a branch of the United States Military, and it can be demonstrated that the scope, degree, and nature of his/her experience is relevant to the scope and nature, of police operations/functions encompassed within the Dublin Division of Police, and the applicant was honorably discharged no longer than one (1) year previous to the applicant's effective date of appointment with the City of Dublin, the applicant may be granted advanced step placement upon appointment.