

UPPER PERK POLICE DEPARTMENT

POLICE OFFICER

DISCLAIMER

While the Borough of Pennsburg is unaware of any defect in the Application Packet as presented on the Borough website, use of the website's Application Packet is provided only as a convenience to a potential applicant. Any risk of error related to the electronic provision, download or print out of any application materials from the website is solely borne by the applicant, not the Borough of Pennsburg. Hard copies of the Application Packet are available at Upper Perk Police Department, 88 W. 6th Street, Pennsburg, Pa, 18073, during normal business hours, Monday to Friday from 8:30am to 1:30pm.



Employment Application

Upper Perk Police Officer

BOROUGH STAFF ONLY:

Date: _____

Time: _____

Initials: _____

Pennsburg Borough is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

INSTRUCTIONS

Pennsburg Borough thanks you for your interest in becoming a Police Officer with the Upper Perk Police Department. This application must be pre-filled on your computer, typewritten, or clearly printed in blue or black ink. The completeness, readability, and your ability to follow all instructions are weighed in determining your eligibility for hire. Applications which are not legible, not complete, or fail to include all required information may not be considered. If the space provided is not sufficient for complete answers, attach a separate letter-sized sheet to this application and number answers to correspond with each question. If a question is not applicable, so state with N/A. You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Ensure that all information provided is absolutely accurate.

In order to complete the initial application process, you must:

- A. Read this instruction form and sign below.
- B. Read and fill out the sections entitled *Part I: Procedural Notification, Release and Contact Information form (Page 2)*, *Part II: General Qualifications for Entry Level Applicants to the Upper Perk Police Department (Pages 3-6)*, *Part III: Age Requirements (Page 6)*, *Part IV: Essential Job Functions and Personal Characteristics Required of an Applicant for the Position of Upper Perk Police Officer (Pages 6-8)*, and *Certification, Authorization and Agreement (Page 9)*. Take care to sign and answer questions where prompted.
- C. Drop off all nine completed pages of this employment application and \$25.00 application fee at the Upper Perk Police Department (88 W. 6th Street, Pennsburg PA, 18073)
- D. Submit this application during normal business hours, Monday to Friday from 8:30am to 1:30pm with a \$25.00 application fee (check or money order) made payable to the Upper Perk Police Department. The application packed may be mailed to the Upper Perk Police Department but must include the application fee and be post marked by the application deadline.

By signing below, I am indicating I have carefully reviewed the above instructions.

In addition, I hereby authorize investigation of all statements and answers to questions contained in this application and I affirm that there are no deliberate misrepresentations, omissions of facts or falsifications therein. I fully understand that such misrepresentations, omissions or false statements will cause rejection of this application, or dismissal if hired.

Print name

Signature

Date

PART I: PROCEDURAL NOTIFICATION, RELEASE AND CONTACT INFORMATION

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event he or she is being given further consideration for the position of Police Officer with the Borough of Pennsburg. Pennsburg is a progressive community which focuses on technology and as such, the primary form of communication with potential candidates will be via e-mail. By signing below, you are indicating that you are accepting email as a conventional and legally acceptable form of notice and waiving any legal challenge to notice via email.

If conventional methods fail in attempting to contact the applicant, a certified or registered letter will be sent to the address provided by the applicant as set forth on the application. Should the certified or registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will then be eliminated from further processing and consideration.

It is solely the applicant's responsibility to notify the Borough of Pennsburg in writing, of any email or physical address change and to follow up with the Borough to assure that the change of address has been duly noted by the Borough. By affixing his or her signature to this form the applicant acknowledges that he or she has read and fully understands the contents hereof and confirms his or her obligation to meet all procedural requirements including but not limited to providing continuing valid and up-to-date email, postal and telephone contact information throughout this process.

APPLICANT CONTACT INFORMATION

Name _____

E-mail Address _____

Mailing Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

Signature

Date

PART II: GENERAL QUALIFICATIONS
FOR ENTRY LEVEL APPLICANTS TO THE
UPPER PERK POLICE DEPARTMENT

- A. Be a citizen of the United States of America. In the case of a naturalized citizen, evidence of naturalization satisfactory to the commission shall be provided by the applicant at the time of application.
- B. Must have reached their twenty first (21st) birthday before the deadline for submitting completed applications.
- C. Possess a motor vehicle operator's license valid in the Commonwealth of Pennsylvania, which license shall not be suspended or revoked at the time of filing the application.
- D. Be of good moral character and be physically and mentally fit to perform the duties of a police officer.
- E. Not have been convicted of any state or federal offense that is classified as a misdemeanor or a felony.
- F. Be able to perform the Essential Job Functions and Personal Characteristics required .
- G. Have completed a course of study at a police academy certified by the MPOETC and be able to meet the standards of the MPOETC as required by Act 120, or equivalent training from another jurisdiction sufficient to qualify for a waiver of training under the standards of the MPOETC. In the event an applicant receives a partial waiver of MPOETC requirements, applicant will complete necessary courses to receive full MPOETC accreditation prior to employment.

PLEASE ANSWER THE QUESTIONS BELOW TO CONFIRM YOU MEET THE GENERAL QUALIFICATIONS:

- 1. Are you a citizen of the United States of America?
 Yes No

- 2. Have you completed a course of study at a police academy certified by the Municipal Police Officer's Education and Training Commission (MPOETC) of Pennsylvania and are you able to meet the standards of the MPOETC as required by Act 120? Or do you have equivalent training from another jurisdiction sufficient to qualify for a waiver of training under the standards of the MPOETC?
 Have completed Act 120 training Currently enrolled in ACT 120 training
 Qualify for waiver of Act 120 training No training

If you have completed or are enrolled in an Act 120 course, or if you qualify for a waiver, where did you receive your training? _____

What is the date that you completed this training? _____

(In the event an applicant receives a partial waiver of MPOETC requirements, the applicant will need to complete whatever courses are necessary to receive full MPOETC accreditation prior to employment.)

