The University of Toledo
P O L I C E   D E P A R T M E N T
Selection Process

LITERATURE PACKET

U N I V E R S I T Y   L A W   E N F O R C E M E N T

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http://police.utoledo.edu
Congratulations!

You have qualified to continue in the selection process for appointment as a University of Toledo Police Department Dispatcher.

You will find an enclosed packet of materials regarding our selection process and additional information about The University of Toledo Police Department. This packet covers all aspects of the selection process, including instructions for completing the necessary forms and also reasons for which an candidate may not be selected. It is in your best interest to read all of the materials carefully.

You will be assigned a background investigator who will conduct a background investigation based in part on the information you submit in these materials. Your background investigator will assist you during the background investigation phase of the selection process. Feel free to contact him/her with any questions at any point during the selection process.

This selection process has been carefully designed to be fair and impartial. It is the intent of the various phases to assist in identifying the best qualified candidates for the position.

I wish you success in the challenge now before you. If appointed as a University Police Department Dispatcher, you will find the position both interesting and rewarding. Should you not be selected, I wish you the best in your career endeavors.

Sincerely,

Jeffrey C. Newton
Chief of Police

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THE UNIVERSITY OF TOLEDO

The University of Toledo is one of 13 state universities in Ohio. It was established in 1872 and became a member of the state university system in 1967. The University of Toledo and the Medical University of Ohio merged on July 1, 2006 to form the third-largest public university operating budget in the state.

UT is a community built around eleven academic colleges and professional programs matched only by a handful of public universities nationwide, including The Ohio State University and the University of Michigan.

UT's main campus, located along the banks of the Ottawa River in a residential section of the city, includes historic buildings, modern facilities, contemporary residence halls and abundant green space.

The University of Toledo Health Science Campus is home to UT Medical Center hospitals and clinics and many of UT’s health-science research and education programs that are teaching the next generation of physicians, nurses and other health care professionals.

For more information on The University of Toledo, please visit the University’s web site: www.utoledo.edu.
THE UNIVERSITY OF TOLEDO POLICE

University of Toledo Police officers are designated by State of Ohio statute as Law Enforcement Officers for the University. All University Law Enforcement Officers take an oath of office. This oath is a personal commitment to the rule of law and constitutional limitations of police authority. University Law Enforcement Officers are empowered to use authority on reasonable suspicion of a crime, to search and arrest as authorized by law, and to use reasonable and necessary force to enforce laws and to protect persons and property.

University Law Enforcement Officers provide exclusive police service at the University; however, are supported by outside agencies including the Ottawa Hills Police Department, Toledo Police Department, Lucas County Sheriff's Office, and the Ohio State Highway Patrol. All University Law Enforcement Officers are sworn "Special Deputies" by the Lucas County Sheriff's Office.

The University of Toledo Police Department employs thirty-seven (37) sworn police officers and is supplemented by full-time and part-time civilian police dispatchers, security staff, and support staff. Additionally, the department employs part-time students to serve as parking enforcement staff known as the "rocket patrol." Although students on patrol have no law enforcement authority, they act as additional eyes and ears of the department when noting suspicious activity and criminal activity.

Uniformed University Law enforcement Officers are assigned to Field Operations by shifts incorporating a 24-hour per day operation, 365 days a year. Officers patrol the campuses utilizing a variety of methods including by police cruiser, unmarked vehicle, bicycle patrol, all terrain vehicles (ATV), foot patrol, etc.

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UTPD MISSION STATEMENT

The University of Toledo Police Department is dedicated to providing excellence in service to the campus community. We shall strive to insure a safe, secure and pleasant atmosphere, conducive to a positive social and educational process, in our law enforcement efforts to protect the University community.

UTPD POLICING PHILOSOPHY

Seven Core Elements

1. Develop a true police community partnership.
2. Practice an open police management style.
3. Establish a problem solving orientation.
4. Facilitate citizen involvement.
5. Promote permanent ownership of patrol areas.
6. Prepare police officers to serve as community leaders and resource organizers.
7. Maintain a personal relationship between police officers and members of the campus community.

Our continuing goal: To improve the quality of life on campus.

COLLECTIVE BARGAINING UNIT

http://www.utoledo.edu/depts/hr/employment/pdf/CWA_Contract_Jan_1_2009-Dec_312.pdf

Dispatch members of The University of Toledo Police Department who hold are presently represented by The Communication Workers of America (CWA Local 4319) in a collective bargaining agreement with The University of Toledo. This contractual agreement covers all aspects of the terms and conditions of their employment, both economic and non-economic.

