2015 Police Officer Background Investigation, Assessment, and Appeals Process

The City of Toledo encourages all interested persons to apply for its Police Officer position. Nothing contained in this document should dissuade any interested person from engaging in the Police Officer selection process. This document is provided for informational purposes only. The information contained in this document is not exhaustive.

The City of Toledo Police Department conducts extensive criminal history and background investigations for candidates for the Police Officer job classification. After the investigation is complete, the Toledo Police Department then conducts an individualized assessment of each candidate's criminal history and background, with determinations of "negative points" and areas of rejection made pursuant to job-related criteria and verified procedures.

Each candidate may appeal the Toledo Police Department's criminal history and background assessment of negative points and areas of rejection to the City of Toledo Civil Service Commission. The Civil Service Commission has authority to modify or to eliminate negative points or area of rejection from the assessment.

In order to be further considered in the selection process, a Police Officer candidate may not have more than twelve (12) negative background points and must have no areas of automatic rejection in their criminal history and background, after the Civil Service appeal process is concluded.

The following criminal history and background areas will be reviewed and considered in the Toledo Police Officer candidate background investigation and assessment process:

Automatic Areas of Rejection from further consideration in the hiring process:
- Conviction of felony or misdemeanor offense or clear and convincing evidence of the following:
  - Theft
  - Homicide or assault
  - Kidnapping and extortion
  - Sex offense
  - Arson or related offenses (example: damaging/vandalizing vehicles, disrupting public services)
  - Robbery, burglary and related offenses
  - Gambling
  - Offenses against the public peace (example: disorderly conduct, inducing panic)
  - Offenses against the family (example: domestic violence, violating protection order)
  - Offenses against justice and public administration (example: resisting arrest, bribery, obstructing justice, tampering with evidence)
  - Conspiracy, attempt, complicity
  - Drug offenses

Police Officer – Background Standards

- And also…
    - The purposeful misrepresentation by the applicant of a material fact which would directly affect employability with the Police Division with the intent to mislead the Police Division during the process;
    - Inability to obtain an Ohio Driver's License prior to the start of the class.
    - Military discipline received while in the armed forces and conduct which would be a misdemeanor or felony in civilian life

Additional Areas of Concern, which may result in negative points being assessed against a candidate: (The following is not an exhaustive list and is provided merely as an example.)

- Terminations, disciplines or attendance issues relating to current or previous employment
- Negative points are also assessed for certain violations of state or local laws pertaining to motor vehicles, such as:
    - Six (6) point violations
    - Moving violations: four (4) point or two (2) point
    - Conviction of OVI
    - Failure or refusal to submit to breath alcohol test
    - Chargeable accident as the result of violation of traffic laws
    - License suspension
- Negative points may also be assessed for the purposeful misrepresentation by the applicant of a material fact with the intent to mislead another (discovered by the Police division apart from the selection process.

Please direct all questions regarding Police Officer Background Investigations, Assessments and Appeals to the City of Toledo Department of Human Resources at (419) 245-1500.

*The City of Toledo is an equal opportunity employer. The City of Toledo does not deny equal opportunity in hiring, tenure, terms, conditions or privileges of employment on the basis of race, color, religion, sex, national origin, disability, ancestry, age, sexual orientation, or other legally protected status.