



Hubbard Township Police Department

Police Officer Recruiting and Hiring

Thank you for your interest in applying with the Hubbard Township Police Department. We keep an open pool of candidates and are seeking motivated OPOTA certified officers to serve as commissioned Reserve/Part Time officers for the Hubbard Township community. **Candidates must be willing to work weekends and holidays and fill shifts as needed.** A maximum of 28 hours per week is permitted to part time paid officers.

Hubbard Township is located in Trumbull County, Ohio and covers 25 square miles. The Hubbard Township Police Department consists of a police chief, two sergeants, a detective sergeant, five full time patrol officers, and a range of 8-12 part time officers. We are dedicated to strong police-community partnerships and have always had a high level of satisfaction from our residents.

Hubbard Township is an equal opportunity employer and is committed to creating a diverse and inclusive work environment. Our goal is to recruit and hire qualified individuals while providing equal employment opportunity regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability.

Minimum Requirements:

- Applicants must be OPOTA certified (or be within 30 days of taking the state exam). This would be on a case by case basis.
- Must be a U.S. Citizen and must be 21 years of age at time of appointment.
- Must be a high school graduate or have a GED, and possess a valid driver's license.
- Must pass a thorough background investigation. Employment is subject to a polygraph examination, criminal history check, medical history, psychological examination, and be free of dependency on alcohol or drugs.
- See page 3 for background removal standards before applying.

After the reserve training program is completed (minimum of 92 hours) the reserve officer will be required to work a minimum of **24 hours per month in a reserve status.**

Advancement into a paid part time status may be available after the reserve training program depending on departmental needs.

When an opening for reserve officer(s) becomes available, resumes on file will be reviewed and candidates will be contacted based on qualifications for an interview. Resumes will be kept on file for 1 year after receipt. An application will be provided at a later time during the interview process. It is up to the candidate to notify this department of any changes to phone number or contact information. Candidates that cannot be reached because of non-working phone numbers will not be pursued.

If you are hired as a reserve police officer you will be donating your time with no pay for a minimum of 24 hours a month. If you are promoted to a part time status, the starting pay rate is \$9.00 per hour. A one-time \$250.00 uniform allowance is provided at the time of hire. After completing one year of service in a paid status the uniform allowance is provided at the rate .10 cents per hour worked for the previous year. No benefits are provided to reserve/part time officers.

As a Hubbard Township Reserve/ Part time officer you will gain valuable experience in many facets of law enforcement. You will have the opportunity to handle a vast array of calls and have an opportunity to attend training seminars as well as in house training. If full time openings became available, they are usually taken from the part time ranks.

Submit current resume and copies of certifications to:

Sgt. Greg Tarr
Hubbard Twp. Police Department
2600 Elmwood Dr. Ext
Hubbard, Oh 44425
Email: gtarr@hubbardtownshippolice.org

Background Investigation Removal Standards

Honesty/Falsification

Applicants will be removed from eligibility for any of the following reasons:

1. Failure to disclose or acknowledge the use or purchase of any illegal drug(s), and at a subsequent stage in the process, admitting to the use of an illegal drug as an adult.
2. Providing substantially inconsistent responses regarding illegal drug(s) or alcohol used or purchased by the applicant as an adult.
3. Failure to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, 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.

Family History

Applicants will be removed from the eligibility list for any of the following reasons:

1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws.
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 preceding five (5) years.
3. Intentional 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 as an adult of any person, to include one's spouse, ex-spouse, child, stepchild, and parent or other relative or person with whom one lived or has an intimate relationship.
5. Verified or admitted physical abuse as an adult of any person, or sexual abuse of one's spouse, ex-spouse, child, stepchild, parent or other relative or person with whom one lived or has an intimate relationship.

Employment

Applicants will be removed from the eligibility list for any of the following reasons:

1. Two (2) or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.

2. Post-probationary termination from any criminal justice occupation.

Military History

Applicants will be removed from the eligibility list for any of the following reasons:

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).

Traffic Offenses

Applicants will be removed from the eligibility list for any of the following reasons:

1. Any conviction of vehicular homicide shall permanently eliminate an applicant from consideration.
2. Driving under the influence of alcohol or drugs:
 - a. Conviction within the past five (5) years, or
 - b. More than one (1) OVI conviction as an adult; or
 - c. More than two (2) OVI convictions, if one of the convictions was as a juvenile.
3. Two (2) moving violations in the past three (3) years as an adult.
4. At the time of the interview or polygraph, the applicant does not possess a valid driver's license; and/or applicant does not have state required auto insurance for vehicles to which applicant holds title

Gambling

Applicants will be removed from the eligibility list for any of the following reasons:

1. Conviction of a gambling offense.
2. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
3. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the applicant gains a financial benefit.

The term "gambling offense" shall include any activity defined as gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred.

Criminal Activity

Applicants will be removed from the eligibility list for any of the following reasons:

1. Any pattern of theft offenses, within the last seven (7) years, which cumulatively exceeds \$1,000.00.

2. Any theft offense within the last seven (7) years, which singularly is equal to a felony. This includes theft of cable TV service(s), if the theft occurred in the last two (2) years.

3. Any fraudulent insurance claims or fraudulent applications for welfare, workers compensation, unemployment compensation or other public assistance programs in excess of \$1,000.00.

4. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed by these standards.

5. Any admission or conviction of an offense, as a juvenile of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.

6. Any conviction of a M-1 or M-2 misdemeanor as defined by the federal, state or local law in the jurisdiction where the offense occurred, as an adult in the last five (5) years or more than one M-1 or M-2 conviction as an adult.

7. Any conviction of more than one (1) M-1 or M-2 misdemeanor as a juvenile, as defined by the federal, state or local law in the jurisdiction where the offense occurred. (Does not include traffic or minor misdemeanors).

8. Any admission of an offense for carrying a concealed weapon within the last five (5) years if it is defined as a felony by the federal, state or local law where the offense occurred.

9. Any pattern of theft offenses from an employer or during the course of employment as an adult.

Illegal Substances

Applicants will be removed from the eligibility list for any of the following reasons:

1. Any use or purchase of drugs of abuse (except marijuana) within ten (10) years before application. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken for reasons other than intended use, in more than one incident and without a prescription, especially Schedule I, II and III drugs as defined by the Ohio Revised Code.

2. Any use, purchase, or cultivation of marijuana within (3) year period before application or any time during the selection process.

3. Any illegal manufacture or sale of drugs of abuse, marijuana or prescriptive drugs. If the substance was sold without profit to the applicant, the amount sold was de minimus, and the sales occurred when the applicant was a juvenile or more than five (5) years ago, then the above Rule shall be negated.

Note: For the purposes of this standard, the “purchase” of marijuana or other illegal drugs include those purchases made by pooling of resources or money by the applicant and others for substances for their own use.

Applicant Non-Responsiveness

An applicant shall be removed from the process for any of the following reasons:

1. Failure to appear for pre-interview/interview.
2. Failure to appear for polygraph examination.
3. Failure to appear for medical/stress test.
4. Failure to appear for psychological exam.
5. Failure to return Personal History Questionnaire or Supplemental Questionnaire, or to respond to phone calls or correspondence from Background personnel.
6. Unable to locate at address/phone number on file.
7. Applicant is no longer interested in employment with the Division.
8. Failure to appear for oral board.