



**City of Oxford
Division of Police
101 East High Street
Oxford, Ohio 45056
(513) 524-5240**

**IMPORTANT
INFORMATION**
Read this **before**
you apply for a
position with the
Oxford Police
Division

Before You Apply

While we are very glad that you are interested in employment with the Oxford Police Division, we think it is vitally important at the onset of this process to communicate to you the significance of our organizational values and how they play a role in hiring new employees. The screening process is multi-faceted and will, by necessity, probe into your life experiences to make sure they align with our requirements. Your integrity and honesty (two of our key values) will be evaluated, and it starts with this letter.

There are some life experiences that will automatically disqualify you from employment with the Oxford Police Division. The purpose of this letter is to provide an overview of these disqualifiers so that you can make an informed decision on whether to apply or to seek other employment. In addition, we want to give you a little insight into our organization; and one of the best ways to do that is to share our mission, vision and value statements at the end of this letter.

Disqualifiers:

- Arrest and conviction of a felony.
- Arrest and conviction of a misdemeanor involving moral turpitude (e.g., theft).
- Arrest and conviction for domestic violence.
- Undetected crimes – If you have perpetrated or been a party to a criminal act which has been undetected by any law enforcement agency that in the State of Ohio would be a felony offense, a misdemeanor involving moral turpitude, or domestic violence, and that undetected crime is not revealed during the interview process but instead is disclosed as part of the polygraph examination, the Oxford Division of Police will not consider you for employment.
- Not having a valid operator's license.
- Driving record with multiple offenses, an element of which is carelessness or disregard for other motorists/pedestrians.
- Arrest and conviction for OVI (Operating Vehicle under the Influence) more than one time.
- Arrest and conviction for OVI within the past five (5) years. If the OVI conviction occurred while a juvenile (<18 years of age), within the past three (3) years.
- Usage of any illegal drug or the unlawful use of prescription drugs within the past year.
- More than experimental usage of one or more of the following illegal substances during your lifetime: Cocaine, Hashish, Heroin, Marijuana, LSD, Meth, any inhalant, or the unlawful use of prescription drugs.
- Selling drugs illegally during lifetime.

Mission Statement

The Division of Police shall endeavor to promote a personalized, proactive partnership between the police and the Oxford community to reduce fear and incidence of crime, and to solve contemporary problems with the goal of improving the quality of life for all.

Vision Statement

Based on earned trust and confidence, coupled with the highest standards of professionalism and accountability, we envision a police division that totally embraces its values and is committed to working in partnership with our citizens to continually improve the quality of life in Oxford.

Values Statement

As members of the Oxford Police Division, we value:

- Integrity and honesty.
- Dignity and respect of all human beings.
- Loyalty and dedication to our community, our department and our profession.
- Constitutional rights and well being of all persons.
- Uncompromising commitment to our oath of office.
- The ideas and opinions of our citizens, recognizing that their partnership is essential to the accomplishment of our mission.



Revised February 2020

**ACKNOWLEDGEMENT
BEFORE YOU APPLY DOCUMENT**

I hereby acknowledge that I have read and received a copy of the City of Oxford Police Department Before You Apply document.

Name

Date