

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

116

Subject

Selection Standards and Hiring Criteria

Date of Issue

January 28, 2020

Effective Date

January 28, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number

1.5.1/1.5.5/1.9.1/1.9.2/1.9.3

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I PURPOSE

The Lower Providence Township Police Department will, in its recruitment and selection process, identify and employ the best candidates available. Emphasis on quality recruitment, in full compliance with the law, should yield benefits in terms of lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations and more efficient and effective services. The Chief of Police is responsible for recruitment, however, all department personnel may be personally involved in the recruiting process.

The Lower Providence Township Police Department's officer selection process is designed to ensure that the Police Department has an efficient, effective and fair selection process. This should result in the appointment of those individuals who best possess the skills, knowledge and abilities necessary for a professional police agency. This General Order will also address the hiring process and training of non-sworn personnel.

II POLICY

It is the policy of the Lower Providence Township Police Department to adhere to the guidelines of this General Order.

III PROCEDURE

A. Selection Standards and Hiring Criteria

1. Lower Providence Township is an equal opportunity employer. It is the Township's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national

- origin, gender, age, military status, marital status, sexual orientation, or non-job related physical or mental handicap or disability.
2. The Lower Providence Township Police Department's recruitment and selection procedures are designed for finding and appointing the highest quality individuals to serve as police officers, while adhering to the guidelines of applicable law, including but not limited to:
 - a. Equal Employment Opportunity Commission
 - b. Title VII – Civil Rights Act of 1964
 - c. Age Discrimination Act of 1967
 - d. Pennsylvania Human Relations Act, As Amended
 - e. Americans With Disabilities Act (ADA)
 - f. Pennsylvania Municipal Police Officers Education and Training Commission (MPOETC) Guide To the Hiring of Police Officers.
 3. Advertisements
 - a. In order to reach all segments of the population, both locally and regionally, the Lower Providence Township Police Department will advertise in at least three (3) newspapers of general circulation, with at least one newspaper being a regional publication. All advertisements will indicate that Lower Providence Township is an equal opportunity employer.
 - b. A hiring notice shall be posted in the Township Building lobby and in the Police Department lobby.
 - c. A hiring notice shall be posted on the Township website.
 - d. The Chief of Police shall endeavor to distribute hiring notices to community organizations, police academies, educational institutions and other entities in the interest of widespread recruitment of qualified candidates.
 - e. All department personnel are encouraged to help identify potential police applicants who then may be actively recruited.
 - f. The department may elect to participate with the Montgomery County Consortium of Communities for police testing.
 4. Applications
 - a. All prospective applicants are required to complete a preliminary application. Prospective applicants who are selected for further processing will be required to complete a secondary application that is more in depth in nature. Applications are approved by the Finance Department in its Human Resources capacity and are designed to be non-discriminatory.
 - b. Applications are to be obtained in person at the Lower Providence Township Police Department.
 - c. Applications are to be returned by a specified date to the Lower Providence Township Police Department or another designated location.
 - d. Sufficient time shall be allotted to potential applicants between the time of advertisement and the required date for the submittal of applications.
 - e. The Lower Providence Township Police Department may refuse to examine or if examined, may refuse to consider after examination, any applicant who is found to lack any of the minimum qualifications for employment prescribed in this General Order. In addition, the Police Department may not accept applications that are not fully and/or properly completed.
 5. Position Requirements
 - a. Applicants for the position of police officer must be capable of possessing requisite skills, knowledge and abilities.
 - b. Officers, at the time of their appointment, must be at least 21 years of age.
 - c. Applicants considered for employment must be of good moral character.
 - d. Applicants must be physically and psychologically able to perform the duties of the position of a Lower Providence Township police officer, as per the job description.
 - g. Officers, at the time of their appointment, must be a resident of Pennsylvania and possess a valid Pennsylvania driver's license.
 - h. Applicants must possess visual acuity acceptable for performing all functions and responsibilities of a police officer.
 - i. Applicants must possess a diploma from an accredited high school or graduate equivalency diploma.
 - j. Applicants may be required to possess a diploma from an Act 120 training program.

