POLICE OFFICER

The City of Lebanon
Civil Service Commission
will be testing for the position of
POLICE OFFICER
for the Lebanon City Police Department
Starting Base Salary - $49,300
Progressive wage increases during
the first 5 years of employment

$5,000.00 Sign-On Hiring Bonus

***Restrictions Apply**

Excellent Benefit Package

Contact Person:

Michelle Remlinger
Civil Service Commission
Lebanon City Police Department
400 South 8th Street, Lebanon, PA
717-272-6611

Applications open April 29, 2019. Applications may be obtained online at www.lebanonpa.org. *All applications and required documents must be returned in person by the applicant or their designee.* The deadline for returning the completed application is **Friday, June 7, 2019.** No applications will be accepted after the deadline. No mailed applications will be accepted.

A written examination is scheduled for **Saturday, June 29, 2019 at 10:30 AM** at the Lebanon Valley Family YMCA, 201 North 7th Street, Lebanon, Pennsylvania. All applicants who successfully pass the written examination will be given a physical agility test at the Lebanon Valley Family YMCA, 201 North 7th Street, Lebanon, Pennsylvania on **Saturday, July 13, 2019 at 10:00 AM.** Upon successful completion of the physical agility test, the top 25 applicants on the written examination will be scheduled for an oral examination on **Tuesday, July 16, 2019 and Thursday, July 18, 2019 starting at 5:00 PM.**

Successful applicants will be required to undergo a polygraph examination, medical examination, psychological examination, drug test screening, an extensive background investigation, and will be required to meet any requirements set by the Municipal Police Officers Education Training Commission (M.P.O.E.T.C). All applicants must be a U.S. citizen. All applicants must be twenty-one (21) years of age upon return of the application. All applicants must possess a high school diploma or a GED. **All applicants must possess a current Pennsylvania Act 120 Certification by June 29, 2019.** Each applicant shall pay a non-refundable fee of $35.00 upon returning the application to cover the cost of the written test. Check or money order should be made to: City of Lebanon. *An Equal Opportunity Employer.*

Police Officer Application
Lebanon City Police Department

General Instructions
This application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; a General waiver; a Polygraph Release; and a description of essential job functions. Every one of these sections must be completed in order for the Secretary to accept the application as complete.
Print (do not type) an answer to every question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and precede with the number of the referenced block.
Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment.

Questionnaire

1. _____ 2. _____
Last Name First Name Middle Name Social Security Number

3. _____ 3A. _____
Alias(es), Nickname(s) Maiden Name, Other Changes in Name Telephone Number

4. _____
Present Residence Address, Street/City/State/Zip

5. _____
U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court

6. **Residences:** List all for past ten years beginning with current.

Month & Year From	To	Address	With whom did you live and where are they now?

7. **Family**
List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

Relationship	Name	Address (if living)
Father		
Mother		

8. **Vehicle Operator's License**
Give the following information concerning any vehicle operator's license you have held or now hold:

Type of License	Number	Issuing Authority	Expiration

Have you ever had a license suspended or revoked?

_____

9. **Conviction of Crime**
Have you ever been convicted of a misdemeanor, felony or greater criminal violation? ☐Yes ☐No
If yes, state violation, court of jurisdiction, and date of conviction.

_____

_____

_____

10. **Financial Status**
Do you have any income from any source other than your principal occupation? ☐Yes ☐No

If yes, how much? _____ How often? _____

The source(s): _____

_____

_____

_____

Do you have or have you had any financial accounts (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven (7) years.

Name and Address of Financial Institution	Type of Account

11. **Past and Present Membership in Organizations**

Name	Address	Zip	Type (Social, Fraternal, Professional, Etc.)	Office Held	Membership Dates From	To

12. **Subversive Organizations**

☐Yes ☐No Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?

☐Yes ☐No Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee?

☐Yes ☐No Are you now associating with, or have you associated with, any individual including relatives who you know or have reason to believe are or have been members of any of the organizations identified above?

