



CITY OF DUBLIN

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

ADMINISTRATIVE ORDER 2.31	
TO: All Department/Division Heads	
FROM: Timothy C. Hansley, City Manager	
SUBJECT: Acknowledgement & Release Forms/Pre-Employment Drug Testing Consent Forms	
DATE: November 1, 1993 (Review Date:	By:)
Supersedes and Replaces Administrative Order 2.33 dated 1/18/93 Regarding Same Subject.	

I. PURPOSE

The purpose of this Administrative Order is to establish a policy requiring the use of the attached Acknowledgement & Release Forms and Pre-Employment Drug Testing Consent Forms in the recruitment and selection of all candidates for potential employment with the City of Dublin.

II. POLICY

Effective immediately, the attached Acknowledgement & Release Forms and Pre-Employment Drug Testing Consent Forms shall be used during the recruitment/application process for all Permanent, Seasonal, and Temporary positions with the City of Dublin.

Please note that there are three (3) different Acknowledgement & Release Forms and two different Pre-Employment Drug Testing Forms to be used as outlined below:

- P-27g - This form shall be completed by all candidates whether under or over the age of 18 for all positions with the exception of Police Officer.
- P-27M - This form shall be completed by the parent or legal guardian of any candidate under the age of eighteen (18).
- P-27P - This form shall be completed by all candidates for the position of Police Officer.
- P-32G - This form shall be completed by all candidates, whether under or over the age of 18.
- P-32M - This form shall be completed by the parent or legal guardian of any candidate under the age of 18.

In order for any candidate to be given any consideration for employment, he/she shall be required to submit the appropriate, properly completed forms at the time of application.

Any questions concerning this Administrative Order, or the usage of the attached forms, should be directed to the Division of Personnel & Purchasing.

City of Dublin
Acknowledgement & Release Form
(General)

P-27 G (Rev. 1-15-93)

(This form shall be completed by all candidates whether under or over the age of 18
for all positions with the exception of Police Officer.)

I hereby acknowledge that I have applied for employment with the City of Dublin with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures may include, but are not limited to, an interview, criminal record check, driving record check, polygraph examination, written aptitude test, reference check, background investigation, medical examination, and drug test. I hereby understand that I would not be required to actually participate in a medical examination or drug test until after I have received a conditional offer of employment. I also acknowledge that I may also be subject to other screening procedures, not specifically listed above. I further acknowledge that any such screening procedures, as reasonably required by the City of Dublin, are a prerequisite to my appointment to a position with the City of Dublin and as such I hereby release the City of Dublin on behalf of myself, my heirs and assigns, from any and all damages arising out of or in any way related to the administration of, or results obtained through, any such screening procedures.

I also hereby acknowledge that I have voluntarily, and of my own free will, applied for employment with the City of Dublin fully cognizant of the fact that the City of Dublin may choose to employ the aforementioned screening procedures in evaluating my eligibility or suitability for employment.

In addition, I also hereby understand that the City of Dublin cannot guarantee the confidentiality of the results of, or information obtained through, the aforementioned screening procedures. (Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated 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 the City relative to the aforementioned screening procedures do not appear to fall within any of the enumerated exceptions.)

Therefore, in consideration of my employment application being reviewed and considered by the City of Dublin, I, _____, being at least eighteen (18) years of age and under no legal disability, on behalf of myself, my heirs and assigns, hereby release and agree to hold harmless, the City of Dublin and any of its agents, employees, or related officials from any and all liability of whatever type and nature resulting from the administration of any such screening procedures and/or the release of the results therefrom.

Signature of Candidate

Date

Signature of Witness

Date



CITY OF DUBLIN

City of Dublin
Acknowledgement & Release Form
(Minors)

P-27 M (Rev. 1-15-93)

(This form shall be completed by the parent or legal guardian of any candidate under the age of 18.)

I hereby acknowledge that my child or ward has applied for employment with the City of Dublin and that I hereby understand that the City may use a variety of screening procedures to evaluate my child or ward's qualifications and suitability for appointment. I have been advised that these screening procedures may include, but are not limited to, an interview, criminal record check, driving record check, polygraph examination, written aptitude test, reference check, background investigation, medical examination, and drug test. I hereby understand that my child or ward would not be required to actually participate in a medical examination or drug test until after he or she has received a conditional offer of employment.

I also acknowledge that my child or ward may also be subject to other screening procedures, not specifically listed above. I further acknowledge that any such screening procedures, as reasonably required by the City of Dublin, are a prerequisite to my child or ward's appointment to a position with the City of Dublin and as such I hereby release the City of Dublin on behalf of my child or ward and myself, my heirs and assigns, from any and all damages arising out of or in any way related to the administration of, or results obtained through, any such screening procedures.

I hereby acknowledge that my child or ward has voluntarily, and of his or her own free will, applied for employment with the City of Dublin fully cognizant of the fact that the City of Dublin may choose to employ the aforementioned screening procedures in evaluating my child or ward's eligibility or suitability for employment.

In addition, I also hereby understand that the City of Dublin cannot guarantee the confidentiality of the results of, or information obtained through, the aforementioned screening procedures. (Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated 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 the City relative to the aforementioned screening procedures do not appear to fall within any of the enumerated exceptions.)

