



**CHARTIERS TOWNSHIP POLICE DEPARTMENT  
HOUSTON, Pennsylvania**

**GENERAL ORDER 1.06**

**Subject**

**Hiring**

**Date of Issue**

**Effective Date**

**Expiration Date**

**PLEAC STANDARD Reference**

**1.6.1; 1.6.2; 1.6.3**

**Amends**

**Rescinds**

**Index Words**

**Distribution**

**This order consists of the following sections:**

- 1.6.1 Applications and Qualifications
- 1.6.2 Examination and Grading Procedure
- 1.6.3 Certification of the List of Eligibles and Appointments

**I. Purpose**

The officer selection and hiring process is designed to insure that the agency has an efficient, effective, and fair selection process that results in the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for the effective delivery of law enforcement services to the community.

**II. Policy**

It is the policy of the department for all personnel to adhere to the guidelines of this general order.

**1.6.1 Applications and Qualifications**

**A. Eligibility for examination.**

In order to be eligible for participation in any examination for the position(s) of entry level police officer, every applicant must submit a completed application form before the deadline

stated for that specific examination. The applicant must make an oath or affirmation that the application is completed truthfully, and the applicant is subject to penalties of 18 Pa. C.S.A.: 4904 related to unsworn falsification to authorities.

#### **B. Discrimination**

The Chartiers Township Police Department is an equal opportunity employer. It is the Chartiers Township Police Department's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran status, marital status or non-job-related physical or mental handicap or disability. The Chartiers Township Police Department will provide equal opportunities in employment and promotion.

#### **C. Availability of Application**

Application forms shall be available to all interested persons at the Chartiers Township Municipal Building of during regular business hours, 8:00 a.m. – 4:00 p.m. Monday – Friday and during the periods that the Chief of Police designates as a hiring period. Applications forms may be mailed upon written or verbal request. However, the Chartiers Township Police Department assumes no responsibility for missed filing deadlines due to a delay in the mail. The applications may also appear on the world wide web at: [www.chartierstwp.com](http://www.chartierstwp.com).

#### **D. Age Requirements.**

All applicants must have reached their twenty first (21<sup>st</sup>) birthday before the deadline for submitting completed applications.

#### **E. General Qualifications - All Applicants**

1. At the time of application every applicant for the entry level position of police officer shall possess a diploma from an accredited high school or graduate equivalency diploma. In addition, every applicant must be Act 120 Certified or have successfully completed Act 120 Training or equivalent from another state.
3. Applicants shall be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, and, prior to appointment, possess a valid motor vehicle operator's license issued in any state of the United States. The applicant shall also be free of any misdemeanor or felony convictions or their equivalent arising from any state in the United States or the Uniform Code of Military Justice.

#### **F. Rejection of Applicant**

The Chartiers 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 examination prescribed in these Rules for the particular position for which the applicant has applied. In addition, the Chartiers Township Police Department may refuse to examine, or if examined, may refuse to hire, any applicant who is physically or mentally unfit to perform the full duties of a police officer. Rejected applicants may request reconsideration of the decision by writing to the Chief of Police within ten (10) days of the

notice of rejection.

#### **G. Recording and filing Applications**

Applications for entry level police officer positions shall be received at the Chartiers Township Municipal Office or through the mail. They shall only be received only after a hiring announcement has been **advertised and before the deadline for receiving applications, which will be set forth in the public** advertisement. Applications will be received by the municipal officer designated in the public advertisement or that officer's designee. That person shall record the receipt of all applications and provide each applicant with notice of the time and place for the first portion of the testing procedure, the written examination.

#### **H. Public Notice**

The Chartiers Township Police Department shall conspicuously post in the Chartiers Township Municipal Building and Police Station an announcement of the hiring test and notice of the time and place of every examination, together with the information as to the type of position to be filled, the requirement for that position, where applications may be obtained for the examination, and the deadline for filing those applications. In addition, at least ten (10) days prior to the close of the application period, publication of the notice will occur in at least one newspaper of general circulation or a newspaper circulating generally in the Township of Chartiers.

### **1.6.2 Examination and Grading Procedure**

- A.** The examination for police officer will consist of a written and an oral examination, which will be graded on a one hundred (100) point scale with the written examination representing sixty percent (60%) of the final score and the oral examination representing forty percent (40%) of the final score. Because of the very large volume of applicants normally received only the top 10 applicants as determined by the written test shall be granted an opportunity to take the oral examination. In addition, each applicant will undergo a physical agility test, and a background investigation. These tests and investigation will be graded on a pass/fail basis for every applicant. Each successful applicant shall be hired contingent upon passing a medical and psychological examination.

