

# Abington Township Police Department Policy and Procedure Manual

<b>Chapter:</b>	Selection	<b>General Order:</b>	32.1.1
<b>Section:</b>	Professional and Legal Requirements	<b>Original Date:</b>	050104
<b>Title:</b>	Selection Process Described	<b>Re-Issue Date:</b>	020818
<b>Issued By:</b>	Patrick Molloy, Chief of Police	<b>Reevaluation Date:</b>	122021
<b>Signature:</b>	<i>Patrick Molloy</i>	<b>Expiration Date:</b>	Indefinite
<b>Replaces:</b>	All Previous General Orders Relative to Subject		
<b>Distribution:</b>	All Members	<b>Total Pages:</b>	3
<b>CALEA Standard References:</b>	32.1.1		
<b>Pennsylvania Accreditation References:</b>	1.5.1; 4.9.1		

## I. PURPOSE

The purpose of this general order is to provide members with guidelines on the member selection process.

## II. POLICY

N/A

## III. PROCEDURE

### A. Selection Process Described

#### 1. Departmental Role for Sworn Positions

- a. In accordance with the Abington Township Civil Service Commission Rules and Regulations, the Civil Service Commission has the responsibility for administering the selection process for sworn police officers.
- b. The Chief of Police, or his/her designee, will handle the liaison activities between the Police Department and the Civil Service Commission.
- c. The Chief of Police, or his/her designee, will coordinate the background investigation, and probationary period assessment.

## 2. Application Procedures

- a. The minimum qualifications that all applicants for the position of police officer must meet are established by the Abington Township Civil Service Commission.
  - (1) The applicant must complete a written application and submit it to the Abington Township Civil Service Commission.
  - (2) The applicant must achieve a score no less than the minimum score established by the Abington Township Civil Service Commission.
  - (3) There are no provisions for lateral entry.
- b. The selection process for sworn members involves the following elements:
  - (1) Written Examination
  - (2) Physical Agility Examination
  - (3) Oral Interview
  - (4) Background Investigation
  - (5) Polygraph Examination
  - (6) Medical Examination
  - (7) Psychological Fitness Examinations
- c. Responsibilities of the Chief of Police
  - (1) The Chief of Police will conduct the final oral interview of all prospective employees and submit his/her recommendation to the Township Manager to be forwarded to the Board of Commissioners for final approval.

## 3. Departmental Role for Civilian Positions

- a. The Abington Township Office of Human Resources has the responsibility for administering the selection process of all civilian positions.
- b. The appropriate Division Commander will handle the liaison activities between the Police Department and the Office of Human Resources.

4. Application Process
  - a. Minimum qualifications for each civilian position are established by the Abington Township Office of Human Resources.
  - b. Applicants must complete a written application and submit it to the Abington Township Office of Human Resources.
  - c. If a written test is administered, the applicant must achieve a score no less than the minimum score established by the Abington Township Office of Human Resources.
5. The selection process for civilian employees may involve some or all of the following elements:
  - a. Written Examination
  - b. Initial Oral Interview
  - c. Background Investigation
  - d. Medical Examination
  - e. Final Oral Interview
6. Responsibilities of the Chief of Police
  - a. The appropriate Division Commander will conduct the final oral interview of all prospective employees and submit his/her recommendation to the Chief of Police for final approval.