

**G.O. 1807 SELECTION PROCESS FOR CIVILIAN PERSONNEL .30 AUTOMATIC DISQUALIFIERS:**

1. Each candidate who is interviewed will be required to turn in a completed PHQ on the date of the interview. The Supervisor, Personnel Unit, will review the PHQ for information that may disqualify the candidate from further consideration. Automatic disqualifiers from the selection and hiring process include:
  - A. False information supplied to or filed with the Department during any phase of the selection process (including making a false statement of material fact, intentionally omitting a material fact, or the practice or attempt to practice any form of deception or fraud);
  - B. Conviction of a felony;
  - C. Involvement in any felonious/violent criminal activity for which formal charges have not been brought;
  - D. Illegal drug use within one year of application for the position;
  - E. Any criminal activity that has occurred within three (3) years of application;
  - F. Any use of heroin, LSD, PCP or Methamphetamine;
  - G. Candidates cannot have used marijuana within one (1) year preceding the date of their application for employment, regardless of the location of use (even if marijuana usage is legal in the candidate's home state). The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC). A candidate cannot use ANY CBD products, for any reason, for a minimum of one year from the date of original application. A candidate's use of marijuana in its various forms for medical reasons, regardless of whether or not it was prescribed by a licensed practicing physician, cannot be used as a mitigating factor.
  - H. Candidates cannot have used any of the following drugs, for a minimum of five (5) years from the date of their application: ecstasy, cocaine, or synthetic cannabinoids. Candidates also cannot have used any of the drugs referenced in section "H" of this order, after the age of 21.
  - I. Being involuntary terminated from a previous law enforcement position whether sworn or civilian.
2. The Supervisor, Personnel Unit, will cause any individual who has been automatically disqualified from continuing in the selection process to be notified, through NEOGOV, of that fact. Documentation of this notification as well as the reason for disqualification will be attached to the candidate's application form.
3. Other adverse information that is disclosed or revealed during the background investigation of any candidate will be considered in determining the suitability of the candidate for employment with the Department, and may serve to disqualify him/her from further consideration.
4. A waiver of any of the automatic disqualifiers may be granted at the discretion of the Chief of Police.