- k. Applicants must be a United States citizen.
- l. Applicants must not have any misdemeanor or felony convictions.
- m. Applicants must be residents of Pennsylvania at the time of appointment.
- 6. Written Examination
 - a. All applicants may be invited, in writing, to undergo a written examination. Applicants will be given a minimum of three weeks notice.
 - b. The written examination for police officer will be given to the applicants. The exam will be graded on a 100 point scale, with a minimum score of 70 points being the minimum passing grade in each component of the test.
 - c. The exam shall be administered in conjunction with an independent, non-departmental testing agency approved by the Chief of Police.
 - d. The exam will be graded by the independent, non-departmental testing agency.
 - e. Candidates will receive notice of the test results within 30 days of the examination.
- 7. Oral Interview
 - a. an oral interview may be offered to qualified candidates. The exact number will be determined by the Chief of Police with consideration given to the number of potential positions to be filled.
 - b. The oral interview board is to consist of, at a minimum, 3 members of the police department.
 - c. Each candidate will be asked identical questions and will be judged on his/her responses, appearance, alertness and judgment.
 - d. Each member of the oral interview board will score each candidate separately in writing. The oral interview score will be the average of the scores submitted by the board's members. A score of 70 or greater must be attained for further consideration.
- Secondary Applications
 - a. Candidates who are selected to proceed based on the ranking from the written and oral interview will be required to complete a secondary application and submit it to the Police Department prior to a deadline that will be specified in writing. Failure to complete or submit the secondary application in the prescribed time period will exclude the candidate from further consideration.
 - b. Any misrepresentation, falsification or intentional omission on the secondary application shall exclude the candidate from further consideration.
- 8. Computer Voice Stress Analyzer/Polygraph Examination
 - a. Selected candidates shall be required to undergo a Computer Voice Stress Analyzer (CVSA) or Polygraph examination to be administered by a qualified examiner on the instrument being utilized. Deception that is detected in an area of inquiry on the part of the candidate will lead to exclusion of the candidate from further consideration in the hiring process.
- 9. Background Investigation
 - a. An extensive background investigation will be conducted on each candidate that is selected to proceed to this stage of the process.
 - b. Candidates will be requested to complete and sign the appropriate release of information forms.
 - c. Background investigations will include, at a minimum:
 - 1. Verification of qualifying credentials
 - 2. A review of any criminal record
 - 3. Verification of at least three personal references supplied by the candidate
 - 4. Verification of at least three social acquaintances supplied by the candidate
 - 5. Credit/Financial responsibility check
 - 6. Education records check
 - 7. Verification of prior employment
 - 8. Verification of driving record
 - 9. Neighborhood canvass and interviews
 - 10. Interviews of social acquaintances of the candidate
 - d. Background investigations of all candidates will be conducted by members of the Lower Providence Township Police Department who are currently assigned, or who have been previously assigned, to the Detective Division and who have training and experience in investigative methods and report preparation.
 - e. Background investigations completed on any candidate will be maintained by the Office of the Chief of Police, except those candidates who are subsequently employed by Lower Providence

Township, in which case the background investigation shall be submitted to the Human Resources Coordinator for incorporation into the personnel file of the employee.

11. Conditional Offer of Employment

- a. A conditional offer of employment will be extended to the top ranked candidate(s) who have successfully proceeded to this point in the process for the anticipated positions that are required to be filled. The offer of employment shall be conditioned on the successful completion of a medical examination, to include a drug testing, and a psychological examination.
- b. Conditional offers of employment will be extended by the Township Manager through the Human Resources Coordinator.

12. Medical Examination

- a. A medical examination and a drug screening shall be conducted after a conditional offer of employment for each candidate for a sworn position to certify his/her general health. The medical examination will be performed by a licensed physician determined by the Township with the assistance of the Chief of Police. The examining medical professional shall be required to complete the appropriate Municipal Police Officers Education and Training Commission (MPOETC) form for submittal for the certification of the candidate under Act 120.
- b. The medical examination and drug screening shall be completed prior to the candidate's appointment as a probationary police officer.
- c. The completed medical examination and drug screening results will be submitted to the Human Resources Coordinator and will be provided to the Chief of Police for review.

13. Psychological Examination

- a. A psychological fitness and an emotional stability examination shall be conducted after a conditional offer of employment of each candidate for a sworn position to certify his/her mental health and emotional stability. The psychological examination will be performed by a licensed psychologist determined by the Township with the assistance of the Chief of Police. The examining psychologist shall be required to complete the appropriate Municipal Police Officers Education and Training Commission (MPOETC) form for submittal for the certification of the candidate under Act 120.
- b. The psychological fitness and emotional stability examination shall be completed prior to the candidate's appointment as a probationary police officer.
- c. The completed psychological fitness and emotional stability examination results will then be turned over to the Human Resources Coordinator and will be provided to the Chief of Police for review.