#### **B. Written Examinations**

The written examination shall be graded on a 100 point scale, and an applicant must score seventy percent (70%) or higher and receive one of the top 10 scores, including ties, in order to continue in the application process. Applicants not receiving one of the top10 highest scores or less than seventy percent (70%) shall be rejected. This is a non-civil Service entry-level appointment. There shall be no examination markup for veterans. Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results, and each passing applicant shall be informed of the next step in the examination process.

#### **C. Oral Examination**

Every applicant who received one of the top ten (10) test scores including ties and were seventy (70%) or higher in the written examination shall be given an oral examination which will be graded on a 100 point scale with a score of seventy percent (70%) or higher necessary for passing. The oral examination shall involve questioning applicants on how they would handle situations relevant to police work. Within thirty (30) days after the applicants' oral examinations, they shall be informed of the score in their oral examination and total overall score, and each passing applicant shall be informed of the next step in the examination process if any.

#### **D. Physical Abilities Test**

An applicant for the position of Full-Time Police Officer shall meet the physical agility requirements, in accordance with the criteria established by the Township or other agencies designated by the township. In all cases, candidates shall be provided with the physical agility requirements at the time of application.”

Applicants who have successfully passed or failed the physical agility test will be so notified at the completion of the physical agility test or within thirty (30) days, by the township.”

Applicants must complete the Physical Agility Components and Waiver form, See Attachment (A) prior to testing.

#### **E. Background Investigation**

The background investigation must be consistent for each applicant and shall meet, at a minimum, all the specific requirements of the MPOETC, as required by law. The applicant may be interviewed directly when the information collected requires clarification or further explanation. The Chief of Police or chief's designee may use his/her own discretion in the expansion or contracting of these items and time frames.”

After the background investigation is completed, the Chief, or his designee, shall make a written recommendation whether the applicant is appropriate for consideration for appointment as a police officer. The designate shall make the final determination on whether the information collected during the background investigation warrants rejection of the candidate.

Within thirty (30) days after the recommendation of the chief of police or his designee, each applicant will be informed of whether he passed the background investigation.

### **1.6.3 Certification of the List of Eligibles and Appointments**

#### **A. Creation of Eligibility List**

At the completion of the examination requirements set forth in Section 2, written examination, oral examination, background investigation, physical ability test, the Chief of Police or his designee shall rank all passing applicants in the top 10 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. In the case of tied scores, the tie will be broken by giving preference to the applicant who submitted a final completed application first. If both tied applicants submitted their complete

applications on the same day, then the applicants shall be ranked in alphabetical order by surname.

The eligibility list will remain in effect for 24 months from the date of its adoption by the Chartiers Township Board of Supervisors. The Board of Supervisors may, at its sole discretion, before the original expiration date, by a vote of the majority of the board at a duly authorized meeting, extend the list for up to an additional twelve (12) months. The Board of Supervisors may, at its sole discretion, void an eligibility list at any time for any reason.

#### **B. Appointment**

The Chartiers Township Board of Supervisors may fill any vacancy in an existing position in the police department that occurs as a result of expansion of the police force, retirement, resignation, disability or death. The Board of Supervisors shall certify three (3) names from the list of eligibles;

If three (3) names are not available, then the Board of Supervisors shall certify the name(s) remaining on the list;

The Board of Supervisors shall make an appointment from one of the three names certified with reference to the merits and fitness of the candidates. However, for initial appointment to the position of police officer, when one of the three applicants on the certified list is an honorably discharged veteran, that applicant shall be selected. In the case of more than one vacancy to be filled, the board of supervisors shall certify from the eligible list a number of the highest - ranked candidates equal to the number of vacancies to be filled, plus the next two. If a candidate qualifies for veterans' preference points and appears in the top three certified names, that candidate must be given first consideration for appointment, regardless of ranking among the three.

#### **C. Medical and Psychological Examinations**

The candidate shall be appointed by the Board of Supervisors contingent on passing a medical and psychological exam. The appointment shall be contingent upon successfully passing both the medical and psychological examinations. Failure to pass either examination shall result in the candidate being rejected from consideration.

#### **D. Probationary Period**

Every successful applicant to the position of patrol officer with the police department shall serve a twelve (12) month probationary period. During the probationary period, a newly hired officer may be dismissed for unacceptable performance. Any officer who is not informed in writing that his or her performance has been unsatisfactory, shall receive a permanent appointment to the new position.

#### **E. Out Side Testing Agency:**

If and when the Chartiers Township Police use an outside testing agency such as the services of a consultant, then we shall abide by their written testing procedures and physical ability testing procedures.

III. Effective

By order of:

Steven M. Horvath  
Chief of Police