

# PARSONS POLICE DEPARTMENT

## JOB REQUIREMENTS & BACKGROUND ISSUES THAT DISQUALIFY APPLICANTS

We use the following guidelines for the rejection of applicants that are applying for employment with the Department. **However, there may be exceptions on a case-by-case basis<sup>i</sup>.** Applicants are rejected based on ‘good cause<sup>ii</sup>’ and applicable state and federal policies, regulations<sup>iii</sup> and statutes. Applicants who fail to completely disclose any of the following at the beginning of the selection process are automatically rejected.

**RESIDENCY/RESPONSE REQUIREMENTS:** *All police staff (Officers, Dispatchers & Civilian Staff) are required to reside within a 45-minute response time of the Parsons Police Station. Police Officers with an assigned vehicle are required to live within a 15-min response time of the Parsons Police Station. The agency has the right to impose a reasonable response time for officers and staff to respond to the police department in an emergency. Out of area hires are required to arrange a schedule to move within the required response area at the time of hire (within 90 days of hire).*

Your participation in the hiring process begins with the voluntary submission of your job application and the following testing and evaluation is very invasive and thorough. Therefore, you should carefully consider this and weigh this against your personal background. You may voluntarily withdrawal from the hiring process at any time.

The standard is, “Any behavior that casts a clear doubt or suspicion on the applicant’s character, integrity or competency.” Examples that **may** illustrate this are:

**a. During the selection process:** Failure to comply with any appointments or deadlines during the hiring process without a reasonable justification; providing false or willfully incomplete information; being evasive or deceptive at any stage in the employment process or minimizing or exaggerating information; or failure to provide proof of attaining the minimum job requirements.

**b. Crimes.**

- Committing a felony crime or any crime of moral turpitude, regardless if convicted, charged or officially reported to a police agency within the past 10 years. Select crimes are automatically disqualifying regardless of the time frame.
- Unless otherwise described below, any misdemeanor crime regardless if convicted, charged or reported to a police agency within the past 3 years.
- Patterns of misdemeanor criminal behavior as an adult or within the past 7 years.

**NOTE:** Juvenile crimes and convictions as well as incidents between the ages of 18 and 21 are reviewed on a case-by-case basis by the Assistant Chief and Chief of Police to take into consideration the totality of circumstances, pattern of behavior and intent to determine if they are automatically disqualifying factors.

**c. Behavior that casts reasonable doubt** regarding issues of integrity. For example, falsifying work attendance records, filing false claims, making an intentionally false statement on an official document or employment-related document, cheating or dishonesty. Social media postings which profess illegal, racist or sexual photographs or narrative may subject the candidate to disqualification. Association with known felons, misdemeanants, parolees or probationers to a level of concern for the candidate’s integrity.

**d. Committing domestic violence** that would be considered a misdemeanor regardless if reported to the police within the previous 7 years. ***Conviction for domestic violence, which restricts the possession of a firearm would be automatically disqualifying for police officer applicants.***

**e. Addictive behavior** that could reflect poorly on the Police Department or illustrate bad judgment on the part of the applicant. For example: drugs, alcohol, sex, pornography, gambling.

**f. Legal inability to own or possess a firearm,** (for police officer candidates).

**g. Illegal drugs.** The use, possession, or sale of controlled substances under these circumstances:

**Note:** Juvenile use/possession of drugs is not an automatic disqualification and is reviewed on a case-by-case basis.

Recruit or Student Officer Candidates are disqualified for drug use by the:

- Use of marijuana within the past 12 months.
- Illegal drug use within the past 18 months, though review is conducted on a case-by-case basis.

Lateral or experienced candidates are disqualified for drug use by the:

- Use of marijuana within the past 3 years.
- Illegal drug use within the past 10 years.

**Note:** All classes of police employees participate in mandatory random drug testing. All police employees involved in a vehicle crash on-duty are subject to a mandatory drug test. Drug testing is required in a deadly force incident too.

- Participating in the manufacture, selling, offering to sell, trading for, distribution, or transportation for sale or sale any illegal narcotics or prescription drugs regardless of timeframe.
- Use of illegal drugs while employed in any position of public trust regardless of time frame.
- Use of a prescription drug through fraud or deception, regardless of timeframe.
- Working under the influence of drugs, alcohol or non-prescription drugs within the past 5 years.

**h. Driving.** Driving history free of conduct or record of violations that show a disregard for the safe and effective operation of motor vehicles.

Examples are:

- Within the past 7 years: criminal offenses regardless of being arrested or cited, road rage, 5 or more traffic citations, history of repeated canceled auto insurance, any license was suspension or revocation or 5 or more traffic collisions.
- Conviction of Driving Under the Influence of Intoxicants within 7 years; this includes receiving a diversion or a plea to lesser charge or two or more convictions regardless of timeframe; any flee or elude incident within 10 years.

**i. Military service.** Dishonorable discharge or did not complete enlistment, or not eligible for re-enlistment.

**j. Medical.** Concerns or problems that might endanger the applicant, fellow employees or citizens, or the inability to perform the essential job functions as described in the job description.

**k. Work history** that reflects dishonesty, disloyalty, incompetence, instability, dereliction of duty, or inability to get along with supervisors or co-workers, pattern of unexcused absences, involuntarily termination for cause, resignation in lieu of termination, or discipline that is 2 or more significant formal reprimands.

**l. Failure to provide proof of citizenship.**

**m. Financial affairs** that show a history of poor judgment, irresponsibility or refusal to confront problems such as referral to collection agency, property re-possessed, or wages garnished.

**n. Misrepresentation** or ignoring laws such as not paying taxes or using a false address for school tuition purposes. Misrepresentation of military service, prior employment, training or education.

**o. References.** People who know the applicant doubt the applicant's honesty, self-discipline, judgment or character.

**p. Psychological Fitness.**

- Applicants who are rated by a licensed psychologist as "low average" or lower, or are marginally suited for law enforcement, or who have significant to moderate psychological concerns that could present a clear and specific risk to themselves, the public or to other employees within the past year. Psychological ratings are reviewed on a case-by-case basis by the Assistant Chief and Chief of Police to take into consideration the totality of circumstances, pattern of behavior and scope to determine if they are automatically disqualifying factors.
- History of anger or emotional issues that show instability, impulsiveness or could present risks to themselves, the public or to other employees.

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<sup>i</sup> The Department does not engage in disparate impact discrimination and reviews each candidate on the totality of their application and life experiences.

<sup>ii</sup> 'Good Cause' includes but is not limited to the Kansas Commission on Peace Officer Standards and Training (KCPOST) KSA 74-5601, et al and includes felony convictions, misdemeanor domestic violence and other disqualifying misdemeanors that are outlined in state statute. FBI and KCJIS policies and procedures can disqualify applicants based on record of arrest, conviction and/or deferred prosecution on a case-by-case review by the police department.

<sup>iii</sup> Title 28 CFR Part 20, Section 20.21