


<b>HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL</b>		
<b>Issue Date</b> February 2021	<b>Review Date</b> February 2022	<b>Directive Number</b> <b>4.9.1</b>
<b>Accreditation Index:</b> 1.5.2; 1.5.3; 1.10.3; 1.10.5; 4.9.1		<b>Rescinds:</b> Directive 4.9.1 of November 2019
<b>Chapter:</b> Four – Pennsylvania Legal Mandates		<b>Section:</b> Nine – Pennsylvania Legal Mandates
<b>Chief of Police:</b> <i>John F. Viola</i>		

**SUBJECT: MUNICIPAL POLICE OFFICERS’ EDUCATION AND TRAINING  
COMMISSION CERTIFICATION**

**I. PURPOSE**

The Municipal Police Officers’ Education and Training Law, Act 120 of 1974, requires municipal police officers to have a current certification prior to enforcing the Pennsylvania Crimes Code and carrying a firearm. This Certification Card is evidence that the holder is certified in compliance with the Act and can be displayed as that proof when necessary in the performance of the officers’ duties.

**II. POLICY**

Any police officer hired by this Department shall have or will be required to successfully complete the Municipal Police Officers’ Education and Training Commission basic officer training academy prior to performing any official police duties. Through this Department does not currently employ part-time police officers, in the event that part-time police officers are employed by this Department this MPOETC requirement shall also apply to these officers. A Municipal Police Officers’ Education and Training Commission Certification Card, Form SP8-506, shall be issued to all certified police officers by the Municipal Police Officers’ Education and Training Commission (MPOETC) for each Department in which the officer works.  
(PLEAC 1.5.2, 1.10.3)

### III. PROCEDURES

#### A. QUALIFICATIONS FOR CERTIFICATION

1. Any person hired as a sworn police officer by this Department shall be required to meet the following minimum standards for employment:
  - a) Shall have successfully completed a minimum education standard of a high school diploma.
  - b) Shall be required to pass a physical agility test as outlined in the minimum employment requirements issued to each applicant.
  - c) Shall be certified by, or shall successfully complete mandatory certification standards established by the Pennsylvania Municipal Police Officer's Education and Training Commission basic training requirements from a Pennsylvania Municipal Police Officer's Education and Training Commission approved police academy.

(PLEAC 4.9.1 a, b)

#### B. CERTIFICATION PERIOD

1. Certification Cards shall be valid for a period of two (2) years and shall expire on June 30 of odd numbered years except in the following circumstances:
  - a) **Newly Certified Officers** – The expiration date shall coincide with the next biennial renewal date.
  - b) **MPOETC Extensions** – The MPOETC may extend the renewal date for certification in the event of MPOETC administrative necessity.
  - c) **Revoked Certification** – A certification revoked by the MPOETC is invalid on the date of the revocation.

#### C. CARRY AND DISPLAY OF CERTIFICATION CARD

1. The MPOETC Certification Card shall be the only official document to evidence certification.
  - a) MPOETC does not require a police officer to carry the Certification Card at all times. However, officers must display the Certification Card to instructional personnel when attending MPOETC funded training programs.
  - b) Officers should have the Certification Card in his/her possession when attending hearings, court attendance or any other function where it may be necessary to prove the officer is certified.
  - c) The display of the Certification Card for other than official purposes is prohibited.

**D. SAFEKEEPING, SURRENDER AND UNAUTHORIZED DUPLICATION AND/OR USE OF THE CERTIFICATION CARD**

1. **Safekeeping** – The safekeeping of the Certification Card is the responsibility of the officer to whom it is issued.
2. **Surrendering the Card** – The Certification Card must be surrendered to the Chief of Police when:
  - a) MPOETC has revoked the officers' certification.
  - b) The officer's employment with the Department ends.
    - (1) A Certification Card surrendered due to revocation or end of employment shall be cut in-half and returned to the Commission with a completed Change of Status Form, SP8-502, by the Chief of Police.
3. **Unauthorized Duplication and/or Use** – Unauthorized duplication and/or use of a Certification Card by any person is prohibited.

**E. CERTIFICATION CARD INFORMATION**

1. Information on the front of the Card
  - a) MPOETC name in the center portion of the card
  - b) Photograph of the officer on the left side of the card.
  - c) The MPOETC seal in the upper right side of the card.
  - d) The officers' social security number is the Certification Number
  - e) Issue date of the Card with year, month, and day listed in this sequence.
  - f) date of the Card with the year, month, day of expiration listed in this sequence.
  - g) Name of the officer
  - h) Name of the employing Department.

**F. LOST OR DAMAGED CERTIFICATION CARD**

1. In the event that a Certification Card is lost or damaged to the extent that it is rendered unfit for use, the officer shall immediately report this to the Chief of Police through the Chain of Command.
  - a) The Chief of Police must submit information to the MPOETC on a form provided by the Commission requesting a replacement card. A Certification Card shall not be considered damaged if it is discolored or frayed through normal use or wear.

- b) Replaced damaged Cards, upon receipt of a new card, shall be cut in-half and returned to the Commission.
- c) Whenever the Certification Card is lost and has been replaced, and the lost card is subsequently found, it shall be given to the Chief of Police who shall cut it in-half and return the cut portions to the Commission.

**G. MANDATED ANNUAL MPOETC TRAINING**

- 1. Officers must successfully complete mandated annual training as prescribed by the Commission to retain their Certification Cards. Officers failing to successfully complete this mandated training will not be recertified as police officers and must surrender their Certification Cards to the Chief of Police. Officers shall not become recertified by the Commission until they have successfully completed the mandated training.
  - a) This requirement shall also apply to all part-time police officers employed by this Department in the event that part-time officers become employed by the Department.

**(PLEAC 1.5.3, 1.10.5)**

- 2. Officers not attending the mandatory annual MPOETC training as scheduled by the Department shall be required to attend any scheduled mandatory annual MPOETC training make up sessions scheduled by the Special Operations Unit supervisor or designee. Failure to attend these scheduled training sessions may result in decertification by MPOETC. Officers not attending this make up session without a valid reason for not attending may be subject to disciplinary action.
- 3. The scheduling and attending of any subsequent make up MPOETC training sessions; other than as outlined in Section G, subsection 2 of this Directive, shall be the responsibility of the officer needing this training. The officer shall be required to make his/her own arrangements for this training and shall not be compensated by the department for attendance at this training occurring on the officer's off duty time.

**BY ORDER OF THE CHIEF OF POLICE**