



# OFFICE OF THE SHERIFF

PICKAWAY COUNTY  
CIRCLEVILLE, OHIO 43113-0100

SHERIFF  
**ROBERT B. RADCLIFF**

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## HIRING PROCESS

The Pickaway County Sheriff's Office is an Equal Opportunity Employer, committed to employing individuals without regard to race, color, age, sex, marital status, veteran status, religion, creed, national origin, ancestry, or handicap.

### Steps in the Hiring Process

1. Applicant completes an online form and submits a resume for a position.
2. If the applicant appears to meet the minimum requirements for the position, they will be invited to schedule and pay for the appropriate exam through National Testing Network (NTN).
3. If the applicant passes the applicable NTN Test, they will be invited for an initial interview. If the applicant fails the exam, they will not be invited to continue the process. Applicants who fail the exam may re-take it by following the National Testing Network guidelines. Applicants who fail the exam and re-take it must apply to the Pickaway County Sheriff's Office again.
4. If the applicant appears to meet the minimum requirements of the position and did well during the initial interview, they may be invited for a panel interview. The panel interview will be conducted by the hiring manager and other officers or employees from the Division.
5. If the applicant is recommended to move forward by the interview panel, they will be invited to complete a full application (Personal History Questionnaire) via the Background Solutions web site through an email sent by Human Resources.
6. Once the Personal History Questionnaire is complete, a background investigation will take place. During the background investigation former employers, colleagues, schools, organizations, neighbors, courts, and law enforcement agencies where the applicant has lived may be contacted. The background investigation final reports will be provided to the decision makers to compare with other applicants so a hiring decision can be made.
7. The finalists will be scheduled for a polygraph exam.
8. If the applicant successfully completes the polygraph exam, they will be invited to move forward in the process.
9. The decision maker will choose a candidate to make a conditional offer of employment. The remaining candidates will create a candidate pool for the position (for 12 months following the background investigation final report date).
10. HR will review the candidate with the Sheriff who has final decision making authority.

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11. A conditional offer of employment will be extended.
12. The applicant will be requested to complete a physical and drug screening (the conditions of employment offer).
13. Once the applicant passes the physical and drug screening, they will begin on the date contained in the letter.

### **Potential Disqualifiers**

Any one of the following could disqualify an applicant from further consideration for employment.

- Certification
  - Failure to be eligible for certification through the Ohio Peace Officer Training Academy.
- Automatic Disqualification
  - Untruthfulness or the falsification of any application, certificate, credential, interview test, or documents associated with the application process for this position.
  - Failure to provide complete and accurate information any time during the application process.
- Financial Issues
  - Known unsatisfied judgments at the time of application other than traffic fines and costs.
  - Any arrears in child support or failure to pay child support.
- Criminal History
  - Any felony conviction.
  - A misdemeanor conviction that would prohibit certification or could result in suspension of certification through the Ohio Peace Officer Training Academy or deemed inappropriate as determined by the Sheriff.
  - Domestic violence conviction.
- Drugs
  - Involvement in the unlawful sale or use of any controlled substances (illegal drugs) which lead to an arrest and conviction.
  - Distribution, possession or use of marijuana or a derivative thereof within the twelve (12) month period immediately preceding the date of application.
- Traffic Violations
  - Conviction in any jurisdiction of Driving Under the Influence of Drugs or Alcohol within the seven (7) years immediately preceding the date of application.
  - Refusal to take the Blood or Breath test as required by the implied consent law of any jurisdiction.
  - Conviction of eluding police, hit and run, racing, or death by a motor vehicle.
  - The suspension or revocation of driving privileges in any jurisdiction within the past seven (7) years for any reason other than failure to pay fines and costs.
  - More than two (2) moving violations within the twelve (12) months immediately preceding the date of application.
  - A poor driving history.

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- Background investigation indicate less than acceptable job performance with past employers.
- Any behavior determined by the Sheriff as unsuitable or inappropriate for an employee of the Sheriff's Office.
- Failure to comply with the deadlines to return requested information to the background investigator and the Pickaway County Sheriff's Office.
- Refusal to take any of the requested physical, drug screening, or polygraph examination.

**Notification and Retention of Records**

Any applicants that are determined ineligible for employment shall be notified in writing within 30 days of the determination of ineligibility. The notification will inform the applicant if they are allowed to re-apply in the future.

Files of all applicants that are hired will become part of the Personnel filing system which is maintained for the duration of the employee's employment. These files will remain in the filing system, and will not be permitted outside the Personnel Office except by order of the Sheriff.

**Probationary Period**

All personnel shall complete a minimum twelve (12) month new-hire probationary period.