



Background Investigation Unit

Human Resources Bureau
Columbus Department of Public Safety

This packet pertains to the Background Investigation, OPOTC Physical Fitness Test, and Job Interview processes. These are the steps after reaching Milestone 3 (the Police Officer Eligible List). Please review and refer to these documents as you move forward in the hiring process. This packet includes the following documents:

- **Journey to Becoming a Police Officer**
- **Milestone 3 Flowchart**
- **Milestone 3 Summary**
- **OPOTC Physical Fitness Benchmarks**
- **Required Documents for Pre-interview**
- **Background Removal Standards**

If you have any questions, please contact:

The Background Investigation Unit

Phone: (614) 645-4808

Email: BackgroundUnit@ColumbusPolice.org

The Journey to Becoming a Police Officer

Complete the following milestones to become a City of Columbus Police Officer.

1. Application

- ✓ Apply to take the Police Officer with the City of Columbus.
- ✓ Meet the minimum qualifications and pass the abbreviated background review.

2. Police Officer Test

- ✓ Take and pass all three entry-level Police Officer exam phases: 1) Multiple-Choice, 2) Writing Sample, and 3) Situational Response Assessment.
- ✓ Submit your Personal History Summary (PHS) and relevant documents.

3. Eligible List

- ✓ Take and meet Ohio Peace Officer Training Commission (OPOTC) entry physical fitness benchmarks.
- ✓ Participate in a Job Interview.
- ✓ Pass the background standards review: Pre-Employment Investigation, review of the PHS, criminal and court records, and other documentation.
- ✓ Participate in a polygraph examination.
- ✓ Civil Service reviews background packet.

4. Referral List

- ✓ Chain of command reviews full packet.
- ✓ The Columbus Public Safety Director selects who receives a conditional offer of employment.

5. Conditional Offer

- ✓ Take and meet the standards for the medical exams, which consists of a medical exam and stress test.
- ✓ Take the psychological assessments and psychological interview. Pass the psychological exam.

6. Final Offer

- ✓ Complete the hiring paperwork and start the Columbus Police Academy.

7. Training Academy

- ✓ Complete Columbus Police Academy and meet all OPOTC & Columbus Division of Police (CPD) training standards.
- ✓ Pass OPOTC exit exam and meet OPOTC final physical fitness benchmarks.

8. Sworn In

- ✓ Swear in as a Law Enforcement Officer in the State of Ohio.
- ✓ Participate in field training and complete the one-year probationary period.

Milestone 3 on your Journey to Becoming a City of Columbus Police Officer





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Milestone 3 Summary

Most candidates move through Milestone 3 within 2 months. However, you may remain in this milestone for a maximum of 1 year.

OPOTC Physical Fitness Test

Take and pass the OPOTC Physical Fitness Test (PFT)

- The OPOTC PFT will be held at the Columbus Police Training Academy.
- OPOTC PFT includes sit ups, push-ups, and an outdoor 1.5 mile run.
- Candidates have up to 2 attempts to pass the OPOTC PFT for each academy class.
- Candidates must pass within 150 days of the start of the OPOTC Police Academy training.
- This document contains the benchmarks that you must meet.
- The Police Academy is physically demanding. Maintain a high level of physical fitness.

Personal History Statement (PHS) Review

- The Background Investigations Unit assigns a background investigator to eligible candidates starting with eligible candidates in Band 1.
- The Background Investigator reviews their assigned PHSs.
- The Background Investigator requests removal of candidates who meet a removal standard.

Job Interview

- This interview will be conducted at the Columbus Police Training Academy, 1000 North Hague Ave., Columbus, Ohio.
- The interview runs approximately 60 minutes.
- Wear professional attire.
- Arrive early.

