

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Plymouth Township Police Department and that are promulgated and maintained by the Human Resources Manager.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Plymouth Township Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Administration Lieutenant or designee should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, the military, veterans groups, police academies and churches.
- (e) Targeted outreach to current law enforcement from other agencies.
- (f) Employee referral and recruitment incentive programs.
- (g) Consideration of shared or collaborative regional testing processes.

The Administration Lieutenant or designee shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruitment process.

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1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Plymouth Township Police Department (37 Pa. Code § 203.11; 44 Pa.C.S. § 7303).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 STATE NOTICES

The Plymouth Township Police Department shall provide written notice for any candidate rejected due to his/her criminal history (18 Pa.C.S. § 9125).

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.6 CANDIDATES HAVING CONTACT WITH CHILDREN

The Administration Lieutenant or designee will ensure that all candidates who may have contact with children during the course of their employment have met the requirements for certification set forth by the Pennsylvania Department of Human Services and the Commonwealth of Pennsylvania (23 Pa.C.S. § 6344.2; 23 Pa.C.S. § 6344).

1000.6 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (44 Pa.C.S. § 7303). Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Manager should maintain validated standards for all positions.

1000.6.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards set forth in 37 Pa. Code § 203.11 and promulgated by Civil Service, including but not limited to:

- (a) Free of any felony or serious misdemeanor convictions
- (b) Citizen of the United States
- (c) At least 18 years of age

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- (d) Read at least at the ninth-grade level as determined by the Nelson-Denny Reading Test
- (e) Fingerprinted for local, state, and national fingerprint check
- (f) Good moral character as determined by a thorough background investigation
- (g) Be a high school graduate or possess a GED equivalency
- (h) Free from any physical, emotional, or mental condition which might adversely affect the exercise of police powers as determined through the testing specified in 37 Pa. Code § 203.11
- (i) Candidates must also satisfy the minimum physical fitness standards as specified in 37 Pa. Code § 203.11
- (j) Free of illegal use of controlled substances as determined by approved laboratory testing.
- (k) Any other applicable provision of Pennsylvania Code and or promulgated by Civil Service.

1000.8 PROBATIONARY PERIODS

The Administration Lieutenant or designee should coordinate with the Plymouth Township Human Resources Manager for civilian employees to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

Probationary periods and procedures for sworn officers shall be in accordance with the collective bargaining agreement and the Civil Service Commission rules.