



Background Removal Standards

Reviewed and approved by: Circleville Civil Service Commission

Effective: **October 23, 2015**

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The following criteria is considered when determining whether a candidate is disqualified from appointment as an employee of the City of Circleville. These standards apply to all candidates and are administered in a fair, equitable, and consistent manner. Applicants are provided a copy of these standards with the employment application, and a copy is also available on the City's website at www.circlevilleoh.gov.

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A. Honesty/Falsification – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. At any stage of the selection process, the applicant provides false, incorrect, or inconsistent information.
2. At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, relative to, and governed by, any of the background removal standards.
3. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.
4. Any attempt by the applicant to distort the truth verification exam results.
5. The applicants use or attempted use of political influence to secure employment.

B. Family/Sexual History – Applicants are removed from the selection process and Civil Service Commission employment 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 for police officer applicants.
2. Verified or admitted physical or emotional abuse of one's spouse, ex-spouse, child, stepchild, and parent or any other relative or person with whom one lives, has a relationship, or has had a relationship within ten (10) years of the date of application.
3. Intentional 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 five (5) years of the date of application.
4. Intentional violation of any protective or temporary restraining order as determined by a court of law within five (5) years of the date of application.
5. Verified or admission to displaying, disseminating, or pandering obscenity, sexually oriented material, or other matter harmful to children.
6. Verified or admission to incest, sexual activity with animals, voyeurism, public indecency, importuning, molestation, or any other perverse sexual conduct as defined in the Ohio Revised Code.

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C. Employment – Applicants are removed from the process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Two 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 operation 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 related employment.

D. Military History – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Dishonorable or less than honorable discharge from military service.
2. Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or other listed disqualifying misdemeanor in this standard under the Ohio Revised Code (ORC).

E. Traffic – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following or as deemed unacceptable by the City's insurance carrier:

1. Any conviction of aggravated vehicular homicide or felony violation involving the use of a motor vehicle including but not limited to hit and run and fleeing or eluding a police officer.
2. OVI/DUI (within the past 36 months):
 - a. Driving under the influence of drugs or alcohol, or
 - b. Refusal to submit to a blood alcohol or breathalyzer test, or
 - c. Driving while impaired and/or reckless operation.
3. Three moving violations, two at-fault accidents, or a combination of two or more moving violations and one at-fault accident within the past thirty-six (36) months.

***Note:** Two moving violations, or a combination of one moving violation and one at-fault accident, is considered borderline under the City's insurance carrier guidelines. In such cases, the Appointing Authority and Human Resources will review the circumstances and dates of the incidents to determine whether disqualification is appropriate.*

3. At the time of application or anytime during the selection process, the applicant does not possess a current, valid driver's license and auto insurance as required by resident state if the applicant owns a motor vehicle.
4. At the time of application or anytime during the selection process, the applicant has a current license suspension or revocation.
5. If the applicant is otherwise deemed uninsurable by the City's insurance carrier during the selection process.

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F. **Gambling** – The term “gambling offense” includes any activity defined as gambling by a federal, state, local statute, or ordinance in the jurisdiction where the activity occurred. Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Conviction of a gambling offense, within the last five (5) years.
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.

G. **Criminal Activity (other than drug-related activity)** – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
2. Any fraudulent insurance claims or fraudulent applications for welfare, workers compensation, unemployment compensation, or other public assistance benefit program.
3. 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.
4. 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.
5. Any admission or conviction of a misdemeanor offense as defined by the federal, state, or local law of the jurisdiction where the offense occurred as an adult in the past five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).

H. **Conduct:** Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Evidence of potential group affiliation including but not limited to hand gestures or signs commonly associated with gangs; tattoos, clothing, or logos representing gang membership; social media posts depicting participation in gang activity or displaying gang symbols; public endorsements or support of known gang activity.
2. Posts or content demonstrating illegal activity, violence, discrimination, or harassment, whether on social media platforms, public forums, or other online channels.

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3. Social media content that does not reflect judgment and professionalism appropriate for a law enforcement/public safety role.
4. Any online behavior that could be a potential risk to department integrity, public trust, or community safety.

I. Illegal Substances – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following:

1. Any use or purchase of drugs of abuse within three (3) years of the date of the application. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken 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 or purchase of marijuana within one (1) year before application.
3. Any pattern of use of drugs of abuse, including marijuana or prescriptive drugs, within the past five (5) years.
4. Any pattern of illegal sale of drugs of abuse, marijuana, or prescriptive drugs.
5. Any pattern of abuse of alcohol, chemical agents/solvent-based substances, or prescriptive drugs.

J. Applicant Non-Responsiveness – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Failure to appear on time or complete any scheduled pre-interview/interview, physical fitness testing, truth verification examination, medical/stress test, and/or psychological examination.
2. Failure to return a Personal History Questionnaire, an employment application or to respond to phone calls, emails, or correspondence from Background Personnel within six (6) days (not including Saturdays, Sundays, and holidays).
3. Failure to notify Background Personnel of a change of address or telephone number (i.e., unable to locate at address/phone number on file).
4. Applicant is no longer interested in employment with the City of Circleville and submits a written request for removal from the eligibility list.

K. Age Requirements for Applicants or Examinees

1. The minimum age for applicants, except police officers, shall be 18 years. The minimum age for police officers shall be 21 years of age. There shall be no age limitations required of applicants for Civil Service examination or employment except as established by state or federal law.

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L. Minimum Requirements for Applicants or Examinees

1. Applicants are removed from the selection process and Civil Service Commission employment eligibility list for failure to meet the minimum requirements, as specified in the employment notice and/or in the job description.

M. Previous Disqualifications and Future Consideration

1. When an applicant is disqualified on two or more occasions for any reason listed in the Background Removal Standards, the Appointing Authority may request permanent removal of the applicant from consideration for future employment.