



City of Coatesville Police Department

*One City Hall Place
Coatesville, PA 19320
www.coatesville.org*

*William H. Matthews
Chief of Police*

Application and Qualification Requirements

Coatesville Police Officer

The Police Officer Job description outlines the required and preferred applicant pre-training skills, knowledge and abilities (SKA) including certifications and vocational licenses.

All applicants for the Coatesville Police Officer position must:

- Be at least 21 years of age at the time of application
- Provide proof of Citizenship
- Have a valid Pennsylvania driver license prior to job offer
- Have a High School diploma or GED
- Have a Social Security Card

The following are qualification steps that applicants applying for the Coatesville Police Officer position must successfully complete:

1. An employment application
2. A criminal records check/background consent form
3. A Civil Service (or Accelerated Examination designed for certified police applicants)
4. And successfully pass a physical agility requirements prior to a conditional employment offer

Once an applicant has received and accepted a conditional offer of employment, the Police Department candidates must pass a physical examination and submit to psychological tests. The Department will then initiate an intensive background investigation that the applicant must pass before he/she can join the force. The investigation includes a test for illegal drugs; credit and records checks; and extensive interviews with former and current colleagues, neighbors, friends,

police and civilian panel, etc. There are also certain employment requirements that all candidates must meet in order to be eligible for consideration for employment with the Coatesville Police Department. Before applying, applicants should make sure that the Police Officer Employment Disqualifiers do not apply to them.

There are specific elements that will automatically disqualify job candidates for employment as a Coatesville Police. The disqualifiers are:

- Conviction of a felony or domestic violence
- Use of illegal drugs in violation of the Coatesville Police Department drug policy
- Failure of the CCPD administered urinalysis drug test
- Dismissal from a federal, state, or local police department or criminal justice agency for cause

If an applicant is disqualified by any of the above tests, the individual is not eligible for employment as a Coatesville police Officer. All of these disqualifiers are extensively researched during the background process. Applicants must make sure they can meet employment requirements and pass all disqualifiers before you apply for the Coatesville Police Officer position or accepting a conditional employment offer.

The Drug Policy

The Coatesville Police Department is firmly committed to a drug-free society and work place. Therefore, the unlawful use of drugs by Department employees is not tolerated. Applicants for employment as a Police Officer who currently use illegal drugs will be found unsuitable for employment. The Coatesville Police Department does not condone any prior unlawful drug use by applicants. We realize, however, some otherwise qualified applicants may have used drugs at some point in their pasts. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment as a Coatesville Police Officer, balancing the needs of the Department to maintain a drug-free workplace and the public integrity necessary to accomplish our law enforcement and crime prevention mission. Applicants who do not meet the listed criteria should not apply for the Police Officer position.

Criteria

Under the Coatesville Police Department Employment Drug Policy, an applicants will be found unsuitable for employment if they:

- Have used any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana, within the past ten years, or engaged in more than minimal experimentation in their

lifetime. In making the determination about an applicant's suitability for employment, all relevant facts, including the frequency of use, will be evaluated.

Have used marijuana/cannabis within the past three years, or have extensively used marijuana/cannabis or over a substantial period of time. In making the determination about an applicant's suitability for employment, all relevant facts, including the recent and frequent use of the substance will be evaluated.

An applicant can easily determine whether he/she meets the Department's illegal drug policy by answering the following questions:

1. Have you used marijuana at all within the last three years?
2. Have you used (more than minimal experimentation) any other illegal drug in your lifetime?
3. Have you used any other illegal drug at all in the past 10 years?
4. Have you ever sold any illegal drug for profit?
5. Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position that involves public trust?

If an applicant answers yes to any of these questions, the individual is not eligible for employment as a City of Coatesville Police Officer

The City of Coatesville is an Equal Employment Opportunity Employer