



KINGSTON TOWNSHIP POLICE DEPARTMENT

180 East Center Street
Shavertown, PA 18708

General Order 1.5.1

Subject:

Selection and Hiring of Sworn Personnel

Date of Issue:

October 31, 2014

Rescinds:

1.9.1; 1.9.2; 1.9.3

Revision Dates:

12/20/2023

PLEAC References:

1.5.1

By Authority of:

Chief of Police: Martin Maransky

Signature:

I. Purpose

The Kingston Township Police Department's officer selection process is designed to ensure that the Police Department has an efficient, 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. Selection process will comply with the requirements of the Pennsylvania Municipal Police Officers' Education and Training Commission.

II. Policy

It is the policy of the Kingston Township Police Department to adhere to the guidelines of this general order.

III. Procedure

A. The Kingston Township Police Department's recruitment and selection procedures are designed to find and appoint the highest quality of individuals to serve the agency as Police Officers while adhering to the guidelines of applicable law; i.e.: (PLEAC 1.5.1a)

1. Equal Employment Opportunity Commission (EEOC).
2. Title VII- Civil Rights Act of 1964.
3. Age Discrimination Act of 1967.

4. Pennsylvania Human Relations Act, as amended.
5. Americans with Disabilities Act (ADA).
6. Kingston Township Commission

B. Advertisement

1. In order to reach all segments of the population, both locally and regionally, the Department may, at the agency's discretion, advertise in a publication of general circulation.
2. Additional advertising may be done at the agency's discretion to reach specific markets appealing to its recruitment needs and target populations.
3. Advertising may also be done through social media and community groups as well as websites such as, but not limited to, the Pennsylvania Chiefs of Police Association, etc.

C. Applications

1. Applications are designed to be non-discriminatory.
2. Applications will be made available in a manner designated by the Chief of Police.
3. Applications must be submitted with all required paperwork.

D. Position requirements

1. Applicants for the position of Kingston Township Police Officer must possess requisite skills, knowledge and abilities. (Appendix A - Police Officer Job Description)
2. Officers, at the time of their appointment, must be at least 20 years of age.
3. Must be of good moral character.
4. Must be physically able to perform the duties of the position of Kingston Township Police Officer.
5. Officers, at the time of their appointment, must be a resident of Pennsylvania.
6. Visual acuity acceptable for performing all functions and responsibilities of a Police Officer.

7. Officers must be M.P.O.E.T.C. certified prior to appointment.
8. Applicants must meet the requirements for Hairstyle, Tattoo/Replica/Ear Gauges, Plugs or Tunnels, Piercing, Ornamentation, Dental, Intentional Body Mutilation and Contact Lenses as stated in General Order 5.1.4 Personal Appearance.
 - a. A copy of General Order 5.1.4 will be included in the application for employment.

E. Written Test

1. A written test, if determined to be needed by the Commission, will be scheduled and administered after the closing of the application process.

F. Physical Agility Testing

1. A physical agility test, if determined to be needed by the Commission, will be scheduled and administered after the closing of the application process.

G. Interagency Cooperative Testing

1. Nothing in this general order shall preclude the participation of the Department in interagency cooperative written and/or physical agility testing provided any such agreement and process meets the minimum standards established under the order.

H. Oral Examination Review Board

1. Oral Examination Review Board to consist of, at a minimum, the Township Manager, the Chief of Police, and the members of the Commission.
2. Each candidate will be asked questions and be judged on the following, but not limited to, their responses, appearance, alertness, and judgment.
3. Each member of the Oral Examination Review Board will score each candidate separately. The candidate's oral examination score will be the average of the scores submitted by the Board's members.

I. Subsequent Oral Interviews

1. Based on total scoring, a minimum of three top candidates for each available position may be requested to return for second oral interviews with the Chief of Police and the Township Manager.

J. Background Investigation *(PLEAC 1.5.1b)*

1. An extensive background investigation will be conducted on each of the top candidates.
 - a. Candidates will be requested to complete and sign a release of information form.
 - b. Background investigations will include at a minimum:
 - 1) Verification of qualifying credentials.
 - 2) A review of any criminal or non-criminal record.
 - 3) Verification of at least three (3) personal references.
2. Backgrounds of all candidates will be conducted by the Chief of Police or designated members of the Kingston Township Police Department. Any officer requested to perform a background investigation will be trained in collecting the necessary information to complete the background investigation.
3. Background investigations completed on any candidate will be maintained for at least three (3) years.
 - a. Records shall be maintained in a secured file controlled by the Chief of Police.

K. Truth Verification

1. Upon conditional offer of employment, Kingston Township may require a truth verification analysis.

L. Offer of Employment

1. Successful applicants will be given a conditional offer of employment.
2. Police applicants will be given a conditional offer of employment dependent upon successful completion of a medical and psychological examination.
3. Upon successful fulfillment of any elements of the conditional offer of employment, the applicant shall be given a final offer of employment by the Kingston Township Manager.

M. Medical Examination *(PLEAC 1.5.1c)*

1. All candidates for a sworn position with the Kingston Township Police Department shall, prior to appointment, submit to a physical examination by a Pennsylvania-licensed physician, physician's assistant, or certified nurse practitioner.
 - a. Such examination shall certify the general health and physical condition of the candidate for law enforcement prior to employment.
 - b. A drug screen shall be conducted as a component of the medical examination.
2. Records of the medical examination will be kept in a secure file by the Chief of Police.

N. Psychological Examination *(PLEAC 1.5.1d)*

1. All candidates for a sworn position with the Kingston Township Police Department shall, prior to appointment, submit to a psychological examination.
 - a. Conducted by a Pennsylvania-licensed psychologist of the Township's choosing to determine the candidate's emotional stability.
2. Records of the psychological examination shall be kept in a secure file by the Chief of Police.

O. Appointing Authority

1. The Kingston Township Manager has final authority for appointing police officers to the Department.