

	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> Ardmore, Pennsylvania	
	<b>Policy 3.3.4</b>	
Subject:		Distribution:
<b>Recruitment and Promotion</b>		<b>All Sworn Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>07-27-2018</b>	<b>Until Amended or Rescinded</b>	<b>Policy 3.3.4 (06-01-2014)</b>
References:		
<b>CALEA 22.2.2, 31.2.1, 32.1.1, 32.2.1, 32.2.7, 32.2.8, 32.2.10, 34.1.3, 34.1.7;</b> <b>PLEAC: 1.9.1, 1.9.2, 1.9.3</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to provide a procedure for the selection process of sworn police officers. This ensures that only qualified candidates will become sworn police officers. This policy also provides a procedure for the promotion process of existing members of the Police Department.

## **POLICY**

It is the policy of this Department to follow the procedures established by the Civil Service Commission Rules and Regulations during the recruitment, and promotion of Police Department personnel.

## **RECRUITMENT**

It is the policy of the Lower Merion Township Police Department to provide quality police service through quality personnel. The Police Department will fill employment vacancies in accordance with this policy and with Equal Employment Opportunity (EEO) regulations.

## **ADMINISTRATIVE PRACTICES AND PROCEDURES**

- A.** The Office of the Superintendent of Police has the responsibility to administer the recruitment plan. All personnel involved in the recruiting effort will be trained to be knowledgeable in personnel matters, especially equal opportunity and affirmative action issues as they affect recruitment, management, and the operation of the Department. **(CALEA 31.2.1c)**
- B.** The recruitment plan for full-time sworn personnel shall, at a minimum, include the following elements (See Attachment "A"):

1. Statement of objectives; **(CALEA 31.2.1a)**
  2. Plan of action designed to achieve the objectives; **(CALEA 31.2.1b)**
  3. Procedures to evaluate the progress toward objectives annually for active recruitment years; and
  4. Provisions to revise/reissue the plan as needed.
- C. An analysis on the recruitment plan shall be conducted annually for active recruitment years.

### **SELECTION PROCESS (CALEA 32.1.1)**

#### **NON-SWORN SELECTION PROCESS**

- A. It is the responsibility of the Superintendent of Police or his/her designee to fill all full-time non-sworn personnel vacancies within the Police Department.
- B. The selection process for non-sworn personnel is described in the Lower Merion Township's Human Resources Policy and Procedures Manual.

#### **SWORN SELECTION PROCESS**

- A. It is the responsibility of the Superintendent of Police or his/her designee to fill all sworn personnel vacancies within the Police Department.
- B. Selection of sworn officers for the Lower Merion Township Police Department is governed by The Lower Merion Township Civil Service Rules and Regulations.

#### **BACKGROUND INVESTIGATIONS**

- A. 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 competent investigators, is essential in determining the most qualified candidates for selection.
- B. A background investigation, including a pre-offer polygraph examination shall be conducted for every candidate being considered for appointment by members of the Investigations Unit of the Police Department or those approved by the Superintendent of Police, who are trained in the collection of such information, and shall include, at a minimum:
  1. Verification of all qualifying credentials. **(CALEA 31.5.1 a) (PLEAC 1.9.1 a)**

2. A complete review of any criminal or non-criminal record. **(CALEA 34.5.1 b)**  
**(PLEAC 1.9.1 b)**
  3. Verification of at least three personal references provided by the candidate, and three not provided by the candidate. **(CALEA 31.5.1 c)** **(PLEAC 1.9.1 c)**
  4. Credit/financial responsibility check.
  5. Verification of education records. **(CALEA 31.5.1 d)**
  6. Verification of current and prior employment. **(CALEA 31.5.1 e)**
  7. Verification of military service and/or entitlement of veteran's preference points.
  8. Review of social media activity.
  9. Any other information or actions deemed necessary by the investigator or the Superintendent of Police.
  10. Review of any available national or state databases listing decertified officers. **(CALEA 31.5.1)**
- C.** The completed background investigation will be provided to the Superintendent of Police, Staff Services Division Commander, Operations Division Commander, and Township Manager for review.
- D.** Background investigations completed on any candidate will be maintained for at least three years in a secure file.
- E.** Final selection of sworn officers shall be made in accordance with all Civil Service Regulations. Successful applicants will be given a written conditional offer of employment prior to completion of a medical, psychological, and post-offer polygraph exam as well as any other exam required for entrance into the police academy. Following successful completion of all required testing, the applicant will be offered a probationary appointment.
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. **(CALEA 32.2.7)** **(PLEAC 1.9.2)**
  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. **(CALEA 32.2.8)** **(PLEAC 1.9.3)**
  3. A post-offer Polygraph Examination shall be conducted prior to appointment as required by the Civil Service Commission Rules and Regulations. The examination shall be conducted by a qualified member of the Investigations Unit of the Department.

4. All completed examinations shall be turned over to the Staff and Inspections Unit Commander for review. Records of the psychological and medical examinations shall be maintained in a secure file.
- F. Once hired, all sworn employees shall complete a 12-month probationary period from the start of the work test period as stated in the Civil Service Rules and Regulations § A164-33. **(CALEA 32.2.10)**

### **PROMOTION**

The procedures for the sworn officer promotional process are contained in the First Class Township Code and the Lower Merion Township Civil Service Regulations. The Staff and Inspections Unit maintains a secure room for storage of promotional materials. **(CALEA 34.1.3 a-h)**

### **PROBATIONARY PERIOD FOR PROMOTED EMPLOYEES**

The probationary period for promoted employees is controlled by the First Class Township Code and Civil Service Rules and Regulations § A164-43. **(CALEA 34.1.7)**

## **Attachment "A"**

### **Lower Merion Police Department Recruiting Plan**

#### **Statement of Objectives**

It is the objective of the Lower Merion Police Department to hire the best qualified candidate while striving to increase diversity within the ranks of the Department's sworn officers through an ethnic and gender composition that is proximately proportionate to the makeup of the Department's service area. By doing so, the Department will improve the credentials of the members of the Department and reduce citizen complaints.

#### **Strategies**

The Department will endeavor to achieve these objectives through the following strategies: Observe all Equal Employment Opportunity Standards.

Examine the recruiting efforts of other law enforcement agencies of similar size and demographic composition, and possibly utilizing methods which are found to be successful.

Expand recruiting outside of Montgomery County, to include the Tri-State Area. This will increase the potential number of viable candidates, including minorities.

Include female and minority officers in the recruiting effort, so that potential applicants will recognize the Department's commitment to a diverse work force.

Utilize photos in recruiting that depict officers from under-represented populations.

Groups will be identified for intensive recruiting through contact with church and community leaders in the areas that have a high minority population.

Job announcements and information will be provided to colleges, universities, and police academies throughout the state.

Information will be placed on the Department website and on law enforcement related websites.

#### **Evaluation of Progress**

The Department's recruiting plan will be evaluated annually for active recruitment years to determine whether progress has been made towards the Department's objectives. The evaluation should be accomplished by comparing the ethnic and gender make-up of the Department with the composition of the community. The strategies should also be reviewed and revised where necessary so as to ensure that the Department is utilizing the best possible methods to attract candidates.