

Checklist demonstrating final selection process after conditional offer is extended.



# PIQUA POLICE DEPARTMENT

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July 7, 2015

To: Police Management  
Subject: **Conditional Offer Checklist** – [REDACTED]  
From: Bruce A. Jamison, CLEE, Chief of Police

The following is intended to serve as a conditional offer checklist for new employees. A “live” copy will be maintained on our server. Please access it to see what needs to be done for a specific employee and also check-off tasks when they are completed. It can also be printed for a desk reference, but because multiple managers are assigned to see that these tasks are completed, it is important to update the document on the server by clicking on the boxes below.

Task	Assigned To	Completed By
<input checked="" type="checkbox"/> City Manager Letter (extending offer)	229	229
<input checked="" type="checkbox"/> Polygraph	219	229
<input checked="" type="checkbox"/> Physical	219	229
<input checked="" type="checkbox"/> Psychologist	219	229
<input checked="" type="checkbox"/> Start date/time set – employee notified	229	229
<input checked="" type="checkbox"/> Pre-arrival Checklist initiated	229	229

Date Printed: 7/22/2015