Command officers – including the Chief of Police, Deputy Chief of Police, Lieutenants, and certain non-sworn employees – are not represented by a collective bargaining unit. Their salaries and benefits are established by The University of Toledo Board of Trustees each year, with a degree of flexibility delegated to the Chief of Police based upon merit and other considerations.
SELECTION PROCESS PHASES FOR CANDIDATES

Phase 1 – Application Phase & Review

The first phase of the selection process for University of Toledo Police Department Dispatcher is the application and review phase. Applications are reviewed to verify that all candidates meet the minimum qualifications as outlined for the position of University Police Department Dispatcher. Additionally, an abbreviated background review is conducted to verify that candidates do not meet any disqualifying criteria as outlined later in this literature packet.

Phase 2 – Interview Assessment Panel

An interview panel will be convened by the Administrative Lieutenant who oversees Police Dispatch Communications. The panel will be charged with the duty of evaluating each candidate on their responses to a series of pre-selected questions. This panel is commonly made up of police command officer(s); police officer(s); dispatcher(s); and members of other entities as designated by the Chief of Police.

Phase 3 – Chief and Deputy Chief of Police Interview Assessment

Candidates who advance from Phase 2 may then be interviewed by the Chief and Deputy Chief of Police. Both will interview each candidate for purposes of evaluating the candidate's responses to a series of pre-selected questions. Upon conclusion of this interview, both will assess each candidate individually based on a totality of all phases completed by the candidate.

Phase 4 – Background Investigation

A University of Toledo Police Department Background Investigator will be assigned to conduct your pre-employment background investigation. The Investigator will utilize information contained in your completed personal history questionnaire in addition to information from other sources. You will note that the packet covers in part, the following: Personal and family history; marital status; education; military service (if applicable); employment history;
previous law enforcement agency applications; traffic record history; criminal
record history; police contact history; general information inquiry; and
personal references.

The background investigation phase normally takes three weeks to complete;
however, in some instances it may be longer, particularly if you have had past
jobs or residences in other cities or states. Should you have any questions at
any point during the background investigation phase, you should contact your
Background Investigator through the main campus police dispatch.

NOTE: Certain contents of your background investigation may be considered
confidential police records and thus, not available for release to you for
review. Furthermore, your responses on the personal history questionnaire
will be subject to verification including verification via source documentation.

Phase 5 – Conditional Offer of Employment

Candidates who advance to this phase will be offered a “conditional offer of
employment” by the Chief of Police or his designee. This offer of employment
is “conditional” based on the candidate successfully passing the remaining
phases of the selection process.

Phase 6 – Psychological Profile Evaluation

The psychological profile evaluation helps to ascertain if the candidate’s
personality is suited for being a University Police Department Dispatcher. The
candidate will be required to complete the psychological evaluation by a
licensed psychologist selected by the University of Toledo Police Department.
Upon completion of the evaluation the candidate may be required to be
interviewed by the same psychologist. Your complete psychological profile
evaluation will then be forwarded to the Chief of Police or his designee for
review.

Phase 7 – Medical / Drug Urinalysis Examinations

The candidate will be required to complete an employment medical
examination conducted by a licensed physician selected by The University of
Toledo Police Department. The purpose of the examination is to determine
the candidate’s general medical fitness for being a University of Toledo Police
Department Dispatcher. The examination will include pre-employment drug
urinalysis screening.

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Upon successful completion of the medical and drug urinalysis examinations, the candidate will be eligible for employment as a University of Toledo Police Department Dispatcher.

Phase 8 – Dispatcher Training Program

Newly hired University of Toledo Police Department Dispatcher's will be required to successfully complete a regimented training Program. In addition to this program, newly hired Dispatchers will start a probationary period lasting a period of twelve (12) months. Dispatchers successfully completing both the training program and the probationary period will advance to becoming a permanent part-time or full-time University of Toledo Police Department Dispatcher.
# Minimum Qualifications

*University Police Department Dispatcher*

The following are minimum qualifications for the position of University Police Department Dispatcher. All of these qualifications must be satisfied before you can advance to the next phase of the selection process. Please answer the below listed questions truthfully.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>Candidate must be at least eighteen (18) years of age</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Candidate must have attained (at the time of application) his/her high school diploma or GED equivalent</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Four (4) months of training and/or experience as a radio dispatcher with like duties in law enforcement</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>Twenty (20) hours of training in operation of communication equipment (radio, teletype, etc.)</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Ability to add, subtract, multiply and divide whole numbers</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Read and write complete sentences</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Ability to type accurately at a working rate of speed</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Proficient in Microsoft Office and general computer skills</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Exceptional public relations skills</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Ability to pass physical, drug-urinalysis and psychological examinations</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Must successfully complete training and/or certification where required for the following to include, but not limited to: Computer Aided Dispatch (CAD); National Crime Information Center (NCIC); Ohio Law Enforcement Automated Data System (LEADS); and other course(s) as required</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

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DISQUALIFICATION CRITERIA

A  HONESTY / FALSIFICATION

1. At any stage of the background investigation process, the candidate fails to disclose or acknowledge the use of any illegal drugs, and at a subsequent stage in the process, the candidate admits to the use of an illegal drug.