The Background Investigation

- Pre-interview Documents – Provide your birth certificate, high school diploma, and copy of driver’s license. See a full list contained within this packet.
- Pre-interview and Polygraph – Your background investigator will conduct a pre- interview, usually by telephone, and will schedule you for a polygraph examination.
- The polygraph unit’s hours of operations are Monday through Friday 7:00 AM to 3:00 PM.
- Polygraph and Identification – The polygraph examination will be conducted at Columbus Police Headquarters, 120 Marconi Blvd, Columbus, Ohio.
- Please be on time, dress in business-casual attire, and bring the requested pre-interview documents.
- You will also be processed through the Identification Section (photographed and fingerprinted) either before or after the polygraph examination.
- This phase takes approximately 3 hours.
- PARKING IS LIMITED AROUND HEADQUARTERS.
- Investigative Interview – Your background investigator will contact you and conduct an investigative interview. During this interview, they will review polygraph results, along with additional information that was discovered during the background process.

Civil Service Commission Packet Review

- Civil Service Certification Unit will review the background investigation packets for every candidate.
- Civil Service will refer all candidates who successfully pass the OPOTC PFT and the background review.
- Civil Service will remove candidates who meet the removal criteria.
- Once referred you are now on Milestone 4.

Tips

- At all times be open and honest during the hiring process.
- Communication is key to success.
- You may be contacted by telephone, text, or email. Respond as soon as possible.
- If you have questions or concerns about the background investigation, polygraph, or job interview, contact your background investigator.
- If you have questions about OPOTC PFT, contact Civil Service.
- If you are removed and wish to appeal, follow the procedures in your email notice.

Contact Information

Background Investigations Unit 614-645-4808 or BackgroundUnit@columbuspolice.org

Civil Service OPOTC PFT Scheduling 614-645-0800 or policefiretesting@columbus.gov

Civil Service Background Review 614-645-1981 or cscbackgroundforms@columbus.gov

Physical fitness benchmarks required at the start and the end of peace officer basic training:

* Modified form per OPOTC

MALES (≤29)		
EXERCISE	START	END
Situps (1 min.)	32	40
Pushups (1 min.)	19	33
1.5-mile run	14:34	11:58

MALES (30-39)		
EXERCISE	START	END
Situps (1 min.)	28	36
Pushups (1 min.)	15	27
1.5-mile run	15:13	12:25

MALES (40-49)		
EXERCISE	START	END
Situps (1 min.)	22	31
Pushups (1 min.)	10	21
1.5-mile run	15:58	13:11

MALES (50-59)		
EXERCISE	START	END
Situps (1 min.)	17	26
Pushups (1 min.)	7	15
1.5-mile run	17:38	14:16

MALES (60+)		
EXERCISE	START	END
Situps (1 min.)	13	20
Pushups (1 min.)	5	15
1.5-mile run	20:12	15:56

FEMALES (≤29)		
EXERCISE	START	END
Situps (1 min.)	23	35
Pushups (1 min.)	9	18
1.5-mile run	17:49	14:07

FEMALES (30-39)		
EXERCISE	START	END
Situps (1 min.)	18	27
Pushups (1 min.)	7	14
1.5-mile run	18:37	14:34

FEMALES (40-49)		
EXERCISE	START	END
Situps (1 min.)	13	22
Pushups (1 min.)	5	11
1.5-mile run	19:32	15:24

FEMALES (50-59)		
EXERCISE	START	END
Situps (1 min.)	7	17
Pushups (1 min.)	4*	13*
1.5-mile run	21:31	17:13

FEMALES (60+)		
EXERCISE	START	END
Situps (1 min.)	2	8
Pushups (1 min.)	1*	8*
1.5-mile run	23:32	18:52



REQUIRED DOCUMENTS FOR PRE-INTERVIEW

Note: In preparation for the Pre-Interview phase of the Background Investigation process, begin requesting and collecting these documents immediately. You will be required to provide them at your Pre-Interview/Polygraph appointment.

