

HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL



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Accreditation Index 1.5.1, 4.9.1		Rescinds: Directive 1.5.1 of January 2023
Chapter: One – Organization & Management Role		Section: Five – Allocation & Distribution of Personnel
Chief of Police: <i>John F. Viola</i>		

SUBJECT: SELECTION AND HIRING

I. PURPOSE

The purpose of this Directive is to establish procedures for the recruitment and selection of sworn personnel (full-time or part-time) of the Haverford Township Police Department. The sworn officer selection procedure is designed to ensure the process is efficient, effective and fair. This process is intended to result in the appointment of individuals who possess the skills, knowledge and abilities to be employed by the Department and who exemplify the guiding principles of this agency.

II. POLICY

The reputation of any organization is a direct reflection of the quality of its employees. In its recruitment and selection process the Haverford Township Police Department will identify and employ the best candidates available. Through an emphasis on quality recruitment and in full compliance with the law, this process is expected to produce benefits to the department such as a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations and more efficient and effective police service.

III. PROCEDURES

A. Equal Opportunity Employer.

1. Haverford Township and The Haverford Township Police Department are equal opportunity employers. It is the policy of the Department to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, marital status, or sexual orientation.

B. Recruitment and Selection

1. The recruitment and selection process for sworn officers is governed by Civil Service Regulations and is designed to appoint 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 (EEOC)
- 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) Commonwealth of Pennsylvania, First Class Township Code
- g) Pennsylvania Municipal Police Officer's Education and Training Act (Title 53 Pa C.S.A. § 2161-2167)

(1) M.P.O.E.T.C. standards

2. The Haverford Township Civil Service Commission regulates the procedures for hiring new police officers for the Police Department. These procedures have been codified by the Haverford Township Board of Commissioners through the Township Code Chapter 32.
3. The rules and regulations for the Civil Service Commission have been established to ensure that the hiring process is conducted fairly and uniformly for all eligible applicants.
4. All testing and hiring procedures will conform to the applicable Civil Service rules and regulations.

5. Minimum Qualifications

- a) All applicants must have reached their twenty-first (21st) birthday at the time of appointment.
- b) All applicants must possess a diploma from an accredited high school or a graduate equivalency diploma (GED).
- c) All applicants, at a minimum must possess and demonstrate their ability to read on a 9th grade reading level.
- d) All applicants must be a citizen of the United States.
- e) All applicants must be free from convictions of disqualifying criminal offenses enumerated by MPOETC.
- f) All applicants must possess a valid driver's license.
- g) All applicants must agree to be examined by a physician, physician's assistant, or certified nurse practitioner who is licensed in this Commonwealth. The examination must include the following:
 - (1) Applicants shall be free from the addictive or excessive use of either alcohol or drugs, which shall be determined using current laboratory testing procedures;
 - (2) Applicants shall be free from the use of illegal controlled substances, which shall be determined using current laboratory testing procedures.
 - (3) The applicant's physical condition shall be such that the applicant could reasonably be expected to withstand significant cardiovascular stress.
 - (4) Applicants shall be free from any debilitating conditions such as tremors, incoordination, convulsion, fainting episodes, or other neurological conditions that may affect the applicant's ability to perform as police officers.
 - (5) Applicants may not be missing any extremities, including digits, which would prevent the performance of required police duties or meeting minimum training requirements.

(6) Applicants shall be free from any other significant physical limitations or disabilities that would, in the physician's opinion, impair the applicant's ability to perform the duties of a police officer or complete the required minimum training requirements.

(7) Applicants shall have visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20, and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual abnormality.

(8) Applicants shall have audio acuity sufficient to distinguish a normal whisper at a distance of 15 feet. The test shall be independently conducted for each ear while the tested ear is facing away from the speaker and the other ear is firmly covered with the palm of the hand. The applicant may not use a hearing aid or other aid to perform the test. If the applicant fails this test, the applicant shall be required to take and pass a decibel audio test.

(9) Psychological examination; and

(10) Physical fitness test.

h) Additionally, all applicants must agree to participate in, and successfully complete all pre-service and in-service hiring and training requirements prescribed by the Commonwealth of Pennsylvania to obtain Act 120 certification prior to permanent appointment.

6. The General examination requirements for the position of Police Officer will consist of:
(PLEAC 1.5.1 a)

- a) Written examination: 50%.
- b) Physical agility test: pass/fail.
- c) Oral examination: 50%.
- d) Background investigation: pass/fail.

7. Upon completion of all testing, the Civil Service Commission will provide to the Board of Commissioners a list of qualified applicants who have successfully completed all aspects of the testing process. From this list the Board of Commissioners will certify an appropriate number of candidates for the employment openings in the Police Department.

C. Conditional Offer of Employment

1. Successful candidate(s) will be given a written offer of employment, conditional upon successful completion of medical and psychological examinations.

a) A medical examination will be performed and a drug screening will be conducted, prior to appointment, to certify the general health of each candidate for a sworn position. The medical examination must be performed by a Pennsylvania-licensed physician, physician's assistant, or certified nurse practitioner.

(PLEAC 1.5.1 c)

b) A psychological fitness and an emotional stability examination will be conducted by a Pennsylvania-licensed psychologist, prior to appointment, to certify the mental health and emotional stability of each candidate for a sworn position.

(PLEAC 1.5.1 d)

D. Background Investigation

1. The critical and important nature of law enforcement employment requires that only the most qualified people are hired to work as police officers. One of the most important aspects of the selection process is the background investigation. A comprehensive background investigation conducted by competent investigators is essential in determining the most qualified candidates for selection.

2. A background investigation, including a pre-offer polygraph examination, voice stress analyzer, or other equivalent technology, shall be conducted for every candidate being considered for appointment by a properly trained officer or an outside contractor approved by the Chief of Police, who is trained in the collection of such information and shall include, at a minimum:
(PLEAC 1.5.1 b)

- a) Verification of all qualifying credentials including education (see Section III.B.5);
- b) A complete review of any criminal or non-criminal records;
- c) A criminal history check including the submission of fingerprints to the Central Repository for the Commonwealth and to the Federal Bureau of Investigation.
- d) A check of the applicant's driving record verifying that the applicant has a valid driver's license.
- e) Personal interviews conducted with at least three people who have personal or professional knowledge of the applicant but are not related to the applicant;
- f) Credit/financial responsibility check;
- g) Employment history verification;
- h) Review of relevant national or state decertification records, if available;
- i) A check of publicly available internet and information-sharing sites to identify activity that promotes or supports unlawful violence or unlawful bias against persons based on race, ethnicity, national origin, religion, gender identity, sexual orientation, or disability consistent with the First Amendment and all applicable laws;
- j) Review of social media activity; and
- k) Any other information or actions deemed necessary by the investigator or the Chief of Police. This includes any additional interviews with the applicant, references, external queries medical, psychological testing, or other or other tasks that are essential to providing a comprehensive background investigative report.

3. The completed background investigation along with the PLEAC Selection Checklist will be provided to the Chief of Police for review.

4. The Chief shall make a final determination on whether the information collected during the background investigation warrants rejection or acceptance of the candidate.

5. Background investigations completed on any candidate will be maintained for at least three years in a secure file.

E. Final Offer of Employment

1. Upon review of medical and psychological reports by the Chief of Police, a successful candidate will receive a written final offer of employment. The candidate must accept or deny the offer within 10 business days. If there is no response, the Chief of Police or his/her designee, will attempt to make verbal or physical contact with the candidate. If the candidate has not responded or cannot be contacted within 10 business days, the lack of response will be considered a decline of the offer of employment.

BY ORDER OF THE CHIEF OF POLICE