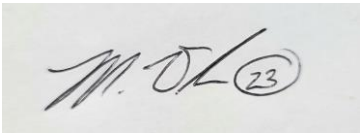
WEST WHITELAND TOWNSHIP
POLICE DEPARTMENT
GENERAL ORDER 1.5.2

Title: SELECTION & HIRING	
Effective Date: July 28th, 2017	Revised: October 14th, 2026
Accreditation Standards: 1.5.1, 1.5.2	Pages: 7



By Order of Captain Matthew R. Deceder – Interim Chief of Police

POLICY: The West Whiteland Township Police Department will, in its recruitment and selection process of an entry level police officer, identify and employ highly competent and diverse candidates. Emphasis on the selection of quality applicants, in full compliance with the law, should yield benefits in a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services.

The West Whiteland Township Police Department will seek out qualified minority candidates by advertising any open Police Officer positions, connecting with historically diverse colleges, universities, and trade schools, and actively participating in minority-focused recruiting events and Career Day events whenever possible.

The recruitment of new police officers should focus on creating a more diverse police department to better serve the West Whiteland community.

PURPOSE: The objectives of this policy are to clarify responsibilities for the selection and recruitment process of an entry level patrol officer with the West Whiteland Township Police Department.

PROCEDURES:

I. Applications & Qualifications

A. Eligibility for Examination

1. In order to be eligible for participation in any examination for any position with the police department, every applicant must complete digital questionnaire before the deadline stated by the police department.

2. The applicant must verify that the Personal History Questionnaire PHQ is completed truthfully, and he/she acknowledges that they are subject to the penalties of 18 PA Cons. Stat. §4904 relating to unsworn falsification to authorities.

3. Any misstatement and/or omission of material fact shall be grounds for disqualification from further consideration of employment by the Chief of Police.

B. Non-Discrimination

1. The Township is an equal-opportunity employer.

2. It is the township's and the police department's policy to grant equal employment opportunities to qualified persons without regard to a person's race, color, sex, religious creed, sexual orientation, age, national origin, ancestry, handicap, disability, or other protected status by state, federal or local statute.

3. The township and the police department will provide equal opportunities for employment and promotion.

C. Availability

1. Digital questionnaires shall be available to all interested persons via links on the township's website (https://www.westwhiteland.org) and West Whiteland Township Police Department's CrimeWatch website (https://chester.crimewatchpa.com/westwhitelandpd)

D. Age Requirements

1. All applicants must have reached their twenty-first (21st) birthday at the time of appointment.

E. General Qualifications

1. All applicants for any sworn position in the police department shall meet the following general qualifications:

   a. All applicants must be citizens of the United States of America.

   b. All applicants must be physically and mentally fit and able to perform the essential duties of a police officer.

   c. All applicants must possess and retain the ability to provide credible testimony in a court of law.

d. All applicants must be ACT 120 certified by the Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC).

1) Any applicant currently in the police academy must successfully complete the academy and pass the MPOETC ACT 120 certification test prior to the projected date of appointment with the West Whiteland Township Police Department.

2) Any applicant who successfully completed the police academy within the previous two years, but failed to obtain a MPOETC ACT 120 certification, shall successfully pass the MPOETC ACT 120 certification test prior to the projected date of appointment with the West Whiteland Township Police Department.

3) Applicants shall bear any costs associated with completing the police academy as well as obtaining the MPOETC ACT 120 certification.

4) Applicants who cannot obtain MPOETC ACT 120 certification by the projected date of appointment with the West Whiteland Township Police Department shall be disqualified.

e. All applicants must possess a diploma from an accredited high school or graduate equivalency diploma (GED) prior to appointment.

f. All applicants must possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania prior to appointment.

g. Any felony conviction is an automatic disqualification. Any criminal activity that would be considered a felony under Pennsylvania law, federal law, or the law of the state in which the activity occurred is a disqualification.

h. Once hired, applicants must be willing and able to receive oleoresin capsicum (O.C.) spray, as well as temporary exposure to a conductive electrical weapon (Taser/Axon).

F. Rejection of Applicant

1. The police department may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for examination prescribed in this policy.

2. Any applicant who believes he or she was improperly excluded from the hiring process may request reconsideration.

a. A request for reconsideration must be made in writing to the Chief of Police within 10 calendar days of notice of disqualification and must specify the basis for the request for reconsideration.

b. The final decision for reconsideration will remain with the Chief of Police.

G. Recording and Filing Applications

1. Applications for the sworn position(s) in the police department shall be received only after an open position(s) has been announced and before the deadline for receiving applications which must be set forth in the announcement.

2. Received applications will be recorded with the date, time of receipt, and the person accepting/reviewing the application.

3. Each applicant will receive oral, written, or electronic notice of the date, time, place, and details of each portion of the testing procedure.

4. Any application containing material errors or omissions may, at the discretion of the Chief of Police or his designee, be returned to the applicant for corrections prior to the deadline for filing applications after which no new applications or amended applications will be accepted.

H. Public Notice

1. The police department, at a minimum, shall post on the township's website information as to the type of position to be filled, the requirements for that position, how applications may be filed, and the deadline for filing those applications.

II. Selection & Ranking Procedure

A. The West Whiteland Township Board of Supervisors will direct the Chief of Police to announce the acceptance of applications for sworn position(s) in the police department. The announcement shall include the dates applications will be accepted.

1. A committee consisting of police supervisory personnel, selected by the Chief of Police, will review all applications.

2. The committee will pick candidates who will receive an invitation to complete a *Guardian Alliance* Personal History Questionnaire PHQ. Candidates must complete the PHQ by the date provided in the invitation or they will be disqualified.