☐Yes ☐No Have you ever been engaged in any of the following activities of any organization of the type described above: Distribution(s) to, attendance at or participating in any organizational, social, or other activities of said organization or of any projects sponsored by them; the sale, gift, or distribution of any written, printed or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held, also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

13. **Education**

A. List all elementary, junior high and high schools attended.
Attach transcript from last high school attended.

Name	City	Zip	Graduated Yes/No

B. **Higher Education.** List all colleges or universities attended. Attach transcript from last institution.

Name	City	Zip	Dates Attended From	Dates Attended To	Credit Hours Semester/Quarter	Degree Rec'd /Year

Major and Minor Courses:

C. Other schools or training (trade, vocational, military). Give for each the name and location of school, dates attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

14. **Special Qualifications and Skills**

A. Indicate type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued and date current license expires.

_____

_____

_____

B. Special skills you possess and machines and equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

_____

_____

_____

C. Approximate number of words per minute: Keyboard or typing _____ Shorthand _____

D. Special qualifications not covered in application: (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

_____

_____

_____

_____

_____

15. **Foreign Language**
Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing

16. **Foreign Travel**
Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

Dates	Country	Purpose of Travel

17. **Hobbies and Sports**

Name	Length of Participation	Level of Proficiency

18. **Employment**
Begin with your most recent job and list your work history for the past ten years, including part-time, temporary or seasonal employment, and all periods of unemployment.

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

If additional employer blocks are needed, please attach requested information on separate sheet.

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state reason:

_____

_____

_____

_____

Have you ever resigned after being informed your employer intended to discharge you for any reason. If yes, explain, giving name and address of employer, approximate date, and reasons in each case.

_____

_____

_____

_____

19. **Military Status**

Have you ever served in the U.S. Armed Forces? ☐Yes ☐No
If yes, attach photostatic copy of discharge or separation papers.

Do you claim veterans preference? ☐Yes ☐No

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheet to record this information. ☐Yes ☐No

B. Are you presently a member of a U.S. Reserve or State Guard organization? ☐Yes ☐No
If yes, complete the following:

Grade and Service No.: _____

Service and Component: _____

Organization and Station or Unit and address: _____

_____

Status: _____

Indicate reserve obligation, if any: _____

20. **Selective Service**

Last Classification: _____

Selective Service No.: _____ Last Classification: _____

Date: _____ Local Board: _____

Address: _____

21. **Character References**
List only character references who have definite knowledge of your qualifications for the position of application. List 5 character references. (Do not list relatives, former employers, or persons living outside the United States.)

Name	Address	Home Phone	Work Phone	Years Known
1.				
2.				
3.				
4.				
5.				

22. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? If yes, give details.

_____

_____

_____

_____

_____

_____

23. Have you ever applied for a position with any other governmental agencies? If yes, give details.

_____

_____

_____

24. **Remarks**

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

_____

Signature of Applicant

_____

Date

Verification

The information I have provided in the foregoing Application is true and correct to the best of my knowledge belief and understanding. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

Date: _____ _____

Copies of the following documents <u>are required</u> when returning the application:

- Birth Certificate
- High School Diploma or GED
- College Degree (if applicable)
- High School and College Transcripts
- Honorable discharge papers from the Military (certain requirements apply for Veteran's Preference Points)
- Valid Driver License
- Valid PA Act 120 Certification – If you are currently enrolled in a PA Police Academy, you must produce a valid Act 120 Certification by June 29, 2019

Lebanon
THE PLACE TO GROW

WAIVER

I hereby waive all rights and claims and release and exempt the members, employees, and agents of the Lebanon City Police Department, City of Lebanon, Lebanon School District, Lebanon Valley Family YMCA from any and all claims for injuries, accidents, sickness, death and damages sustained, whether to my person or my property, which may arise by reason of my presence upon the property or in any building, or jurisdiction of the Lebanon City Police Department, Lebanon School District, and/or Lebanon Valley Family YMCA, or any or all members, employees or agents of the aforementioned agency, whether such members are acting in their official capacity or in any individual capacity or within or without the scope of their employments.

I undertake to assume the risk of all dangerous conditions in or about the properties of the Lebanon City Police Department, the Lebanon Valley Family YMCA and/or the Lebanon School District which dangerous conditions I realize can, may and do exist, and thereby waive notice of the existence of any such dangerous conditions.

I represent that at the signing of this Waiver that I am of lawful age and legally competent to execute the same and before signing I have informed myself of its content, and execute it with full knowledge and understanding thereof.

