

DISCLAIMER

While the Borough of Lansdale 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 Lansdale. Hard copies of the Application Packet are available at Lansdale Borough Hall, One Vine Street, Lansdale, Pa 19446 at the times specified in the advertisement.



LANSDALE BOROUGH POLICE DEPARTMENT

2020 POLICE OFFICER APPLICATION

Civil Service Commission of Lansdale Borough
of Montgomery County, Pennsylvania
One Vine Street, Lansdale, Pa 19446
215-368-1691

ANNOUNCES

An examination for a full-time officer

Employee Benefits:

Pension Contributions Required
Insurance--Life Policy, Health & Accident, Dental and Prescriptions
Paid Vacation
Paid Holidays
Uniform and Equipment Furnished by the Borough

Minimum Requirements:

U.S. Citizen
Valid Drivers License
Minimum 21 years old
High School Graduate or GED
Physically Fit
Meet one of the Following Educational and/or Experience Requirements:

- a. Have completed a minimum of 2 years (60 semester hours) from an accredited college (any credits awarded from MPOETC are applicable); or
- b. Have competed 2 years active duty military experience with an Honorable Discharge and/or eligibility for Honorable Discharge if still engaged in Military service at the time of application; or
- c. Have 2 years experience as a certified Law Enforcement Officer with a minimum of 1,000 hours of actual on-the-job experience.

LANSDALE BOROUGH POLICE DEPARTMENT

2020 POLICE OFFICER APPLICATION

Examinations:

- Written Test (administered electronically)
- Physical Agility Test
- Oral Interview
- Polygraph/Background Investigation
- Physical/Medical Examination
- Psychological Examination

Lansdale is a diverse community and encourages a diverse pool of applicants.

The written test, which will be administered electronically, will be given on **Saturday, November 14, 2020** at **North Penn High School**. Registration for the written test will begin at 8:00 am with testing starting promptly at 9:00 am. ***The Physical Agility Test will take place the same day, following the completion of the Written Exam.***

Application Packets are available for pick up Monday through Friday, 8:00 am - 4:30 pm starting Thursday, October 8, 2020 at Lansdale Borough Municipal Complex (second floor reception desk--NOT THE POLICE STATION), One Vine Street, Pa 19446. Application Packets are also available on the Lansdale Borough website at www.lansdale.org.

All completed applications for examination are to be emailed to lansdalepdrecruit@lansdale.org or returned in person to the Lansdale Borough Civil Service Commission at Lansdale Borough Municipal Complex (second floor reception desk--NOT THE POLICE STATION), One Vine Street, Lansdale, Pa 19446 not later than 4:00 pm on Friday, October 23, 2020.

By the authority of the
Lansdale Borough Civil Service Commission
(An Equal Opportunity Employer)



BOROUGH STAFF ONLY

Date: _____

Time: _____

Initials: _____

Employment Application

Lansdale Borough Police Officer

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

INSTRUCTIONS

The Lansdale Borough Civil Service Commission thanks you for your interest in becoming a Lansdale Borough Police Officer. 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:

1. Read this instruction form and sign below.
2. 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 Lansdale Police Department (Pages 3-6), Part III: Age and Residency Requirements (Page 6) and Part IV: Essential Job Functions and Personal Characteristics Required of an Applicant for the Position of Lansdale Borough Police Officer (Pages 6-8). Take care to sign and answer questions where prompted.
3. Email or drop off all eight completed pages of this employment application at the Lansdale Borough Municipal Complex (One Vine Street).
4. Unless you receive a letter rejecting your application, you are to proceed to the written examination to be conducted on Saturday, November 14 at North Penn High School. Registration for the written test—for which you will need your valid photo identification—will begin at 8:00 am with testing starting promptly at 9:00 am. *The Physical Agility Test will take place the same day following the completion of the Written Exam.*

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 Lansdale. Lansdale is a progressive community which focuses on technology and as such, the primary form of communication with potential candidates will be via email. 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 Lansdale, 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 _____

Email Address _____

Mailing Address _____

Cell Phone _____

Home Phone _____

Work Phone _____

Signature

Date

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

The Lansdale Borough Civil Service Ordinance states that each applicant for any position with the Lansdale Police Department shall:

1. 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.
2. Meet one of the following educational and/or experience requirements:
 - (1) Have completed a minimum of 2 years (sixty semester hours) from an accredited college [any credits awarded from the Municipal Police Officer's Education and Training Commission (MPOETC) are applicable]; or
 - (2) Have completed 2 years active duty military experience with an Honorable Discharge and/or eligibility for Honorable Discharge if still engaged in military service at the time of application; or
 - (3) Have 2 years experience as a certified Law Enforcement Officer with a minimum of 1,000 hours of actual on-the-job experience.
3. 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.
4. Be of good moral character and be physically and mentally fit to perform the duties of a police officer.
5. Not have been convicted of any state or federal offense that is classified as a misdemeanor or a felony.
6. Be able to perform the Essential Job Functions and Personal Characteristics required as adopted by the Civil Service Commission.

PLEASE ANSWER THE QUESTIONS BELOW:

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

2. Have you completed, or are you enrolled in, 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? (*MPOETC training not required to apply*)
 - 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, where did you receive your training?

If you have completed or are enrolled in an Act 120 course, what is the date that you completed, or expect to complete, this training?

3. Do you possess a diploma from an accredited high school or a graduate equivalency diploma?
 Yes No

4. Do you have a minimum of 2 years (sixty semester hours) 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 2 years 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 at least 2 years experience as a certified Law Enforcement Officer with a minimum of 1,000 hours of actual on-the-job experience?
 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

Drivers 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

The Lansdale Borough Civil Service Ordinance states that each applicant must have reached his 21st birthday before the deadline for submitting completed applications. Furthermore, each applicant must agree in writing to establish his/her permanent residence within a fifty-mile radius of the Borough Hall within six months after completing his probationary period.

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

Are you 21 years of age or older?

Yes No

Do you agree that, if appointed to a position on the police force, you will establish your permanent residence within a fifty-mile radius of the Borough Hall within six months after completing your probationary period?

Yes No

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

The Lansdale Borough Civil Service Ordinance states the following:

- 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 up 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 non-legal 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 Lansdale Police Officer and believe I meet the requirements set forth therein.

Print Name

Signature

Date