

## **Upper Uwchlan Township Police Department Hiring Procedure**

In order to be eligible for participation in any examination for police officer with the police department, an applicant must submit a resume before the deadline stated for that specific examination. The resume must be completed truthfully. The applicant is subject to the penalties of 18 Pa.C.S. 54904 relating to unsworn falsification to authorities.

### **Discrimination**

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

### **Submitting a Resume for Application**

Resumes are to be submitted to the Chief of Police or their designee. The Township assumes no responsibility for missed filing deadlines due to a delay in the mail.

### **Age Requirements**

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

### **General Qualifications – All Applicants**

An applicant for police officer in the police department shall possess a diploma from an accredited high school or a graduate equivalency diploma. In addition, the applicant must have successfully completed Act 120 training, 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 by the Commonwealth of Pennsylvania. All applicants must comply with the minimum hiring standards established by the Municipal Police Officer's Education and Training Commission of Pennsylvania.

### **Rejection of Applicant**

The Township 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 and regulations for the particular position for which the applicant has applied. In addition, the Township 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. Any rejected

applicant may request in writing any reconsideration of the decision by writing to the Chief of Police within ten (10) days of the notice of rejection.

### **Recording and Filing Applications**

Applications for positions in the police department shall be received at the Police Department building only after a hiring announcement has been advertised and before the deadline for receiving applications which will be set forth in the public advertisement. The Chief of Police or their designee will receive applications.

### **Examination and Grading Procedure**

#### ***First Oral Examination***

The Chief of Police and their designee(s) shall comprise of the panel for the oral examination. The oral examination, which will be graded on a 100-point scale, with a score of seventy percent (70%) or higher necessary for passing.

Every applicant who received one of the top ten scores, including ties, and scored a seventy percent (70%) or higher, shall be qualified to proceed to the next step of the process.

The interview panel 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 the particular position for which the applicant has applied.

#### ***Physical Fitness Examinations***

Every applicant who received one of the top ten scores, including ties, shall be given a physical fitness testing examination. The applicants must successfully pass all of the physical agility testing. This is a pass/fail test for each portion of physical fitness test. Those applicants who fail any portion of the tests shall be eliminated from the selection process. Applicants will be given one attempt at each test. Applicants that fail to bring their waiver forms shall be eliminated from the selection process.

Each candidate will be provided a copy of the physical fitness examination prior to its administration. The Chief of Police will determine the type of physical fitness examination to be administered.

#### ***Written Examinations***

Those who successful pass the physical examination shall then be administered the written examination. The written examination shall be graded on a 100-point scale. Applicants receiving a score of less than seventy (70%) percent shall be rejected. Candidates passing the written examination shall have their written examination scores combined with the score of the first oral interview and then divided by two. The written examination representing fifty percent (50%) and the first oral examination representing fifty (50%). Applicants who have attained the top three

(3) scores, including ties, shall proceed to the second oral examination. All other applicants shall be given written notice of their test results and informed that they will be placed on a waiting list in the event there are future positions open within the Police Department.

### ***Second Oral Examination***

The Chief of Police, Township Manager and the Police Liaison shall comprise the panel for the second oral examination. Every applicant who received one of the top three (3) scores and passed the physical fitness test, including ties, will be eligible for a second interview.

Upon the completion of these interviews, the interview panel shall rank the three candidates in order of how each candidate completed the oral board. However, when one of the top three applicants is a veteran, that applicant shall be selected to proceed to the final interview with the Board of Supervisors upon successfully passing the second oral interview.

The interview panel 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 the particular position for which the applicant has applied.

### ***Final Oral Examination***

The applicant, who receives the number one ranking, including ties, shall be qualified to receive an oral examination by the Upper Uwchlan Township Board of Supervisors.

The Township Board of Supervisors 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 the particular position for which the applicant has applied.

### ***Creation of Eligibility List***

At the completion of the examination requirements set forth, the Chief of Police, shall rank all passing applicants on a list. The Chief of Police may choose any time to dispose of the list and seek to create a new list of candidates if the need arises to do so.