Signature:_____

Date:_____

Sworn to and subscribed before me this _____day of 20____

_____
Notary Public

My Commission expires:

Lebanon
THE PLACE TO GROW

PERSONAL INJURY WAIVER

APPLICANT'S NAME_____

DATE OF BIRTH_____

SOCIAL SECURITY NO._____

I authorize you to release to the Lebanon City Police Department any and all information you may have concerning my work record, school record, military record, criminal convictions, reputation and financial and credit status. This information is to be used to assist the Lebanon City Police Department in determining my qualifications and fitness for the position I am seeking with their department.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

I certify that I have read and fully understand the foregoing statements:

APPLICANT SIGNATURE_____DATE_____

Do you want your current employer to know you are applying for this position? Yes___ No___

AFFIDAVIT

State of Pennsylvania
County of Lebanon

Before me personally appeared the said _____ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence on month_____ day_____ year_____

Notary_____ My Commission expires on_____

Lebanon
THE PLACE TO GROW

CREDIT DISCLOSURE AUTHORIZATION

APPLICANT'S NAME_____

DATE OF BIRTH_____

SOCIAL SECURITY NO._____

Title 37 Pa. C.S.A. 203.11 establishes the minimum qualifications of a Municipal Police Officer in the Commonwealth of Pennsylvania. Section 203.11 (8) (ii) establishes that an applicant's employing police department shall conduct an investigation which shall include a check of the applicant's credit history.

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every consumer reporting agency (CRA). Your consent is required to authorize a CRA to provide information to a prospective employer. The information contained on the credit report will be used to assist the Lebanon City Police Department and the Civil Service Commission of the City of Lebanon in determining your qualifications and fitness for the position which you are seeking with the Lebanon City Police Department. Any adverse action taken against you as a result of the information from a CRA will require you to be informed of such adverse action and the name, address and telephone number of the CRA that provided the consumer report.

I hereby authorize the release of my credit history information to the Lebanon City Police Department and the Civil Service Commission of the City of Lebanon. I certify that I have read and fully understand the foregoing statements.

_____ _____

APPLICANT'S SIGNATURE DATE

PHYSICAL AGILITY TESTING

The following physical exercises will be required of all applicants for the position of police officer. Those persons who fail to successfully complete all exercises will be eliminated from the selection process. Applicants who pass all events shall be scheduled for an oral interview.

A. 30-SECOND TRIGGER PULL

Applicants are required to pull the trigger double action on a non-functional revolver with arm horizontally extended in both right and left hand using a steady rhythmic motion and pulling the trigger as many times as possible within a 30-second time limit. Required Pull Per Hand - 15

B. STRETCHER CARRY (2 persons)

Applicants are required to carry a stretcher with a simulated patient from a starting point, around a marker and back. Those failing on the first attempt will be allowed to retake the exercise with a person who has successfully completed it.

Total Distance - 100 feet
Total Weight - 200 pounds

C. WINDOW CLIMB

Applicants are required to climb through a six foot high level window without assistance onto a three foot level platform on the other side of the window, then to the ground. Applicants must then circle around a marker 25 feet beyond and retrace his or her path back through the window.

D. QUARTER MILE RUN

Applicants are required to run a distance of one quarter mile on a premeasured course in the least time possible.

Maximum Time - 100 seconds

Applicants who have not released the Lebanon Police Department and/or Lebanon City School District from liability for possible injury resulting from participation in the physical agility test by completing the personal injury waiver will not be permitted to take the test.

CITY OF LEBANON

JOB DESCRIPTION

POSITION TITLE: Patrol Officer

DEPARTMENT: Police

BARGAINING UNIT POSITION: ☐ No ☒ Yes

BARGAINING UNIT: Lebanon Police Bargaining Association

SUPERVISOR: Platoon Sergeant

FAIR LABOR STANDARDS ACT CLASSIFICATION: ☐ Exempt ☒ Non-exempt

SUMMARY DESCRIPTION:

This employee is a member of a Patrol Platoon and shall report directly to the Platoon Sergeant. This employee shall be responsible for carrying out the mission of the Lebanon Police Department--to protect life, liberty and property; to preserve peace and public order; to enforce all laws and ordinances; to prevent, repress and detect crimes; and to apprehend offenders.

