

Mechanicsburg Police Department

Policy and Procedure

11.02: Recruitment

I. Policy Statements

A. All positions will be ran in a local newspaper and posted at various colleges with academies.

All applications will be kept on file for one year.

B. Yearly reviews of the hiring and recruitment police will be performed.

C. There will be yearly training conducted for the administrator of recruitment and on the hiring process.

II. Qualifications and Disqualifications

Qualifications

1. Must have a high school diploma or G.E.D.
2. Must be at least 20 years old to apply.
3. Must possess a valid driver's license.
4. Must be a U.S. citizen (permanent residency is not accepted).

Automatic Disqualifiers

1. Tried or purchased marijuana in the past 12 months.
2. Tried or purchased any other illegal drug(s) in the last 3 years (*EXCEPT Marijuana*).
3. Been convicted while operating a motor vehicle (OVI, DUI, or OMVI) while under the influence of alcohol or drugs within the last five (5) years.
4. As an adult 18 or older:
 - a. Verified, admitted or convicted of domestic violence within the last ten (10) years.
 - b. Intentional violation of any protection order or temporary restraining order within seven (7) years.

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- c. Non-compliance with court ordered child support, alimony or other financial responsibility within the preceding five (5) years.
 - d. Received four (4) or more moving violations in the past three (3) years (*Excluding parking tickets or seat belt violations*).
5. Sworn personnel shall have no visible piercing (other than ears) or tattoos on head, neck or hands.

III. Procedures

A. Application and Testing

The first step in the selection process is to file an application. If your application is approved, the Captain will notify the candidate of the selection process.

1. The phases of the examination are:

- a. Phase I — Multiple Choice - this portion of the exam covers spelling, vocabulary, reading comprehension and map reading.
- b. Phase II — Writing Sample - this portion of the exam is designed to test your oral comprehension and writing skills, as well as your knowledge of correct language usage such as spelling, grammar, punctuation and capitalization.
- c. Phase III — Mechanicsburg Oral Police Exam (MOPE) - this portion of the exam is scenario based and is designed to assess a candidate's problem solving capabilities.
- d. Phase IV — Entry Level Physical Fitness Test - this portion of the exam determines your physical readiness to perform the job of a police officer. It consists of a 300 meter run, 1 minute sit-up test and a maximum push-up test. Performance is based on age and gender.

2. Physical Test Standards

- a. Age < 29 30-39 40-49 50+

(1) 300 Meter Run—number of seconds not to exceed to pass

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Male	62	63	74	88
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Female	70	81	95	106
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(2) Sit-ups—number of repetitions needed within one minute to pass

Male	32	29	25	21
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Female	28	22	18	14
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(3) Push-ups—number of consecutive repetitions needed to pass

Male	26	22	17	12
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Female	14	11	9	9
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Note: Phases I, II, and IV are administered on a pass / fail basis only. Candidates who pass all four phases of the exam will move to the next phase of the process.

IV. Selection Process

A. Collection of Background Information

Who Are You?

Beginning with the highest scoring candidate, a Personal History Questionnaire will be provided by the Mechanicsburg Police Department Background Investigation Unit. Applicants will then be required to appear for a pre-interview with a background investigator, where fingerprints and pictures to include exposed tattoos will be taken; waivers will be completed to assist in an extensive background investigation.

B. Background Investigation

Your background investigator will conduct a thorough check of your employment history, criminal record, and references. Investigators will conduct an interview, which usually lasts two to three hours.

C. Captain's Review

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The Captain will review your entire package to make sure there are no violations of the background removal standards for the Mechanicsburg Police Department.

D. Oral Review Board Interview

Information is compiled concerning your background results. This information is sent to the Oral Review Board, which consists of three veteran officers. You will be required to interview with this board and questions will be asked regarding your background investigation.

E. Conditional Letter of Appointment

Oral Review Board recommendations and background investigations will be reviewed by the Police Administration Captain. Summaries of each candidate will be forwarded to the Village of Mechanicsburg's Police Chief. The Chief will decide if you will be sent a conditional letter of appointment.

F. Medical & Background- For Full Time Positions

This step involves additional background investigation including completion of a supplemental questionnaire on drug usage. This step also includes a rigorous medical examination designed to evaluate your fitness. You will be given a cardiovascular stress test. The vision requirements state that your vision must be correctable to 20/20 BINOCULAR and no more than 20/125 uncorrected in each eye (most laser surgery correction are now acceptable). You must also have moderate color discrimination ability. The medical exam, including vision, physical, must be passed before a Final Offer of Employment is given.

G. Begin F.T.O.

The Auxiliary, Part time or Full time officer will now begin F.T.O. The first phase will be a processing phase where the newly sworn in officer will receive all of his paperwork to be completed. The officer should receive everything he needs to function as a peace officer at this point. The officer will read the Policy handbook of The Mechanicsburg Police Department

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and The Village Employee handbook. Phase two will take place with the Chief of Police. The Chief will go through the FTO handbook with the new Officer and any questions the new officer will be answered. Phase three will be with the Sergeant of the FTO program. The Sgt. will work with the officer and do everything he can do to train him so he can function as a peace officer on their own. If there is additional training needed the Sgt. Can extend the FTO, once the FTO has completed his training and the Sgt. Signs off on the new officer they will then be on a 6 month probation period.

V. Background Removal Standards

Applicants will be removed from the eligibility list for any of the following reasons:

1. Failure to disclose or acknowledge the use or purchase of any illegal drug(s), and at a subsequent stage in the process, admitting to the use of an illegal drug as an adult.
2. Providing substantially inconsistent responses regarding illegal drug(s) or alcohol used or purchased by the applicant as an adult.
3. Failure to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, as an adult, relative to, and governed by any of the Background Removal Standards.
4. Failure or refusal to answer or respond to oral or written questions during any phase of the selection process.
5. Use or attempted use of political influence to secure employment.

Note: For purposes of this standard, and Background Removal Standard H., the "use" of drugs occurs when an applicant smokes, puffs, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug, including but not limited to, marijuana, cocaine, anabolic steroids, or chemical inhalants.

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6. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws.
7. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
8. Intentional violation of any protective or temporary restraining order as determined by a court of law within seven (7) years.
9. Verified or admitted sexual abuse as adult of one's spouse, ex-spouse, child, stepchild, and parent or other relative or person with whom one lived or has an intimate relationship.
10. Verified or admitted physical abuse as an adult within the last ten (10) years or sexual abuse of one's spouse, ex-spouse, child, stepchild, parent or other relative or person with whom one lived or has an intimate relationship.
11. Three (3) or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
12. Post-probationary termination from any criminal justice occupation