Therefore, in consideration of my child or ward's employment application being reviewed and considered by the City of Dublin, I, _____, the parent or legal guardian of _____, being at least eighteen (18) years of age and under no legal disability, on behalf of myself, my heirs and assigns, and those of _____, hereby release and agree to hold harmless, the City of Dublin and any of its agents, employees, or related officials from any and all liability of whatever type and nature resulting from the administration of any such screening procedures and/or the release of the results therefrom.

Signature of Candidate's Parent or Legal Guardian

Date

Signature of Witness

Date



CITY OF DUBLIN

City of Dublin
Acknowledgement & Release Form
(Police)

P-27 P (Rev. 1-15-93)

I acknowledge that I have applied for employment with the City of Dublin, Ohio as a Police Officer, and have received a Police Officer Selection Process Summary Description, a Police Officer Job Vacancy Announcement, and an Employment Application.

I have read the aforementioned information and acknowledge that I have been afforded the opportunity to ask questions on said information and also on the subject matter of this acknowledgement and release form. My questions relative to requirements, qualifications, the various steps/phases of the selection process, and this form have been answered to my satisfaction and I understand said requirements, qualifications, and section process.

I acknowledge that I have voluntarily, and of my own free will, entered the selection process fully cognizant of what lies ahead, and I agree to participate in all of the steps/phases of the selection process for which I qualify or to which I advance based upon previously administered steps/phases of said selection process.

I voluntarily assume the risk of any and all physical, emotional, psychological, monetary and any and all other type or variety of damage and/or injury which I might sustain as a result of any and/or all of the steps/phases of the selection process in which I participate. Said steps/phases include: Application, Written Examination, Oral Examination, Record Check, Background Investigation, Polygraph Examination, Psychological Evaluation, Physical Fitness Examination, Interview with City Manager, Medical Examination, Drug Test, and any follow-ups to the aforesaid, i.e. private interviews held to clarify a question/problem that arises as a result of a selection step/phase. I hereby understand that I would not be required to actually participate in a medical examination or drug test until after I have received a conditional offer of employment.

I hereby release and hold harmless the City of Dublin, Ohio, any and all officials, officers, and employees of said City, the Dublin Police Division, and any and all persons who may administer or assist in the administration of any step/phase of the selection process from any and all liabilities for any and all physical, emotional, psychological, monetary or any and all other type of damage or injury which I might sustain during the pendency of any step/phase of the selection process, or following completion of same.

I acknowledge that I was duly informed, prior to the initiation of the selection process, that the City of Dublin utilizes a multi-step, in-depth, somewhat rigorous selection process for Police Officers.

I fully understand that the City of Dublin cannot guarantee the confidentiality of the results of, or the information compiled by the City of Dublin relative to my candidacy for a position with the City of Dublin. (Rulings of the Ohio Supreme Court, relative to the Public Records Act, indicate that employment-related records, with the exception of medical records, are a matter of public record and, should a member of the public request such records, the City would be required to make such records available to the said member of the public within a reasonable period of time.)

Signature of Candidate

Date

Signature of Witness

Date



CITY OF DUBLIN

City of Dublin
Pre-Employment Drug Testing Consent Form
(Minors)

P-32 M (Est. 1-15-93)

(This form shall be completed by the parent or legal guardian of any candidate whether under the age of 18.)

I, _____, understand that, _____,
(Name of Parent/Legal Guardian) (Name of child or ward)

my child or ward, as a candidate for employment with the City of Dublin must, in order to be appointed to a position with the City of Dublin, submit to and successfully pass a urinalysis to detect the presence of drugs in his/her system. In addition, I understand that my child or ward will only actually be administered such a test after receiving a conditional offer of employment. I also understand that, as my child's or ward's parent or legal guardian, I must give my consent for my child or ward to participate in such a test. I further understand that my child's or ward's application for employment will be rejected if I decline to give my consent and thereby decline to have my child or ward participate in said urinalysis or if my child's or ward's test results are confirmed to be positive for the presence of illegal drugs or legal drugs for which I as a parent or legal guardian of my child or ward cannot submit sufficient proof that such drugs were legally obtained and used.

I, as my child's or ward's parent or legal guardian, hereby knowingly and voluntarily give my consent for my child or ward to participate in a substance abuse urinalysis and authorize the City of Dublin to conduct, through its designated medical examiner(s), said urinalysis on my child or ward. In addition, as my child's or ward's parent or legal guardian, I authorize the medical examiner(s) to release any and all information regarding my child's or ward's test(s), including its/their results, to the City of Dublin and its representative. I, as my child's or ward's parent or legal guardian, further release the City of Dublin, its officers, directors, employees, agents, representatives from any and all claims, suits, causes of action, liability, and damages arising from giving my consent to have my child or ward participate in the urinalysis and from the information obtained from the test(s).

Signature of Candidate's Parent or Legal Guardian Date

Signature of Witness Date

I refuse to give my consent for my child or ward to participate in a urinalysis.

Signature of Candidate's Parent or Legal Guardian Date

Signature of Witness Date



CITY OF DUBLIN