This employee shall be thoroughly trained in police work and in the proper use of firearms and shall qualify in the use of firearms in accordance with departmental requirements. This employee shall familiarize him or herself with all departmental rules, regulations, policies and procedures as well as city ordinances and state criminal and vehicle codes to insure the proper discharge of duties.

This employee may face life or death decisions during emergency conditions and may be required to make critical decisions in a confused, chaotic and potentially life-threatening environment throughout the duration of an operation. This employee is exposed to a wide variety of environmental factors, including but not limited to adverse weather conditions, potential exposure to hazardous materials and infectious agents, exposure to grotesque sights and smells associated with major trauma or burn victims, and making rapid transitions in his or her level of physical activity.

This employee is assigned to work various shifts in a continuous operation setting. Physical and mental discipline and stamina are required which will allow officers to adjust to these changes in work shifts.

Patrol duties may require periods of walking and running as well as extended periods of sitting. Mental alertness is necessary to afford concentration to detail in stressful and adverse environments.

ESSENTIAL JOB FUNCTIONS:

Reports punctually to roll call briefings, properly uniformed, armed and equipped for inspection. Records all information read or otherwise supplied by the department and supervisory personnel. Acquaints self with descriptions of wanted persons and vehicles. Reviews information on departmental bulletin boards. Proceeds immediately to assignment after briefing.

Tours and thoroughly inspects assigned patrol area, varying route in order to prevent the establishment of any recognizable pattern. Only leaves assigned area upon a police emergency or with specific permission from supervisor. When obligated to do so, notifies supervisor of departure and return.

Enforces criminal and vehicle codes of the Commonwealth of Pennsylvania and Lebanon City ordinances.

When patrolling an assigned area, the Patrol Officer:

1. Familiarizes self with all streets in order to respond to calls for service quickly and efficiently.

2. Learns the business patterns of various businesses in order to detect any irregularities.

3. Inspects all accessible places of business during non-business hours to insure that they are properly secured.

4. Inspects all vacant dwellings for evidence of unauthorized entry and/or vandalism.

5. Familiarizes self with the identities of hangouts of habitual offenders of the law.

6. Is alert to detect and report houses or buildings used for vice operations.

7. Learns the locations of all trouble spots and liquor establishments and periodically checks bars and any areas requiring special police attention.

8. Acquaints self with all public transportation vehicles and their drivers and enforces their strict compliance with all applicable regulations.

9. Is alert for and reports any public utilities, public service installations, street, pedestrian and traffic signs and signals, parking meters, mail boxes, public telephones, and sidewalks which are damaged, defective, or hazardous to the public.

10. Is alert for and reports the presence of any litter, garbage, ashes, dead animals, or other offensive matter; and

11. Is alert for and reports fires, hazardous material spills and/or gas leaks.

Immediately returns to service upon completion of services in response to a call.

Secures the scene for investigative personnel, is alert for possible suspects, and obtains all pertinent information upon arriving at the scene of a crime or accident. Renders and/or secures medical aid for victims and takes any action necessary to prevent further injury or property damage.

Takes any action deemed necessary to prevent a mentally or emotionally disturbed person from harming him or herself or others. Insures that the appropriate agency is contacted to secure competent aid for that person.

Drives safely and obeys all traffic laws to set an example for the public when in a mobile unit. Strives to be competent at emergency driving, and when doing so, obeys departmental guidelines.

Ascertains that any vehicle assigned to him or her is in good running condition, free of damage, and properly equipped for patrol. Returns the vehicle with no less than one-quarter tank of gas and in the same condition as it was received at the end of his or her tour of duty. Immediately notifies the OIC of any discrepancies in regard to these requirements.

Insures that all equipment assigned or issued to him or her is properly maintained and kept serviceable.

Writes clear, brief, accurate and legible reports. Familiarizes him or herself with all reports and forms and knows which reports and forms should be completed and when they should be submitted.

Does not have in his or her possession a key to any premises within departmental jurisdiction (except his or her own property) unless authorized by the department to do so.

Provides any duty-related assistance within or without his or her patrol area.

