

**Civil Service Examination
West Norriton Township**

Police Officer

Application forms are available at the West Norriton Police Department, 1630 W. Marshall Street, Jeffersonville, Pa., between the hours of 9:00 A.M. and 8:00 P.M. weekdays from Monday, March 9, 2020 until Friday, March 27, 2020. Applications are also available on-line at www.westnorritontwp.org.

Completed applications must be filed in person with the Police Department, during regular business hours, weekdays between 9:00 A.M. and 8:00 P.M. by Friday, March 27, 2020. Applicants must follow all instructions listed in the application packet. **Completed applications which do not include all attachments requested will not be accepted.**

There will be a fee of thirty-five dollars (\$35.00) per applicant. This payment which is non-refundable, must be either by check or money order, made payable to West Norriton Township. No cash will be accepted. The fee must be presented at the same time the completed application is filed. Any check presented to West Norriton Township and subsequently found to be invalid for any reason (i.e., insufficient funds, closed account, etc.), will disqualify the applicant from proceeding further in the testing procedure.

Upon acceptance of the completed application by the Police Department, the applicant will be eligible to start the testing procedures. A study guide will be provided by West Norriton Township.

The written and physical agility tests will be held Saturday, April 4, 2020, beginning at 9:00 A.M. When the completed application is returned, the applicant will be given information regarding reporting time and location of the tests. The criteria for the physical agility test requirements are provided to the applicant with the application. The written test will be given first. Upon completion of the written test applicants will proceed to the physical agility test. The agility test is pass/fail. Applicants should wear clothing appropriate for the physical agility test to the written test.

No one will be admitted to testing after the stated start time, for any reason. Make sure that you are on time.

The written test equals seventy percent (70%) of the total score. Results of the written portion of the test will be posted within two (2) weeks of the date of the test in West Norriton Township Administration Office and the Police Department public areas. No results will be given over the phone.

At a minimum, the top ten successful candidates of the written test will be notified by U. S. Mail of the date, time and location to appear for their oral interviews. The oral interview equals thirty percent (30%) of the total score.

Final scores will be posted in the West Norriton Township Administration and Police Department offices, 1630 W. Marshall Street, within seven (7) working days after completion of the oral interview portion of the testing process. No results will be given over the phone.

The Rules and Regulations of the Civil Service Commission establish the following eligibility requirements:

- Citizen of the United States
- Twenty-one (21) years of age or older
- High School diploma or equivalent
- Current valid Pennsylvania Operator's License by date of hire
- Persons currently enrolled in a certified Act 120 Program may apply
- Applicants must possess a current Act 120 Certification or must have graduated from an accredited Act 120 Program by the date of appointment.

The Civil Service Commission reserves the right to reject any applications deemed not to be in the best interests of West Norriton Township.

An Equal Opportunity Employer
Minorities Are Encouraged To Apply

Civil Service Commission of West Norriton Township

Essential Job Functions for Police Officer

0. 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.
1. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
2. 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.
3. 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.
4. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
5. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
6. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicle; lifting, carrying, and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces, and using body force to gain entrance through barriers.
7. 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.
8. 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.
10. Conduct visual and audio surveillance for extended periods of time.
11. 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.
12. Effectively communicate with people including juveniles, by giving information and directions, mediating disputes, and advising of rights and procedures.
13. Demonstrate communication skills in court and other formal settings.

- 14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- 15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- 16. 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.
- 17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
- 18. Put on and operate a gas mask under situations where chemical munitions are being deployed.
- 19. Extinguish small fires by using extinguisher and other appropriate means.
- 20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- 21. Must have basic computer skills, i.e., ability to enter and retrieve data in computer.
- 22. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

I have reviewed the above list of essential job functions for West Norriton Township Police Officer and believe:

_____ I can fully perform all duties listed above without reasonable accommodations.

_____ I can fully perform all duties listed above but only with accommodations.
Specify essential duty and accommodations requested:

_____ I cannot fully perform all duties even with accommodations.
Specify the essential duties which you cannot perform:

Print or Type Name _____
Signature _____ Date _____

Civil Service Commission of West Norriton Township

Physical Agility Test for Police Officer

An applicant for the position of police officer must successfully complete the physical agility test which is utilized by the Municipal Police Officers' Education and Training Commission (MPOETC), which consists of a 300 meter run, push-ups, sit ups and a 1.5 mile run. Each of the above components is graded on a pass/fail basis, and in order to pass each component, an applicant must score in the 30th percentile, as calculated by MPOETC based upon age and sex-specific criteria promulgated by MPOETC.

