

## **CADET HIRING POLICY**

### **Sec. 1. Minimum Employment Standards for Cadet.**

No person shall be employed as a cadet in the police department unless he/she meets the following minimum employment standards:

- (a) Must be able to lawfully work in the United States during any time employed by the township.
- (b) Must be at least eighteen (18) years old.
- (c) Education Requirements: Graduation from high school or the equivalent. "Equivalent" is defined as having attained a passing score on the General Education Development test, indicating high school graduation level.
- (d) Fingerprinting of applicants with a search of local, state and national fingerprint files to disclose any criminal record.
- (e) The applicant must not have been convicted of a felony offense.
- (f) Shall possess a good moral character as determined by the Chief of Police from a favorable report based on a comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to any and all violations, including traffic and criminal law convictions, as indicating a lack of good character. Each applicant shall possess a good driving record, indicating a respect for traffic laws and good driving habits and the record must be deemed acceptable for the police department by the Chief of Police.
- (g) Possess a valid state motor vehicle operator's or chauffeur's license.
- (h) The applicant must successfully pass a written examination administered by the Township's HR Department.
- (i) The applicant must successfully pass the oral examination described in Section 3 to determine the applicant's acceptability, and to assess appearance, background, and ability to communicate.
- (j) Acceptable physical, emotional and mental fitness as established by a licensed physician following examination to determine the applicant is free from any physical, emotional or mental condition which might adversely affect his performance of duty as a cadet.
- (k) The applicant shall possess normal hearing and normal color vision, and he/she shall be free from any impediments of the senses, and he/she must possess normal visual functions and visual acuity in each eye, correctable to 20/20, and the applicant must be physically sound, well developed physically, with height and weight in relation to each other as indicated by accepted medical standards, and the applicant must be in

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possession of his/her extremities, and he/she shall be free from any physical defects, chronic diseases, organic diseases, organic or functional conditions, or mental instabilities, which may tend to impair efficient performance of duty, which might endanger the lives of others or himself/herself, if he/she lacks these qualifications.

- (l) Residency requirements: Unless otherwise provided by law, as a condition of new or continued employment, employees shall reside within twenty-five (25) miles of the nearest boundary of the Township.
- (m) Those selected for hire must be enrolled in a Police Administration or Criminal Justice program at an accredited institution.

### **Sec. 2. Periodic Acceptance of Employment Applications.**

- (a) Applications for cadet may be accepted by Human Resources at any time. From time to time, at the discretion of the Chief of the Police, deadlines for applications for the next testing period may be set. At such time, due notice of such fact shall be published in a newspaper of general circulation in the Township setting the deadline for applications for the upcoming test at no less than 15 calendar days after the publication of the advertisement.
- (b) The written examination shall be administered to applicants within thirty (30) days of the application deadline. Applicants for positions in the police department shall submit their full names, changes of names if any, residences and post office addresses, citizenship, previous employment, education, and any such other information as a may reasonably be required by the HR Director.

### **Sec. 3. Employment Application Procedure.**

- (a) *Compliance with minimum employment standard.:* All applicants for positions in the police department must meet the minimum employment standards set forth in section 1. The Chief of Police and HR Director will prescribe the manner in which all applicants are to demonstrate compliance with the minimum employment standards.
- (b) *Initial written examination; preliminary eligible list.* All applicants for positions in the police department who have met the requirement of subsections 1 (a through m) shall be subject to be required to successfully complete a written examination administered by the HR Department. The selection of the written examination shall be determined by the HR Director in consultation with the Chief of Police. Such examination shall be public, competitive and free to all persons qualified. Applicants shall be graded on a scale of one hundred (100%) percent for each test section, with a score of eighty (80%) percent considered to be a passing score. Any applicant who passes may be considered for inclusion on the preliminary eligible list. Those eligible applicants shall be entered upon a preliminary eligible list in order of their average percentage on the written

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examination. The written score shall constitute fifty (50%) percent of the overall rank of the applicant.

- (c) *Oral examination.* The oral board for this qualification list shall consist of the Deputy Police Chief, and either the Administrative Lieutenant or the Administrative Sergeant in charge of the Cadet Program, to be chosen by the Police Chief and the HR Director of the Township. All applicants for positions in the police department who have been included on the preliminary eligible list, pursuant to subsections (a) and (b) above, shall be subject to and shall successfully complete an oral examination provided by the oral board. A score of eighty (80%) percent of complete proficiency shall be considered a passing score for the examination. The questions developed for the oral examination shall be compiled by or at the direction of the Chief of Police and the oral board. Such questions will be reviewed by the HR Director to assure they do not discriminate against anyone due to race, sex, religion, national origin, color, creed, ethnicity or any other criteria prohibited by law. Results and scoring sheets of the oral examination shall be retained and stored as public records by the HR Director at the completion of the oral examination for a period of two (2) years. The oral exam shall be scored at fifty (50%) percent.
- (d) *Preliminary eligible list.* A preliminary list of eligible applicants will be compiled by the HR Department and will consist of those applicants who have successfully met the requirements of subsections (a) through (c). All preliminary list applicants, whose combined average percentage score on the written and oral examinations equals or exceeds the passing score, shall have their names entered on the preliminary eligible list in the order of their combined average percentage from the written and oral examinations. Whenever two (2) or more eligible applicants have the same combined average percentage, priority in time of filing of applicants shall determine their respective standing. Each applicant shall be notified of his/her standing on the list by the HR Director, by mail, within fifteen (15) days from the date of the compilation of the preliminary list of eligible applicants. All eligible lists shall be public record in the offices of the HR Department.
- (e) *Applicants on preliminary list must continue eligibility.* Each applicant on the preliminary eligible list must continue to satisfy and meet the provisions and requirements of section (1). Failure of an applicant to meet such standards and requirements will result in the removal of the applicant's name from the eligible list.
- (f) *Physical fitness examination prior to employment.* All applicants for positions in the police department, who have been included on the preliminary eligible list, pursuant to all of the above requirements and who receive a contingent offer of employment, shall pass the Township's pre-employment drug screening test and must demonstrate an acceptable level of physical fitness, as established by a Township appointed licensed physician. A declaration of the applicant's medical history shall be available to the examining physician and shall be subject to background investigation. The results of such exams shall be filed with the HR Department prior to the applicant's start of employment.

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### **Sec. 4. Vacancies Filled from Eligible Applicant List; Effective Period of List.**

- (a) *Vacancies.* The Chief of Police shall fill vacancies in the police department by appointment of an applicant on the preliminary eligible list. Offers of employment shall be made by the HR Department in accordance with the provisions of this policy.
- (b) *New Hires.* The Chief of Police shall make a contingent offer of employment, subject to the employee's successful completion of Section 3, (a) through (f) to any of the applicants, on the preliminary eligible list, who received one of the highest eight (8) combined percentages of the written and oral exams. An eligible applicant list shall be effective for a period of six (6) months following the date of its compilation. The Chief of Police may extend the effective period for up to an additional six (6) months.

### **Sec. 5. General.**

- (a) Amendments to this policy must be presented to the Board of Trustees and may be adopted, as modified, at a successive meeting.
- (b) The current hiring policies shall be posted on the Township's website.