Does not engage in lengthy or idle conversation with either civilians or departmental members. Strives to be as brief as practical when conversation is necessary for the proper execution of his or her duties.

Notifies the OIC in accordance with departmental guidelines when he or she requires relief from duty for illness, injury or other valid reason, contingent upon his or her ability to do so.

Walks assigned foot patrol zones for a minimum of eight continuous hours while wearing essential equipment, including firearm, handcuffs, radio, baton, chemical pepper spray, ammunition, flashlight and other issued or non-issued required equipment and/or attire.

Warns, cites and/or arrests persons found in violation of City of Lebanon ordinances and Commonwealth of Pennsylvania vehicle and criminal statutes.

Utilizes varying degrees of minimal physical force, when necessary, to affect arrests, to protect others, to protect the property of others and to protect him or herself.

Supports the total law enforcement effort by directing and controlling traffic when necessary and by enforcing all City traffic regulations and all applicable state vehicle laws.

Rides in a patrol car unaccompanied by another officer unless assigned or granted permission to do so by the OIC. Exigent circumstances would preclude the aforementioned requirements of a one-officer patrol car. Exigent circumstances shall be reported to the OIC immediately.

Receives and transmits radio communications.

MARGINAL JOB FUNCTIONS:

Substitutes for City Crossing Guards.

Escorts City employees and others to bank with large sums of money in order to insure safety of individual and to deter robbery.

Makes presentations at schools and churches and for civic groups.

Receives and makes telephone calls.

Performs other related work as required or may be assigned by Supervisor.

REQUIREMENTS OF ESSENTIAL FUNCTIONS:

Sit : 10%

On what: Car seat, desk chair and bicycle seat

At what height: 18" - 40"

Stand : 30%

On what: Cement, macadam, grass, mud, snow, gravel, uneven terrain, tile floor, roof tops, trees, ladders, ice and vehicles

Walk or move throughout worksite: 100%

Distance: Up to 25 miles

Drive : 60%

Type of vehicle: Passenger vehicle, vans, pick-up trucks, bicycles, sport utility vehicles and motorcycles

Comments: N/A

Talking : Required

Seeing : Near acuity (20" or less): Required

Far acuity (20' or more): Required

Depth perception: Required

Color vision: Required for identifying vehicles and characteristics of suspects.

Field of vision: Normal field required

Hearing : Required

Feeling : Required

Tasting/Smelling: Tasting not required; Smelling required for identifying illegal drugs, alcohol, fires and corpses.

Necessary worker characteristics: (check applicable characteristics)

- ☒ working alone
- ☒ directing others
- ☒ expressing personal feelings
- ☒ influencing people
- ☒ making judgments
- ☒ performing repetitive work
- ☒ performing under stress
- ☒ attaining tolerance
- ☒ working under instructions
- ☒ performing a variety of duties.

Measured in terms of frequency:

Not at all	Occasionally	Frequently	Constantly
0 %	1-33%	34-66%	67-100%

BODY MOVEMENT:

bend/stoop: Occasionally

squat/crouch: Occasionally

climb: Occasionally

crawl: Occasionally

reach: Frequently

kneel: Occasionally

push: Occasionally

pull: Occasionally

LIFTING:

up to 10 pounds: Frequently

11-20 pounds: Occasionally

21-50 pounds: Occasionally

51-100 pounds: Occasionally

REPETITIVE MOVEMENTS:

feet: right ☐ left ☐ both ☒

Frequency: Frequently

hands: right ☐ left ☐ both ☒

Frequency: Frequently

ENVIRONMENT: inside: 30% outside: 70%

MACHINES USED: Vascar, typewriter, photocopier, computer, two-way radio, tape recorder, ten printer and fax machine

QUALIFICATIONS, SKILLS AND KNOWLEDGE REQUIRED AND DESIRED:

REQUIRED:

High School graduate or GED.

Ability to qualify and maintain annual retraining as required under Pa. MPOTEC.

Ability to qualify with firearm qualifications no less than once every twelve months.

Ability to qualify for and to maintain first responder status for HAZMAT as mandated by federal and/or state requirements.

Ability to qualify using and to maintain departmental chemical agent (pepper mace) and baton training requirements.

Valid Pennsylvania Driver's License, Class "C".

