



PETERS TOWNSHIP

Permanent Part-time Police Officer
April 10, 2026

The following procedure will be followed for the hiring of a Permanent Part-time Police Officer in the Peters Township Police Department. The hiring process is as follows:

1. The position will be advertised in:
 - a. Police One
 - b. SPIN
 - c. Retired Troopers Association
 - d. Pennsylvania Chiefs of Police Association
 - e. ZipRecruiter
 - f. Indeed
2. The deadline for applications will be Friday, May 8th, 2026 at 4:30 PM.
3. The applicants will complete a Peters Township Employment Application which will contain the following supplemental information:
 - a. Resume listing all training and certifications achieved
4. The employment applications will be reviewed to determine eligibility. Application will be eliminated if:
 - a. The application is received after the advertised deadline
 - b. The application is deemed to be materially incomplete
 - c. The application indicates that the applicant fails to possess required skill and abilities and required qualifications
5. Qualified Candidates will receive an offer by email to participate in the written test. The initial testing process for Police Officer Candidates will include three elements:
 - a. Those applicants who pass, or are not required to take, the physical agility/skills test shall take a written examination. A passing score for the written test shall be 75%.
 - The written examination is scheduled for Wednesday, May 13th, 2026.
 - b. If required, a physical agility/skills test will be administered to all individuals whose applications have been accepted. This will be graded on a pass/fail basis.
6. Based upon a review of the job applications and the results of the assessment examination, the Township will determine the top six (6) candidates. Ranking will be calculated based upon weighted scores as follows:
 - a. Employment Application: 70%
 - b. Written Examination: 30%
7. The six (6) candidates will be interviewed by the Township Manager or his designee, Police Chief, Captain, and Human Resources Manager. The interview will consist of questions designed to assess the individual's

technical skills, ethics, understanding of the position, and communication abilities.

8. Upon calculation of the total scores for the process the Township will identify the top three (3) candidates. The top three (3) candidates will all be considered qualified for the Part-Time Police Officer's position. Ranking will be calculated based upon weighted scores as follows:
 - a. Initial Test Score: 35%
 - e. Oral Interview: 65%
9. After the completion of the oral interviews, the qualified candidates will be subject to a background investigation for the purpose of verifying each applicant's qualifications as stated in his application and to determine whether any independent reasons exist that would preclude the candidate from consideration for appointment. As part of the background investigation, all qualified candidates will submit to a polygraph examination. Disqualification of a candidate on the basis of the background investigation shall occur only where the Township Manager determines that such disqualification is consistent with the federal and state law.
10. After the completion of the oral interviews, the qualified candidates must submit a Pennsylvania Department of Motor Vehicle Request for Driver Information Form DL-503. More than two (2) moving violations or two (2) accidents in the past twelve (12) months can constitute sufficient reason not to hire.
11. If one or more of the pool of qualified candidates is disqualified on the basis of the background investigation, an equal number of the remaining two (2) candidates shall be subjected to a background investigation in an effort to ensure that the pool of qualified candidates shall be two more than the number of positions to be hired. In the event there are fewer than three (3) candidates who are eligible for further consideration, the process will continue with the number of candidates who remain.
12. At the completion of the oral interviews and background investigations, those candidates not selected for an interview will be notified that they are no longer under consideration.
13. Once the list of qualified candidates is established each will be asked to complete a form indicating their veteran preference status. Those qualified applicants asserting a veteran preference shall be asked to provide within 7 days Form DD-214, Certificate of Release or Discharge from Active Duty. Any qualified candidate who is eligible for veterans' preference pursuant to the Veterans' Preference Act, 51 Pa. C.S § 7101 et seq., and has submitted appropriate documentation shall be selected over a qualified nonveteran for positions which require the Township to give preference to veterans.
14. If none of the final three (3) candidates are veterans, the Township Manager shall consider the qualifications of the three (3) candidates who successfully completed the background investigation and review the written summary of the oral interview and select the best qualified candidate for employment.
15. The candidates who are selected will receive conditional offers of employment contingent upon the candidates successfully completing the medical and/or psychological examination. The medical experts performing the examination will make their determination based upon a review of the written job description and essential functions of the job for which the applicant received the offer of employment.
16. Qualified candidates not hired may for up to one year from the date of being determined qualified to be hired without need for additional evaluation or testing. Candidates will however be subject to an updated background check including a check of motor vehicle violations.