3. Do you possess a diploma from an accredited high school or a graduate equivalency diploma?

Yes No

4. Do you have any credits from an accredited college?(Any credits awarded from MPOETC are applicable.)

Yes No

If yes, specify where and when such credits were received:

Name of School Attended	From	To	Did you Graduate?	Major /Degree	Credits Earned
<i>High School</i>					
<i>College/University</i>					
<i>Business or Trade School</i>					
<i>Other</i>					

5. Have you completed active duty military experience with an Honorable Discharge and/or are you eligible for Honorable Discharge if still engaged in military service at this time?
 Yes No

If yes, please provide specifics. If any of this military experience was in the reserves, please provide the dates of your active duty service:

6. Do you have experience as a certified Law Enforcement Officer?
 Yes No

If yes, please specify where and when such employment experience was received:

From	To	Employer Name and Address	Position(s)	Reason for Leaving

7. Do you possess a motor vehicle operator's license valid in the Commonwealth of Pennsylvania (out-of-state licenses are considered valid in Pennsylvania), which license shall not be suspended or revoked at the time of filing the application?
 Yes No

Driver's License (State & No.): _____

8. Have you ever been convicted of any state or federal offense that is classified as a misdemeanor or a felony? (Felonies or misdemeanors are criminal violations of a more serious nature than a matter that could be handled by the issuance of a ticket such as a summary offense.)

Yes No

If yes, give specifics:

PART III: AGE AND RESIDENCY REQUIREMENTS

Each applicant must have reached his 21st birthday before the deadline for submitting completed applications.

PLEASE ANSWER THE QUESTIONS BELOW TO CONFIRM YOU MEET THE AGE REQUIREMENTS:

Are you 21 years of age or older?

Yes No

PART IV: ESSENTIAL JOB FUNCTIONS AND PERSONAL CHARACTERISTICS REQUIRED OF APPLICANT FOR THE POSITION OF UPPER PERK POLICE OFFICER

- A. The following are considered essential job functions and personal characteristics required of an applicant for the position of police officer:
- (1) Effect an arrest, forcibly if necessary, using handcuffs and other restraints, subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
 - (2) Prepare investigative reports, including sketches, using appropriate grammar, symbols and mathematical computations in a clear and concise manner.
 - (3) Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
 - (4) Operate a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in

- unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow for long periods of time.
- (5) Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
 - (6) Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants, including communicating with individuals suffering from trauma.
 - (7) Withstand frequent exposure to stress-producing situations, such as encountering persons injured or killed by accidents, crimes or suicide.
 - (8) Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting a law enforcement patrol vehicle; lifting, carrying and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; pushing motor vehicles; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven narrow surfaces and using body force to gain entrance through barriers.
 - (9) Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
 - (10) Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
 - (11) Conduct visual and audio surveillance for extended periods of time.
 - (12) Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure and withstanding prolonged exposure (as long as eight hours) to extreme weather conditions.
 - (13) Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
 - (14) Demonstrate communication skills in court and other formal settings.
 - (15) Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
 - (16) Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment, including domestic disputes, when dealing with verbal and physical abuse of the officer, including taunts, insults and threats to the officer, family members or fellow officers.
 - (17) Perform rescue functions at accidents, emergencies and disasters, to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
 - (18) Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
 - (19) Put on and operate a gas mask in situations where chemical munitions are being deployed.
 - (20) Extinguish small fires by using extinguishers and other appropriate means.
 - (21) Read and comprehend legal and nonlegal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
 - (22) Process arrested suspects, to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

- B. The successful applicant must be able to perform all essential job functions of an inexperienced police officer, unassisted and at a pace and level of performance

consistent with the actual job performance requirements. This requires a high level of physical agility to include vision, hearing, speaking, flexibility and strength.

- C. Since police officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption or unlawful monetary gain, it is a business necessity that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill and integrity.
- D. Police officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment or these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers and the public are at a substantial disadvantage in the hiring process.

By signing below, I am indicating that I have carefully reviewed the above **Essential Job Functions and Personal Characteristics Required of Applicant for the Position of Upper Perk Police Officer** and believe I meet the requirements set forth therein.

Print name

Signature

Date

CERTIFICATION, AUTHORIZATION AND AGREEMENT

"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsification, emissions, or concealment of material fact. I authorize the Upper Perk Police Department to investigate the truth or this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information the Upper Perk Police may solicit from it or them. I further authorize the Upper Perk Police to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, the Upper Perk Police will so advise me."

"I hereby release all law enforcement agencies, current and former employers, educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by the Upper Perk Police. "

"I understand and agree that acceptance of this employment application by the Upper Perk Police does not constitute any promise, expressed or implied, that I will be hired. I further understand the Upper Perk Police do not guarantee anyone employment for any specific length of time."

"I further understand and agree that any offer of employment made to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and is contingent upon my taking and passing physical and psychological examinations and drug tests."

"I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Pennsburg Borough as an officer with the Upper Perk Police Department in any way."

"I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form."

Signed: _____ Date: _____

**Pennsburg Borough and the Upper Perk Police Department are Equal Opportunity
Government Employers**