Ability to communicate effectively, both orally and in writing.

Ability to write legible and accurate reports.

Ability to function both independently of supervision and as a team member.

Ability to spend an extensive amount of time exposed to harsh environmental factors.

Ability to quickly assess a situation to determine the nature of an emergency while maintaining personal safety and the safety of others.

Ability to perform complex tasks during life-threatening situations.

Possession of a valid basic First Aid and an adult CPR certification.

Familiarity with geography and streets of the City of Lebanon.

DESIRED:

Act 120 training, including but not limited to law enforcement orientation, professional development, law, motor vehicle code, patrol procedures and operations, investigations, communications, handling violent or dangerous people, custody, first aid and CPR, firearms, operation of patrol vehicles, and administration.

Degree in law enforcement or related field.

Familiarity with local ordinances and state statutes.

Bilingual -- English and Spanish.

TIME REQUIREMENTS OF THE JOB:

40 hours per week

Approximately 100 hours overtime per year

APPROVED BY: [signature]
MAYOR

DATE: 2-21-01

CITY OF LEBANON
JOB DESCRIPTION
ESSENTIAL JOB FUNCTIONS

I have reviewed the City of Lebanon Job Description for the position of police officer.

Name:_____

Signature:_____

Date:_____

Municipal Police Officers' Education and Training Commission (MPOETC)

- The Act
- Rules and Regs
  - Preamble
  - Subchapter A. General
  - Subchapter B. Police Officer Certification Requirements
  - Subchapter C: School Requirements
  - Subchapter D: Course Requirements
  - Subchapter E: Instructor Certifications
  - Subchapter F: Reimbursement of Expenses
  - Subchapter G. Notice and Hearings
- Commission Members
- Commission Staff
- MPOETC Newsletters
- Training
- Certification Procedures
- Computer Learning Center (CLC)
- Certified Schools
- Health & Wellness
- Criminal Complaint Form
- Homeland Security
- Amber Alert
- SUGGESTED LINKS
- FAQs
- Forms
- View as Text-Only
- Home

Login

§ 203.11. Qualifications.

(a) Except as provided in subsection (b), persons who are to be employed as police officers by police departments within this Commonwealth from December 21, 1996, shall:

(1) Be 18 years of age or older.

(2) Possess a high school diploma or GED Equivalency.

(3) Be citizens of the United States.

(4) Be free from convictions of disqualifying criminal offenses.

(5) Be able to read at no less than the ninth grade level, as established through the administration of the Nelson-Denny Reading Test.

(6) Be personally examined by a Pennsylvania licenced physician. The examination shall include the following:

(i) Applicants shall be free from the addictive or excessive use of either alcohol or drugs which shall be determined using current laboratory testing procedures.

(ii) Applicants shall be free from the use of illegal controlled substances which shall be determined using current laboratory testing procedures.

(iii) Applicants physical condition shall be such that applicants could reasonably be expected to withstand significant cardiovascular stress.

(iv) Applicants shall be free from any debilitating conditions such as tremor, incoordination, convulsion, fainting episodes or other neurological conditions which may affect the applicants' ability to perform as police officers.

(v) Applicants shall have visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual abnormality.

(vi) Applicants shall have audio acuity sufficient to distinguish a normal whisper at a distance of 15 feet. The test shall be independently conducted for each ear while the tested ear is facing away from the speaker and the other ear is firmly covered with the palm of the

hand. The applicant may not use a hearing aid or other aid to perform the test. If the applicant fails this test, the applicant shall be required to take and pass a decibel audio test.

(vii) Applicants may not be missing any extremities, including digits, which would prevent performance of required police duties or meeting minimum training requirements.

(viii) Applicants shall be free from any other significant physical limitations or disabilities which would, in the physician's opinion, impair the applicant's ability to perform the duties of a police officer or complete the required minimum training requirements.

(7) Be personally examined by a Pennsylvania licensed psychologist and found to be psychologically capable to exercise appropriate judgment or restraint in performing the duties of a police officer. The examination shall include the following elements:

(i) *Interview and history*. The psychologist shall personally interview the applicant. The interview shall include a summary of the applicant's personal, educational, employment and criminal history.

