

# ROANOKE COUNTY EMERGENCY COMMUNICATIONS CENTER COMMUNICATIONS OFFICER SELECTION REQUIREMENTS

## I. THE HIRING PROCESS

- A. The hiring process includes the following steps:
- 1) Computerized test
  - 2) Initial interview
  - 3) Vocational suitability
  - 4) Background investigation
  - 5) Final Interview
  - 6) Conditional Offer
  - 7) Medical Examination/Drug Screen
  - 8) Psychological Testing

## II. RE-APPLICATION/RETESTING/PROCESS DURATION

- A. Applicants are normally eligible for re-application six months after notification of failure of the written examination battery. Unsuccessful candidates who fail due to unacceptable background normally will not be eligible to be reprocessed. Exceptions can be authorized by the Chief Information Officer.
- B. The selection process normally lasts between six and twelve weeks. Applicants' applications will remain active for six months. Applicants will be updated during each stage of the selection process.

## III. POLYGRAPH INVESTIGATION

- A. Questions asked during the polygraph may address the following areas:
- 1) Possession of illegal drugs
  - 2) Buying and/or selling illicit drugs
  - 3) Falsifying employment application or other relevant documents
  - 4) Intentional physical, sexual, or mental abuse of others
  - 5) Crimes of moral turpitude (lying, cheating, stealing, etc.)
- B. Deception indicated from the polygraph examination will not be utilized as the sole reason for denying an applicant employment.

## IV. DIS-QUALIFIERS

- A. Criminal History:
- 1) Conviction of any felony
  - 2) Conviction of any crime involving moral turpitude (crimes contrary to justice, honesty or good morals)
  - 3) Conviction of a Class 1 or the Code of Virginia equivalent
  - 4) Conviction of a Class 2, Class 3 or Class 4 misdemeanors (or the Code of Virginia equivalent) within the past 12 months. Convictions beyond twelve months will be reviewed on a case by case basis
  - 5) Admission of felonious behavior
  - 6) All prior criminal behavior, whether arrested or not, will be reviewed on a case by case basis
  - 7) Any conviction taken under advisement will be reviewed on a case by case basis

B. Drug Use:

- 1) Recent possession of marijuana
- 2) Any Possession of Schedule I drugs as defined by the Code of Virginia 54.1-3446 (e.g. LSD, PCP, mescaline, heroin, and cocaine)
- 3) Any possession of Schedule II, Schedule III, Schedule IV or Schedule V drugs, as defined by the Code of Virginia 54.1-3448, 54.1-3450, 54.1-3452, 54.1-3454, unless prescribed by a licensed physician
- 4) Any possession of designer drugs as defined by the Code of Virginia 54.1-3456 (e.g. ecstasy)
- 5) Any other drug possession will be reviewed on a case by case basis
- 6) Selling any illegal drugs
- 7) Buying any illegal drugs will be reviewed on a case by case basis

C. Other:

- 1) Dishonorable Discharge from any military service. Less than Honorable or General Discharges will be reviewed on a case by case basis;
- 2) Untruthfulness or the withholding or falsification of any applications, certificate, credential, interview, test, or documents associated with the position;
- 3) Failure to provide complete and accurate information on any application or other documents associated with the position;
- 4) Failure to comply with deadlines to return requested information to the background investigator;
- 5) Failure to comply with applicants appointment(s) schedule without prior notification to the background investigator;
- 6) Credit history with a current unsatisfactory rating;
- 7) **Not being a United States citizen;**
- 8) Background investigation indicating less than acceptable job performance with past employers;
- 9) Incidents of past physical or mental abuse of anyone;
- 10) Obtaining a score that is below the established minimum standard on any test or evaluation administered during the selection process;
- 11) Cheating on any examination or testing associated with the position;
- 12) Behavior unsuitable or inappropriate for a Communications Officer as determined by the appointing authority.
- 13) The inability to type 25 words per minute, without errors.

V. **CONDITIONS OF EMPLOYMENT**

- A. You are required to meet applicable Virginia State law for communications officer certification.
- B. You must have a high school diploma or GED equivalent.
- C. Employment as a Roanoke County Communications Officer requires you to work a variety of shifts which may include rotating or permanent shift assignments; this includes holiday and weekend work.
- D. Upon appointment, you may serve as a probationary employee for one (1) year. Communications officers serving in a probationary status may have that period extended for a less than satisfactory job performance or be dismissed from employment at the discretion of the appointing authority.

VI. **MEDICAL STANDARDS**

- A. Applicants must successfully complete a medical examination. The medical examination will evaluate the applicants' ability to successfully perform the essential job functions. Two of the areas examined are vision and hearing.
- B. Applicants offered a conditional offer of employment must successfully complete a psychological evaluation. The psychological evaluation will evaluate the applicants' ability to successfully perform the essential job duties.