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Applicants who have not released West Norriton Township, its employees, and the Civil Service Commission from liability by completing the personal injury waiver are not permitted to take the agility test.

Application # _____ Date of Application _____

Application for Police Officer

General Instructions

0. Read the following instructions carefully before filling out the application.
 -) All requested information must be furnished.
 - a) The information you give must be complete and accurate. Applications not properly filled out may be returned for correction or may be rejected.
 - b) Use typewriter or print clearly in ink.
 - c) The name of the applicant must be the same, both in spelling and initials, wherever it appears on this application.
 - d) All completed applications must be filed in person at the West Norriton Township Police Department, 1630 West Marshall Street, Jeffersonville, PA, and must be accompanied by legible copies of the following records:
 - 0) Birth or Baptismal Certificate. Naturalized citizens must submit proof of naturalization.
 - 1) Discharge or separation papers from military service, where applicable.
 - 2) High school diploma or equivalent documentation, and college diploma, if applicable.
 - 3) Pennsylvania Act 120 Certificate. If certification not completed, must be certified by date of hire. Must submit proof of enrollment.
 - 4) Copy of valid photo operator's license. Must have valid PA license by date of hire.
 - 5) Three letters of reference
 -) The completed Application, Authority to Release Information, and Waiver of Liability must be signed and notarized prior to submitting same.
 - a) If a question does not pertain to you, write "N/A" in the space.
 - b) You may use separate sheets of 8½" x 11" paper if more space is needed. Indicate the page, section, and item numbers on the extra sheets for each item requiring the extra space.
 - c) All information supplied in this questionnaire and at all subsequent interviews, is confidential and will not be given to unauthorized persons. The information will be used to investigate and evaluate your application. This guarantee will become void if investigation discloses any criminal act on your part.

2. An acceptable applicant must:

-) Be a citizen of the United States;
- a) Be at least 21 years of age at the date of application;
- b) Successfully completed a high school education or its equivalent;
- c) Possess a current PA Act 120 Certification. If certification not completed, it shall be completed by date of hire.
- d) Possess a valid Pennsylvania Motor Vehicle Operator's License by date of hire;
- e) Be of excellent character and may not have been guilty of any crime involving moral turpitude or disgraceful conduct, and have not been dismissed from public service for delinquency or misconduct in office;
- f) Not use narcotics, drugs, and/or controlled substances, and is not addicted to intoxicating liquors;
- g) Not be affiliated with any group whose activities are subversive to the Constitution and Laws of the United States and the Commonwealth of Pennsylvania;
- h) Successfully pass all written, oral, and physical agility tests conducted by the West Norriton Civil Service Commission and the Police Department at the time and place designated by the Commission;
- i) After successfully passing all tests and prior to being appointed, meet the minimum qualifications of a physical examination given by a doctor who will certify that the applicant is physically fit, free from drugs, and able to perform the duties of a police officer, be certified by a psychiatrist as free from any mental or emotional disorder or defect that would prevent the successful discharging of the duties of police officer, and pass a polygraph examination; (the physician, psychiatrist, and polygraph examiner are appointed by the Civil Service Commission, and the costs for these examinations are paid by the Township); and
- j) Undergo a probationary period of twelve (12) months commencing with the date of appointment.

At the present time, there is no residency requirement for a police officer in West Norriton Township.