B. A select number of applicants who successfully pass the Personal History Questionnaire PHQ review will be invited to an oral interview. The oral interview will be conducted by an internal oral board selected by the Chief of Police.

1. The oral interview requires a score of seventy percent (70%) or higher to continue in the process.

C. A select number of applicants who successfully pass the oral interview will be required to pass a physical agility test.

1. If an applicant has successfully completed a comparable physical agility test within the prior (90) ninety days before the assigned physical agility test, the Chief of Police may deem the applicant exempt from the physical agility test.

2. Testing results will be accepted from any police agency or police academy that uses the MPOETC 30th percentile or higher. These results will be obtained directly from the testing agency and not the applicant.

D. Within (15) fifteen days of the completed physical agility test, the applicant shall be informed of their overall ranking.

III. List of Eligible Candidates

A. The West Whiteland Township may fill any vacancy in an existing position in the Police Department that occurs because of expansion of the police force, retirement, resignation,

disability, or death. Vacancies shall be filled by a selection of candidates who have successfully completed the examination requirements.

B. Creation of the Eligibility List

1. At the completion of the examination requirements (physical ability test and oral examination) the police department shall rank all applicants who pass the examinations on a list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list.

   a. In the case of tied scores, the tie will be broken by giving preference to the applicant who submitted a final completed application first.

   b. If any tied applicants submitted their completed applications on the same day, then the applicants shall be ranked by the time of submission.

2. The list shall remain in effect for a period of six (6) months, effective on the date the eligibility list was established.

   a. The list may be extended for two (2) six (6) month periods at the discretion of the Chief of Police.

   b. At the end of the eligibility period, the Chief of Police shall notify all remaining applicants as to the status of the eligibility list.

   c. Any applicant that is placed on the eligibility list and qualifies as a "soldier" as defined in the Veterans Preference Act, shall receive preference in receiving the appointment if ranked within the top (3) three candidates.

C. Based upon the eligibility list, the Chief of Police will determine which candidates from the top three (3) will undergo a background investigation. Should no viable candidates be found in the first group of three (3), the Chief of Police will move to the next group of three (3) candidates. This process will continue until the entire eligibility list is exhausted or expires.

D. Background Investigation

1. The background investigation shall include, but shall not be limited to, interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references, current and former teachers, and school officials.

2. The background investigation shall comply with any and all requirements set forth by MPOETC.

3. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

4. After the background investigation is completed, the Chief of Police or his designee shall make a final determination on whether the information collected during the background investigation warrants rejection or acceptance of the candidate.

5. Within thirty (30) days of final determination the applicant will be informed of whether he/she has passed the background investigation.

E. Physical/Psychological/Polygraph Examinations

1. When a determination has been made to fill a department vacancy, the Chief of Police or his designee, utilizing the ranked list of candidates, will select a candidate(s) from the top three on the eligibility list and make inquiries as to the candidate's desire to proceed in the hiring process.

2. Candidates wishing to proceed in the hiring process shall be given a Conditional Offer of Employment. Should a candidate indicate that he/she no longer wishes to proceed in the selection process, that candidate's name will be removed from the ranked list of eligible candidates.

3. Candidates accepting a Conditional Offer of Employment shall submit to and successfully pass the following:

   a. A medical examination and a drug screening, at the Township's expense, certifying the general health of each candidate for a sworn position. The medical examination must be performed by a licensed physician, physician's assistant, or certified nurse practitioner who is licensed in the Commonwealth of Pennsylvania.

   b. A psychological fitness and emotional stability examination conducted by a licensed psychologist to certify the mental health and emotional stability of each candidate for a sworn position.

   c. A polygraph examination by department designated expert.

4. Candidate(s) who successfully pass all the examinations under § III (E)(3) will have their name(s) submitted to the Board of Supervisors for employment.

F. Probationary Period

1. Every successful applicant to the position of patrol officer with the West Whiteland Township Police Department shall serve a twelve (12) month probationary period.

G. The Board of Supervisors (BOS) will make the final selection of all candidates and must approve all appointments at a public meeting. No hiring of any officer shall take place until after the hiring is formally approved by the Board of Supervisors at a public meeting.

IV. Recruitment (PLEAC 1.5.2)

A. The West Whiteland Township Police Department is committed to recruitment efforts that assist in attracting qualified applicants of all racial, ethnic, and gender backgrounds in order to develop a workforce reflective of the many diverse communities we serve, especially those demographics within the community that may be underrepresented in the department make-up.

B. When entry-level vacancies exist within the agency (or it is anticipated by the agency that vacancies will exist), the Chief of Police may direct agency members to coordinate recruitment efforts. Recruitment efforts shall include at least one or more of the following:

1. Notifying all agency personnel of active recruitment. It is the responsibility of all department members to act as recruiters during their daily contacts with the public.

2. Notifying local media of recruitment.

3. Participating in job fairs at local colleges, schools, and institutions.

4. Posting of job announcements at various municipal and private service agencies.

5. Visiting community organizations and community events to recruit on-site.

6. Notifying armed forces veterans' programs and services of recruitment.

7. Posting recruitment material on agency social media sites.

8. Proactive and targeted community outreach efforts to encourage people from diverse populations and walks of life to consider a career in law enforcement.

9. Referrals and advice from various communities, faith-based and religious organizations, and key leaders. When recruitment efforts begin, the recruiters may partner with these community organizations and leaders asking for their assistance. Such assistance might include (but is not limited to) reaching out to minority business owners and groups, posting recruitment announcements, distributing recruitment literature, and forwarding referrals.