You will need to provide the Background Investigator the **original and a copy** of the following documents:

- Current valid driver's license
- Proof of current automobile insurance
- Birth certificate
- High school diploma and/or transcripts or G.E.D. certificate
- College diploma (if applicable)
- College transcripts (if applicable)
- Marriage license (if applicable)
- Divorce decree(s) and/or annulment decree(s) (if applicable)
- Bankruptcy discharge papers (if applicable)
- Any other court decree(s) (if applicable)

Military documents:

- DD-214 (if applicable) Discharge Certificate (if applicable)
- Proof of registration letter/cards for the Selective Service System

- Males: Your registration letter may be obtained at <https://www.sss.gov/Home/Verification>
- Please print your registration letter and bring it with you to the PreInterview/Polygraph appointment

Questions? Contact the Background Investigation Unit at (614) 645-4808 or BackgroundUnit@columbuspolice.org

A. Falsification and Omissions – Applicants will be removed from the eligibility list for any of the following reasons:

1. At any stage of the background investigation process, the applicant provides substantially inconsistent responses regarding illegal drug(s) or alcohol used or purchased by the applicant, as an adult.
2. At any stage of the background investigation process, the applicant fails 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 or provides false information on documentation or to background personnel.
3. Failure or refusal to answer or respond to oral or written questions during any phase of the selection process.
4. Any attempt to distort the polygraph examination results.

For purposes of this standard, and Background Removal Standard G., the “use” of drugs occurs when an applicant 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. Personal and Relational 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 three (3) 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 one's spouse, ex-spouse, child, stepchild, parent or other relative or person with whom one lived or has an intimate relationship.
5. Verified or admitted physical abuse as an adult within the last seven (7) years of one's spouse, ex-spouse, child, stepchild, parent or other relative or person with whom one lived or has an intimate relationship.

C. Employment – Applicants* will be removed from the eligibility list for any of the following reasons:

1. Five (5) 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 or resignation in lieu of discipline from any criminal justice occupation.

D. 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).

E. Traffic – 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 (1) of the convictions was as a juvenile.
3. Four (4) moving violations in the past four (4) years as an adult.

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F. 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 five (5) years, which cumulatively exceeds \$1,000.00.
2. Any theft offense within the last five (5) years, which singularly is equal to a felony.
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 in the jurisdiction where the offense occurred.
6. Any conviction of a misdemeanor offense of violence as defined by O.R.C. 2901.01(A)(9) or equivalent federal, state or local law in the jurisdiction where the offense occurred, as an adult in the last five (5) years. More than one conviction of a misdemeanor offense of violence as an adult is permanently disqualifying.
7. Any conviction of more than one (1) misdemeanor offense of violence as a juvenile, as defined by O.R.C. 2901.01(A)(9) or equivalent federal, state or local law in the jurisdiction where the offense occurred.
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 any federal, state or local law in the jurisdiction where the offense occurred.
9. Any pattern of theft offenses from an employer or during the course of employment as an adult.
10. Disapproval for LEADS access by OSHP-LEADS Administrator.

G. 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 three (3) years. 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 (excluding marijuana).
2. Any illegal manufacture or sale of drugs of abuse, marijuana, or prescriptive drugs. However, if the substance was sold without profit to the applicant, the amount sold was de minimus, the sale(s) occurred when the applicant was a juvenile, or the action occurred more than five (5) years ago, then the above Rule shall be negated.

For the purposes of this standard, the "purchase" of illegal drugs (other than marijuana) include those purchases made by pooling of resources or money by the applicant and others for substances for their own use.

H. Hate Group Affiliation – Applicants* will be removed from the eligibility list for the following reason:

1. Affiliation, as defined in Columbus City Code Chapter 1943.01, with any group that advocates for violence or the commission of crimes against a group of persons based on their race, ethnicity, nation, religion, disability, gender, gender identity or sexual orientation.

Standards that reference a time frame will be calculated from the date the eligible list was established. All standards are cause for removal for time frames listed and anytime during the selection process.

Note: According to Civil Service Rule VI, applicants may be removed for non-responsiveness.