WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Selection Process		Policy # 1.5.1
Accreditation 1.5.1		
Effective Date: October 7, 2009	Revised Date: May 20, 2025	
By Authority Of: Chief Michael A. Kelly	Signature: Michael A. Kelly	

1.5.1 SELECTION PROCESS

A. POLICY

It is the policy of the West Norriton Township Police Department to follow these guidelines as established, along with the established guidelines of the West Norriton Civil Service Commission rules.

B. PURPOSE

The purpose of this order is to insure that the Police Department has an effective and fair selection process that results in the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for an effective Police Agency. The West Norriton Township Police are civil service employees and therefore the guidelines set forth by the Commonwealth of Pennsylvania must be met regarding the hiring of uniform police personnel and their promotions.

C. SELECTION PROCESS

1. The Chief of Police is responsible for initiating the selection process. His request for additional police personnel is forwarded to Board of Commissioners for their approval. Once granted, the selection process is set in motion. The Civil Service Commission is charged with compiling an eligibility list.

2. An advertisement is prepared and placed in regional and local newspapers and other appropriate mediums stating what position(s) is/are available. The advertisement will have minimum qualifications listed, along with the time and dates applications are available for pick-up at the Township Office. Upon completion of the application, the applicant will submit the application along with the appropriate test fee cost.

3. The applicants will be given a study guide, date for the exam, and the location of the exam.

4. A written exam is administered to all candidates at the same time. The written examination is conducted under the auspices of the Civil Service Commission. Tight security is maintained at all times.

5. Applicants who meet the required grade on the written exam are scheduled for oral exams before a board approved by the Civil Service Commission. Each

candidate is asked the same set of questions. The results of the members of the oral board are averaged to achieve a score for each candidate. This number is used to rank the applicants. The number of available positions will determine how many will continue with the selection process.

6. A background investigation shall be conducted on each candidate.

7. The West Norriton Board of Commissioners is presented those application packages that finished highest in the selection process. The Board of Commissioners may then conduct their own personal interviews. The Board of Commissioners, by state law, is allowed to recommend only three (3) candidates for each opening.

8. Additional examinations – candidates will ONLY be hired after passing all examinations:

    a. Candidates will be required to pass a physical examination, including a drug screening, by a licensed physician chosen by and paid for by the Township in accordance to the requirements of the Pennsylvania Municipal Police Officer's Education and Training Commission.
    b. The psychological examination shall be conducted by a licensed Psychiatrist chosen by the Township and will follow the requirements and procedures as set forth by the Pennsylvania Police Officer's Education and Training Commission.
    c. Candidates must pass a relevant Voice Stress Analyzer Examination or equivalent.
    d. Candidates must pass a job relevant Physical Agility Test.

9. All records of the final applicants who were not selected for the positions will be retained on file for a period of one (1) year, and only personnel involved in the selection process may have access to the material. Tight security is to be maintained through the entire selection process.

10. Background Investigations

    a. A background investigation shall be conducted on each candidate. The Chief of Police will assign a member of the Department to conduct the investigations. Each officer will follow guidelines that include the following:

        i. Verification of the applicants credentials, education, employment record, age, residence, citizenship, drivers license and driving history.
        ii. Review any criminal record and/or traffic record.
        iii. Conduct interviews with at least three personal and professional references
        iv.. Conduct interviews with prior employers.
        v. Education verification
        vi. Employment history verification
        vii. Review of relevant national or state decertification records, if available

viii. Consistent with the First Amendment and all applicable laws, a check of publicly available internet and information sharing sites to identify activity that promotes or supports unlawful violence or unlawful bias against persons based on race, ethnicity, national origin, religion, gender identity, sexual orientation, or disability.

11. Medical Examination

a. Candidates will be required to pass a physical examination, including a drug screening, by a Pennsylvania-licensed physician, physician's assistant, or certified nurse practitioner chosen by and paid for by the Township in accordance to the requirements of the Pennsylvania Municipal Police Officer's Education and Training Commission.

12. Psychological Examination

a. The psychological examination shall be conducted by a Pennsylvania licensed psychologist chosen by the Township and will follow the requirements and procedures as set forth by the Pennsylvania Police Officer's Education and Training Commission.

13. Recruitment

a. Recognizing the need for diversity in the law enforcement profession and the diverse nature of our community, the department will actively recruit for a variety of different types of candidates by efforts including, but not limited to: participating in a consortium testing process (which advertises broadly), visiting colleges and police academies, alerting minority advocacy groups such as the NAACP, and advertising on social media and through other platforms.