



City of Harrisonburg, VA

Harrisonburg-Rockingham Emergency Communications Center

Disqualifying Criteria

The ECC has a uniform method of disqualifying applicants who are not suitable for employment. The following listed activities may result in disqualification from further consideration for employment with the HRECC.

This list is not intended to be all encompassing, but to serve as a general guide for determining applicant eligibility.

General Eligibility

- Applicants must meet minimum standards as described under the Job Description Qualifications
- Applicants who exhibit uncooperative behavior towards any department personnel will be disqualified
- False, misleading or incomplete responses relating to information sought during any phase of the process may disqualify an applicant
- Manifestations of any prejudice or aggressive tendencies toward a group or class of people is an automatic disqualifier

Use of Illegal Drugs/Narcotics

- No use of any narcotic or other drug or substance, in violation of law in 12 months prior to the date of submission of the Personal History Statement
 - Any unlawful use of marijuana will be reviewed on an individual basis
- Illegal sale or distribution of non-prescription narcotics, controlled substances or illegal drugs (such as heroin, cocaine, hallucinogens or any other schedule 1 or 2 drug, or any derivative thereof, as defined in the Code of Virginia) within the five (5) years prior to the date of submission of the Personal History Statement
 - Any unlawful use of marijuana will be reviewed on an individual basis
- Unlawful use of any other controlled or unscheduled drug or substance will be evaluated on an individual basis. Factors include, but are not limited to; frequency, recentness, duration of use, and harm to the public confidence of the ECC

Traffic Offenses

- Conviction of more than 1 DWI/DUI
- Two or more convictions of reckless driving within the five (5) years prior to the date of submission of the Personal History Statement.

Criminal Activity

- Conviction of any felony
- Conviction of any Class 1 or 2 misdemeanor, excluding those set forth in Title 46.2 of the Code of Virginia. These crimes are characterized as involving moral turpitude (lying, cheating, or stealing) or gross misconduct (generally, crimes against a person and crimes involving drugs or other controlled substances).
- Commission of undetected crimes of a serious or repetitive nature
- Any arrest or pattern of arrests or incidents where the applicant was the subject in an investigation by law enforcement that would harm public confidence in the ECC
- Crimes when committed as a juvenile will be evaluated on an individual basis

Physical and Psychological Conditions

- Applicants must meet medical, physical, and psychological requirements (in the Physical Requirements section of the *Classification Specification*) as determined by the medical professional in conjunction with the Department Director, or designee.
- Applicants must possess the ability to perform essential functions of the position sought.

Eligibility

- Applicant must be 18 years of age at the time of hire
- Applicant must be a United States citizen or have been a lawful resident of the United States for the past 10 consecutive years. Documentation is required at a later stage to validate this criterion.
- Applicant must have a High School Diploma or equivalent
- Applicant must not be a suspended user of VCIN/NCIC systems

The ECC reserves the right to deny any candidate and to evaluate each situation on an individual basis and at the discretion of the ECC Director and Office of Human Resources.