0. Name _____
 Nickname _____
 List any other name(s) you have used and why _____

2. Address _____

3. Phone Number: Home _____ Cell _____ Business _____

4. Social Security Number _____

5. Operator's License Number _____ State _____

Have your operating privileges ever been suspended or revoked? Yes No

If yes, explain. _____

Have you ever been involved in a motor vehicle accident? Yes No

If yes, were you the cause of the accident? Yes No

6. List addresses for the past ten (10) years (not including present):

From	To	Street	City	State

7. U. S. Citizen? Yes No If naturalized, provide naturalization number, place, date and court.

8. Do you possess a high school diploma or GED ?

9. Memberships and Organizations.

List all organizations of which you are now or have ever been a member.

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

10. Subversive Organizations

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 individuals, including relatives, who you know or have reason to believe are or have been members of any organization identified above?

Yes No

Have you ever been engaged in any of the following activities of any organization of the type described above: contribution(s) to, attendance at or participating in any organizational, social, or other activities of said organizations 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?

Yes No

If you have answered YES to any of the above questions, please provide the name of the organization, details of your involvement, dates, and other relevant information on a separate sheet of paper and attach it to this page of the application.

11. Have you ever been arrested, pled guilty, or been convicted of any misdemeanor or felony? If yes, explain in detail.

Yes No

12. What are your hobbies and sports? _____

13. Can you read, write, or speak any foreign language?

Yes No

If yes, list the language(s) and level of fluency in each. _____

14. Have any lawsuits been filed against you?

Yes No

If yes, explain. _____

15. Provide three personal references who are responsible citizens, other than relatives, who can vouch for your character. **Attach letters of reference to the completed application.**

a) Name _____ Phone _____
Address _____

b) Name _____ Phone _____
Address _____

c) Name _____ Phone _____
Address _____

1. List years of schooling attended, including college.

Name of School	Address	Attended		Graduated	
		From	To	Yes	No
Elementary School				<input type="checkbox"/>	<input type="checkbox"/>
High School/GED				<input type="checkbox"/>	<input type="checkbox"/>
College/University				<input type="checkbox"/>	<input type="checkbox"/>
Technical/Business				<input type="checkbox"/>	<input type="checkbox"/>
Other				<input type="checkbox"/>	<input type="checkbox"/>

)List major courses of study, where applicable.

a) List degrees received, where applicable.

b) List number of credits or semester hours completed, where applicable.

c) List any disciplinary problems while attending school.

0. Do you currently possess PA Act 120 certification? Yes No

Certificate Number _____ Date Received _____

Where received _____

If currently enrolled, where _____; and expected date of completion _____

Section II - Education

1. List any skills, abilities, training, licensing, or other items that are not covered elsewhere in this application.

Describe all previous work experience for the past 10 years, including part-time, temporary, or seasonal employment, and all periods of unemployment. Begin with your current position and work backwards.

0. Name of Firm _____
Address _____
Phone no. _____ Supervisor's Name _____
Employed from (month/year) _____ to _____
Job Title _____ Rate of Pay _____
Duties performed _____

Reason for leaving _____
May we contact your present employer? Yes No

1. Name of Firm _____
Address _____
Phone no. _____ Supervisor's Name _____
Employed from (month/year) _____ to _____
Job Title _____ Rate of Pay _____
Duties performed _____

Reason for Leaving _____

2. Name of Firm _____
Address _____
Phone no. _____ Supervisor's Name _____
Employed from (month/year) _____ to _____
Job Title _____ Rate of Pay _____
Duties performed _____

Reason for Leaving _____

Section III - Employment History (continued)

3. Name of Firm _____
Address _____

Phone no. _____ Supervisor's Name _____

Employed from (month/year) _____ to _____

Job Title _____ Rate of Pay _____

Duties performed _____

Reason for leaving _____

Section IV - Marital, Family, Financial

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- 0. List in the order given: Your parents, step-parents, foster parents, guardians, brothers, sisters, step-brothers, and step-sisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

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Relationship	Name	Age	Address

1. List three firms with whom you have financed or established charge accounts.

Firm	Address	Account No.

2. Are you insured? Yes No

List the names and addresses of companies and the type of insurance carried.