14. Formal Offer of Employment

- a. Upon review of all medical reports, psychological reports and background reports by the Chief of Police, a request will be made to the Township Manager, as the Appointing Authority, to extend a formal offer of employment in writing to the successful candidate. The candidate must accept or deny the offer within 10 days. If there is no response, the Chief of Police or his/her designee, shall attempt to make verbal contact with the candidate. Once it is known that the candidate has received the offer, but has not responded within 10 days, no response from the candidate will be considered a declining of the employment offer and it shall be considered rescinded.

15. Oath of Office

- a. The Oath of Office is administered in conformance with the provisions of General Order 101a.

16. Probationary Period

- a. All newly hired police officers shall serve a probationary period of one year commencing from successful completion of the field training program.

17. Part-Time Sworn Police Officers

- a. The Lower Providence Township Police Department does not hire or employ any part-time sworn police officers or reserve police officers.

B. Hiring and Training of Non-Sworn Personnel

1. Positions determined not to require sworn personnel are classified as civilian positions and are staffed and trained based on current department needs. These positions are normally classified as records clerks, data entry, secretary, administrative assistant, crossing guard, dispatcher/communications specialist and the like.

2. Hiring criteria will be established in conjunction with the Human Resources Coordinator that will include job skills that are required for the position.
3. All candidates for a civilian position shall complete a non-discriminatory application. Applications shall be reviewed by the Chief of Police or his/her designee. Incomplete or improperly completed applications may be rejected.
4. All qualified applicants shall be scheduled for an oral interview. This interview shall be conducted in a manner designated by the Chief of Police.
5. Candidates will be required to undergo a Computer Voice Stress Analyzer (CVSA) or Polygraph examination by a certified operator of the applicable instrument.
6. The Chief of Police reserves the right to administer additional testing requirements for civilian positions. Any testing requirement must be non-discriminatory and job related, such as a computer proficiency test for candidates being considered for a position in which such proficiency would be required.
7. A background investigation shall be conducted on all successful candidates being considered. It shall include, but not be limited to:
 - a. Criminal History check
 - b. Education records check
 - c. References check
 - d. Past Work History
8. A conditional offer of employment will be extended to selected candidate(s). The offer will be conditioned on the successful completion of a medical examination and drug screening. The results of the medical examination and drug screening shall be forwarded to the Human Resources Coordinator and will be made available to the Chief of Police for review.
9. On satisfactory completion of the conditions contained within the conditional offer of employment, a request will be submitted by the Chief of Police to the Township Manager, as the Appointing Authority, that a formal offer of employment be extended to the selected candidate.
10. A formal offer of employment will be extended to the candidate by the Township Manager, in writing. The candidate shall have 10 days to accept or reject the offer. If there is no response from the candidate, the Chief of Police or his/her designee, shall attempt to make verbal contact with the candidate. Once it is known that the candidate has received the offer and has not responded within the required time period, no response will be considered a rejection of the employment offer and it shall be rescinded by the Township.
11. Training of Non-Sworn Personnel
 - a. Dispatchers/Communications Specialists
 1. All newly hired dispatchers shall receive training appropriate for their duties and/or their anticipated duties. All current dispatchers shall receive training on a continuing basis as needed to remain proficient and professional in their duties. Training for dispatchers shall include, but not be limited to:
 - a. In-house, on the job training to include familiarization with the Manual of Policy and Procedures, Rules and Regulations of the Lower Providence Township and the Personnel Policy Manual of Lower Providence Township.
 - b. Introduction to the Lower Providence Township Dispatch Center
 - c. Paperwork and documentation procedures
 - d. Telephone and radio skills
 - e. Geographic location orientation and skills training
 - f. All State mandated guidelines for 911 Call Taker and 911 Dispatcher certifications
 - g. CLEAN/NCIC training, to include any certification examinations
 - h. All Montgomery County Emergency Dispatch Services guidelines
 - i. APCO, or its equivalent, training and certification requirements
 - j. Montgomery County 911/Computer Aided Dispatch Training
 - k. The Lower Providence Township Police Department will comply with all State and County mandated training for dispatchers. The Lower Providence Township Police Department strives to maintain a well trained and professional work environment.
 - b. Other Civilian Positions
 1. Training for non-sworn departmental employees shall be conducted in accordance with the

specific requirements of their position in order for them to perform their duties or anticipated duties as described in their job description or as assigned by the Chief of Police.

C. Other Hiring Processes

1. Since Lower Providence Township is a second-class township, the Chief of Police may elect not to participate in a written examination for the position of police officer. Qualified applicants will still be required to participate in an oral interview and all other processes described in section IIIA of the general order.

Michael Jackson

Michael Jackson
Chief of Police