2. At any stage of the background investigation process, the candidate provides substantially inconsistent responses as to the frequency, amount, or type of illegal drugs used by the candidate as an adult.

3. At any stage of the background investigation process, the candidate fails to disclose or acknowledge any disqualifying behavior or activity on the part of the candidate, as an adult, relative to, and governed by, any of the background removal standards.

4. Failure or refusal to answer or respond to oral or written questions during any phase of the selection process.

5. Any attempt to distort the polygraph examination results.

6. Use or attempted use of political influence to secure employment.

For purposes of this standard, and the Background Removal Standard, the use of drugs occurs when an candidate smokes, puffs, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug, including but not limited to, marijuana, cocaine, anabolic steroids, or chemical inhalants.

B  FAMILY HISTORY

1. Verified or admitted physical or emotional abuse of candidate’s spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one lives or has a relationship within ten (10) years.

2. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the proceeding five (5) years.

3. Violation of any protective or temporary restraining order as determined by a court of law within seven (7) years.

4. Verified or admitted sexual abuse of the candidate’s spouse, ex-spouse, child,
stepchild, parent or other relative or person with whom one lives or has a relationship.

C  EMPLOYMENT

1. Three (3) or more involuntary terminations and / or discharges from employment within the last five (5) years. This does not include terminations resulting from a business ceasing operation, or resulting from being laid off from a position of employment.

2. Discharge or resignation in lieu of discipline from any criminal justice occupation.

D  MILITARY HISTORY

1. Dishonorable discharge from military service.

2. Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the Ohio Revised Code (ORC).

E  TRAFFIC HISTORY

1. Any conviction of vehicular homicide shall permanently eliminate a candidate from consideration.

2. OVI:
   Conviction within the last five (5) years, or
   More than one (1) OVI conviction as an adult; or
   More than two (2) OVI convictions, if one of the convictions was a juvenile

3. Four (4) moving violations in the past three (3) years as an adult.

4. At the time of the interview or polygraph, the candidate does not possess a valid driver’s license and auto insurance as required by the residence state.

5. One (1) revocation or suspension of a driver’s license as an adult, in effect during the past five (5) years, due to a points violation, or Financial Responsibility Act Violation or by a court.

Note: As long as a candidate’s license has been cleared and reinstated by a BMV, then court suspensions do not include suspensions resulting from a candidate’s failure to timely pay a traffic fine.
WAIVER OF APPOINTMENT

If you do not wish to be further considered as a candidate for The University of Toledo Police Department Dispatcher position, you must read and sign this form and return it to the assigned background investigator. If you want to continue with the background investigation phase and be considered for the listed position, you may disregard this form.

I, ________________________________________, being fully advised that I have applied for a position with The University of Toledo Police Department, do hereby request that my name be withdrawn from the eligibility list, and I make this request of my own free will and accord, further stating that no person affiliated with The University of Toledo influenced my decision.

Candidate Signature_______________________________________________________________
Candidate Name Printed___________________________________________________________
Date____________________________________________________________________________

Witness Signature________________________________________________________________
Witness Name Printed____________________________________________________________
Date____________________________________________________________________________
VERIFICATION & ACKNOWLEDGEMENT

Upon reviewing the abovementioned “Minimum Qualifications” and “Reasons for Disqualification,” the candidate should be able to verify that he/she meets the minimum qualifications and is not subject to disqualification. If for any reason the candidate feels that he/she may not meet a minimum qualification or may be subject to disqualification, he/she should contact the background investigation unit as soon as possible in effort to discuss any issue(s) further.

Verification and Acknowledgement Statement

I hereby acknowledge that I have read the materials given to me by The University of Toledo Police Department. I understand what is required of me to qualify as a University Police Department Dispatcher and verify and acknowledge my qualifications for this position.

X
CANDIDATE
DATE
PRINT FULL NAME BELOW:

IMPORTANT:
DETACH THIS FORM:

MINIMUM QUALIFICATIONS SECTION
VERIFICATION AND ACKNOWLEDGEMENT SECTION

ATTACH THE ABOVE LISTED TO YOUR PERSONAL HISTORY QUESTIONNAIRE AND RETURN AS DIRECTED.

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