



**SPRINGFIELD TOWNSHIP POLICE DEPARTMENT**  
**Wyndmoor, Pennsylvania**

**Policy 1-16**

**Policy Title:** Selection Process

**Date of Issue:** December 1, 2022

**Rescinds:** None

**By Authority of:**

**Chief of Police**

**I. Purpose**

The purpose of this policy is to establish policy and procedure for the selection of full-time employees.

**II. Policy**

The reputation of any organization is a direct reflection of the quality of its employees. The Springfield Township Police Department is committed to testing and selecting employees who are dedicated to carrying out its mission. The selection process is designed to identify the most qualified candidates, while conforming to federal, state, and civil service laws and guidelines.

**III. Non-Sworn Selection Process**

- A. It is the responsibility of the Chief of Police or his designee to fill all non-sworn personnel vacancies within the police department.
- B. The selection process for non-sworn personnel is described in the Springfield Township Personnel Manual, a copy of which is maintained in the office of the Chief of Police.

**IV. Sworn Selection Process**

- A. Selection of sworn officers for the Springfield Township Police Department is governed by Civil Service Regulations, and the First Class Township Code.
- B. A written test, oral interview, and physical agility test will be administered by the Springfield Township Civil Service Commission in accordance with Civil Service Regulations.
- C. The Chief of Police or his designee has the following responsibilities:

1. Handling the liaison between the police department and the Civil Service Commission.
2. Coordinating background investigations.
3. Retaining additional responsibilities in the selection process, including:
  - i. Identifying specific needs of the department;
  - ii. Determining skill requirements;
  - iii. Determining personal attributes that are required; and
  - iv. Provide job descriptions.
4. Organize the final oral interview and selection of prospective sworn employees.
5. Coordinate any additional examinations that may be required by law or regulations of the Municipal Police Officers Education and Training Commission (MPOETC).

D. Qualifications

1. The qualifications for sworn personnel are established by Civil Service Regulations. These qualifications shall meet professional and legal standards for job relevancy, usefulness, and fairness.
  2. Qualifications are as follows:
    - i. U.S. Citizen;
    - ii. Good moral character;
    - iii. High School diploma or GED equivalent;
    - iv. Ability to read at a 9th grade level;
    - v. Ability to pass a medical examination;
    - vi. Ability to pass a psychological examination;
    - vii. Good physical condition with weight in proportion to height and able to meet MPOETC physical fitness requirements for entrance into the police academy; and
    - viii. Ability to perform tasks contained in the job description; and
- E. Following the written test, oral exam, and physical agility tests, the Civil Service Commission will certify an eligibility list based on the written score. Based on the position of the candidate on

the list, the Chief of Police or his designee will then coordinate completion of the 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 qualified investigators, is very beneficial in determining the most qualified candidates for selection.
  2. A background investigation shall be conducted for every candidate being considered for appointment, by a detective, or other personnel approved by the Chief of Police, who are trained in the collection of such information, and shall include, at a minimum:
    - i. Verification of qualifying credentials;
    - ii. Review of any criminal record;
    - iii. Verification of at least three personal references provided by the candidate, and three not provided by the candidate;
    - iv. Employment history;
    - v. Military record;
    - vi. Education records;
    - vii. Personal residence visit;
    - viii. Credit history;
    - ix. Any other information or actions deemed necessary by the investigator, or the Chief of Police.
  3. Completed background investigations will be provided to the Chief of Police for review.
  4. Background investigations completed on any candidate will be maintained for at least three years in a secure file by the Office of the Chief of Police.
- F. Final selection of sworn officers shall be made in accordance with Civil Service Regulations.
- G. Successful applicants will be given a written conditional offer of employment dependent upon successful completion of a medical and psychological exam as well as any other exam required for entrance into the police academy.
1. Medical examinations shall be conducted prior to appointment by a licensed physician selected by the department to certify the general health and physical condition of the candidate prior to employment. The examination shall include a drug screen.

2. Psychological examinations shall be conducted prior to appointment by a licensed psychologist selected by the department to determine the candidate's emotional stability and psychological fitness.
  3. Completed examinations shall be turned over to the Chief of Police for review.
  4. Records of the psychological and medical examinations shall be maintained in a secure file by the Office of the Chief of Police.
- H. This policy shall not preclude participation of the department in interagency cooperative written and / or physical agility testing provided any such participation meets the requirements of Civil Service Regulations and any minimum standards established under this policy.

**V. Selection Process Job Related**

- A. All elements of the selection process shall use only those criteria or minimum qualifications that are job-related.
- B. Job relatedness shall be shown through a selection process that measures skills, knowledge, abilities, and traits needed to perform the job that is the subject of selection.

**VI. Uniform Administration of the Selection Process**

- A. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner for the position that is being filled.

**VII. Candidate Information**

- A. At the time of the application, all applicants for full-time positions are informed in writing of:
  1. All elements of the selection process.
  2. The expected duration of the selection process.
  3. The department's policy on reapplication of applicants not appointed.

**VIII. Notification of Ineligibility**

- A. Applicants for sworn positions who fail the written examination and / or oral interview will be notified, in writing, by the Civil Service Commission within 30 days of receipt of the results.

- B. Applicants for sworn positions who pass the written examination and oral interview will be notified, in writing, of their score by the Civil Service Commission, within 30 days of the receipt of the results. This notification will also explain that the eligibility list is valid for one year from the date the list is certified by the Commission.
- C. Applicants for sworn positions who are removed from the eligibility list will be notified, in writing, by the Civil Service Commission within 30 days of the decision.
- D. Applicants for full-time non-sworn positions for which there are vacancies who are not selected shall be notified in writing as soon as practical.

**IX. Records of Applicants**

- A. The Office of the Chief of Police shall securely maintain all records from each selection process for a period of at least three years. Records shall not be left unattended and shall only be accessed by employees involved with administering the selection process.
- B. Records of applicants hired by the Township shall be maintained in their personnel file in accordance with mandatory retention requirements of the Commonwealth of Pennsylvania.
- C. Disposal of records of the selection process shall be done in a manner that will prevent disclosure of the information contained therein.

**X. Polygraph Examinations**

- A. If polygraph examinations or other instruments for the detection of deception are used in the selection process:
  - 1. Candidates shall be provided with a list of areas from which questions will be drawn, prior to the examination.
  - 2. Administration and evaluation of the results shall be conducted by personnel who are appropriately trained in these areas.
- B. Polygraph examinations or other instruments for the detection of deception shall be used as an investigative aid and shall not be the single determinant of employment status.

**XI. Probationary Period**

- A. All sworn employees shall complete a 12-month probationary period from the date of hire.

**XII. Department Responsibilities**

- A. On an annual basis, all employees of the police department will have the status of their driver's license checked for validity.
- B. On an annual basis, all employees of the police department will be queried through NCIC, CLEAN, and AOPC to ensure no warrants exist.
- C. Similarly, officers and employees shall have their fingerprints and current photograph on file with the department.