Name of Insurance Co.	Address	Type of Insurance

Section V - Military Service

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- 0. Have you served in the U. S. Armed Forces? Yes No
 If yes, attach copy of discharge or separation papers.
- 1. Do you claim veteran's preference? Yes No
- 2. While in the military service were you ever convicted of any crime graded as a

misdemeanor, felony, or greater offense?

Yes No

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.

3. 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 _____

5. List any medals, decorations, or commendations received _____

Section VI - Police

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0. List names of relatives or friends employed in the field of law enforcement.

Name	Relationship	Occupation

1. List any position which you have held requiring leadership, executive ability, or authority.

2. Are you now or have you ever been employed in the law enforcement field? Yes No
If yes, explain fully:

3. Have you ever applied for the position of police officer at this or any other department? Yes No
If yes, explain _____

4. In 100 words or less, why do you want to be a police officer in West Norriton Township?

5. If appointed to the police department, do you agree to be bound by Civil Service Rules and Regulations and by any amendments thereto lawfully adopted, and by all such administrative and disciplinary regulations of the police department as may from time to time be in effect? Yes No

If appointed to the police department, do you agree that you will work the prescribed number of hours, the irregular tours of duty and/or hours prescribed by the Chief of Police? Yes No

If appointed to the police department, do you agree to attend all training courses (at township expense) prescribed by the Chief of Police? Yes No

6. Please make any comment(s) you wish to make below. Use the reverse side of this sheet for additional space.

Notification Procedure Release

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In the processing procedures required for applicants, it may become necessary to contact the applicant in the event he/she is being given further consideration for the position of police officer.

If conventional methods fail when attempting to contact an applicant, a certified letter will be sent to the

address listed on the application. Should that letter be returned indicating it was unclaimed or undeliverable; the applicant will be eliminated from further processing and consideration.

I, _____, understand that it is my responsibility to notify West Norriton Township Police Department, in writing, of any change of address or telephone number, and acknowledge that I have read and understand the contents of this procedure and agree to abide by its provisions.

(Date)

(Signature of Applicant)

Affidavit

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STATE OF PENNSYLVANIA
COUNTY OF MONTGOMERY

I, _____, being duly sworn or affirmed according to law, deposes and says that there are no willful misrepresentations in or falsifications of the above statements and answers to questions, and that I am aware that should investigation disclose such misrepresentations and falsifications, in addition to the penalties imposed by law for making false statements under oath, this application will be rejected, and I will be disqualified from applying in the future for any position in the service of West Norriton Township, and if hired in the meantime will be discharged accordingly.

(Date)

(Signature of Applicant)

Sworn to (or affirmed) and subscribed before me
this _____ Day of
_____, 20____

(Notary)

**Waiver and Release
for Background Investigation**

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I _____, am presently applying for employment as a police officer with West Norriton Township, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my

qualifications in this regard, including my personal and employment history with my current and former employers, be disclosed to West Norriton Township.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of West Norriton Township. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of West Norriton Township, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for West Norriton Township to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting West Norriton Township to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by West Norriton Township in determining my suitability for employment as a police officer. It is my specific intent to provide West Norriton Township with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records of recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, their elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of West Norriton Township, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

Waiver and Release (continued)

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In addition, I also give West Norriton Township the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a West Norriton Township employee. I release and hold harmless West Norriton Township, its elected and appointed

officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by West Norriton Township in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then West Norriton Township may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

(Date)

(Signature of Applicant)

Sworn to (or affirmed) and subscribed before me
this _____ day of
_____, 20____

(Notary)

Release of Liability

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I, _____ hereby release and hold harmless West Norriton Township, its employees, and its Civil Service Commission of any liability for claims arising out of injuries, of any kind, by me in the performance of the police physical agility test. It is understood that I, the applicant, assume all risks involved in the conduct of such test.

(Date)

(Signature of Applicant)

Sworn to (or affirmed) and subscribed before me
this _____ day of
_____, 20____.

(Notary)

Please fill out the following information on how you heard about the availability of this position:

£ Newspaper

£ Friend/Family

£ Website/Social Media (please be specific) _____

£ Other (please be specific) _____