(ii) *Required psychological test*. Applicants shall be administered a current standard form of the Minnesota Multiphasic Personality Inventory (MMPI).

(iii) *Other testing methods*. If the licensed psychologist is unable to certify the applicant's psychological capability to exercise appropriate judgment and restraint to perform the duties of a police officer including the handling of a lethal weapon, the psychologist shall employ whatever other appropriate techniques to form a professional opinion of the applicant's ability. The use of these additional techniques requires a full and complete written explanation to the Commission on a form submitted by the psychologist to the Commission indicating what additional testing has been performed and the results of the tests.

(8) Be evaluated to determine physical fitness using the standards developed by the Cooper Institute for Aerobics Research in Dallas, Texas. Each applicant shall score no lower than the 30th percentile of the Cooper standards, which coincides with the 30th percentile of the general population, in each of the five required evaluations to be eligible for employment. A person will not be enrolled in a recruit training program at a police academy certified by the Commission unless the person has obtained a score in the 30th percentile or higher for the person's age and gender as specified in the Cooper standards for each of the five evaluations. The five required evaluations are as follows:

(i) 1.5 mile run.

(ii) 300 meter run.

(iii) One repetition bench press.

(iv) One minute sit ups.

(9) Certify whether they have taken a physical examination or psychological evaluation conducted in conjunction with an application for police employment within the previous year and the outcome of the examination or evaluation.

(10) Be subject to a thorough background investigation conducted by the applicant's employing police department. The investigation shall include the following:

(i) A criminal history check including the submission of fingerprints to the Central Repository for the Commonwealth and to the Federal Bureau of Investigation.

(ii) A check of the applicant's credit history.

(iii) Personal interviews conducted with at least 3 people that have personal knowledge of the applicant but are not related to the applicant.

(iv) Interviews of the applicant's employers, if any, for the past 5 years to determine the applicant's work history.

(v) A check of the applicant's driving record verifying that the applicant has a valid driver's license.

(11) Successfully complete a basic police training course given at a Commission-certified school or obtain a waiver of training as enumerated in § 203.12 (relating to waiver of training).

(i) Successful completion of a basic police training course shall be determined by the training school, based upon Commission standards.

(ii) To qualify for this certification, an applicant shall:

(A) Achieve a minimum qualifying firearms score of 75%.

(B) Receive certification for First Aid and CPR from the American Red Cross, the Department of Health, the American Heart Association or other agencies approved by the Department of Health.

(C) Comply with Commission and school rules and regulations.

(D) Pass the same certification exam administered to those seeking waiver of training as set forth in § 203.12(4).

(E) Attend 100% of all classes.

(I) Excused absences shall be mutually agreed upon by the police officer's department head and school director.

School directors shall determine excused absences for applicants not employed as police officers.

(II) Excused absentees shall include personal illness or injury, illness in the immediate family requiring the applicant's attention or death in the immediate family.

(F) Complete the basic training course approved by the Commission with a minimum grade as established by the Commission. The Commission will publish a notice in the *Pennsylvania Bulletin* and in the Commission newsletter whenever the minimum grade on each tested area of examination changes.

(I) Applicants not achieving the minimum grade in any tested area shall repeat the failed training in that area before being eligible to take the examination in that tested area at a Commission-certified school. If the applicant fails to achieve the minimum grade on the applicant's second attempt, the applicant shall be required to successfully retake and pass the entire basic police training course to qualify for certification.

(II) Applicants not achieving the minimum grade in two separate tested areas during one basic police training course shall be required to retake and pass the entire basic police training course in order to qualify for certification.

(b) Subsection (a) does not apply to persons who meet one of the following conditions:

(1) Previously held valid certification issued by the Commission within 2 years prior to the date of employment on the application. Persons who received a certification prior to 1988 and who did not have a psychological evaluation shall obtain a psychological evaluation to obtain certification.

(2) Were sworn and full duty members honorably discharged from the Pennsylvania State Police within 2 years prior to the date of employment on the application for certification. A past member who enlisted in the Pennsylvania State Police prior to May 1998 and who did not have a psychological evaluation shall obtain a psychological evaluation to obtain certification.

Cross References

This section cited in 37 Pa. Code § 203.15 (relating to application packet submission).

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