

February 19, 2016

**POLICE OFFICER -HARRISON TOWNSHIP**

Applications are being accepted for the position of full-time Police Officer in Harrison Township. Application forms may be obtained on the township website [www.harrisontwp.com](http://www.harrisontwp.com) or at the township secretary's office of the Harrison Township Municipal Building, 1 Municipal Drive, Natrona Heights, PA 15065 between the hours of 8:30 a.m. and 4:30 p.m. Monday – Friday from February 22 up and until March 4, 2016.

Minimum Qualifications to apply: U.S. Citizen; Twenty-One (21) years of age; High School Diploma or Graduate Equivalency Diploma; Minimum of an Associate's Degree from an accredited college or university; Current and valid Pennsylvania Driver's License; PA Act 120 Certification no later than the time of certification of the April eligible list; Free from conviction of a disqualifying crime in accordance with MPOETC training program of Title 37 of the PA Crimes Code.

Completed applications, supporting documentation and a non-refundable application fee of \$60.00 paid by certified check or money order must be filed in person by the applicant and received by the Civil Service Commission by 12 p.m.(noon) March 4, 2016.

To be eligible to take the written examination, all applicants must pass a physical agility test to be held at the Allegheny County Police Training Academy on March 16, 2016 at 10:00 a.m. The written exam will be conducted at 9:00 a.m. on Thursday, March 24, 2016 at the Citizens Hose Social Hall 965 Burtner Road, Natrona Heights, PA 15065. Additional instructions and process included in application packet.

The Township of Harrison is an Equal Opportunity Employer

Mark Krumenacker, Secretary  
Civil Service Commission

## HARRISON TOWNSHIP ENTRY LEVEL POLICE OFFICER

### **APPLICANT INFORMATION AND CHECK LIST (Do not return this page with application)**

Items listed below are required to be submitted with your application or application shall be rejected

1. Is application filled out properly, completely and signed in required areas
2. Copy of High School Diploma or GED Certificate **and** High School Transcript
3. Copy of Diploma from accredited college or university **and** College Transcript
3. Copy of Pa Act 120 training certificate or copy of (M.P.O.E.T.C. Certified Police Officer ID card)
4. Photocopy of Valid Pennsylvania Driver's License
5. Claiming Veterans Preference? (Copy of DD Form 214)
6. \$60 non-refundable application fee (Money Order or Certified Check payable to Harrison Twp.)
7. Applicant is solely responsible for all costs incurred throughout the application and examination process.

**ALL APPLICATIONS MUST BE RETURNED NO LATER THAN March 4, 2016 BEFORE 12:00 PM (noon).**

FALSE, MISLEADING, INCOMPLETE OR INCORRECT INFORMATION WILL VOID THE APPLICATION FROM FURTHER CONSIDERATION.

**THE PHYSICAL AGILITY PORTION OF THE EXAMINATION WILL BE HELD ON WEDNESDAY, MARCH 16 AT 10:00 AM AT THE ALLEGHENY COUNTY POLICE ACADEMY 700 WEST RIDGE DR., ALLISON PARK, PA 15101.**

**THE WRITTEN PORTION OF THE EXAMINATION WILL BE HELD AT 9:00 A.M. ON THURSDAY, MARCH 24, 2016 AT THE CITIZENS HOSE SOCIAL HALL 965 BURTNER ROAD, NATRONA HEIGHTS, PA 15065.**

THE ORAL EXAMINATION PROCESS WILL BE IMMINENTLY SCHEDULED FOR CANDIDATES WHO SUCCESSFULLY PASS THE WRITTEN EXAM.

**THERE WILL BE NO MAKE UP DATES FOR ANY PART OF THE EXAMINATION PROCESS.**

**NO WEAPONS, CELL PHONES, PAGERS OR ELECTRONIC DEVICES PERMITTED AT ANY EXAMINATION SITE.**

*APPLICANTS SHOULD ARRIVE NO LATER THAN THIRTY (30) MINUTES PRIOR TO THE START OF AN EXAMINATION AND PRODUCE A CURRENT PA PHOTO DRIVER'S LICENSE.* Applicants will be advised through the process of results of each phase of examinations. Successful candidates of each phase will be notified of required further participation of examinations and/or processing.

All applicants who may be subsequently appointed to the entry level position of Police Officer, must establish permanent residence in the Township within one (1) year from permanent appointment date.

#### Civil Service Process

Application

Physical Agility Testing

Written Examination

Oral Examination

Background Investigation

Polygraph examination (optional and may be administered at discretion of Commission prior to candidates being moved from eligible list to certified list)

Conditional Offer of Employment

Medical/Psychological Examination to include drug screening

Probation (1 year)

Permanent Appointment

The Commission shall, for good cause shown by the Township, the Chief of Police or upon the Commission's own motion, change or revise the sequence of events as circumstances may require.

# Harrison Township

## POLICE OFFICER APPLICATION PACKAGE

### Application **INCLUDES**:

- QUESTIONNAIRE
- APPENDIX A: Notification Procedure Release
- APPENDIX B: Waiver and Release for Background Investigation
- APPENDIX C: Description of Essential Duties of a Police Officer
- APPENDIX D: Physical Agility Test Waiver of Liability

GENERAL INSTRUCTIONS: This application consists of all of above sections: Questionnaire; Notification Procedure Release; Waiver and Release for Background Investigation; Description of Essential Job Functions and Physical Agility Test Waiver of Liability. Each one of these sections must be submitted completed in order for Harrison Township to accept the application as complete. Print (do not type) an answer to each question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed 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. \_\_\_\_\_  
Last Name                      First Name                      Middle Name
2. \_\_\_\_\_  
Social Security Number
3. \_\_\_\_\_  
Alias (es), Nickname(s) Maiden Name, Other Changes in Name
4. \_\_\_\_\_  
Telephone Number
5. \_\_\_\_\_  
Present Residence Address                      Street/City/State/Zip Code
6. \_\_\_\_\_  
U.S. Citizen: Native (Yes/No)      Naturalization No.      Date      Place      Court
7. \_\_\_\_\_  
Residence: List all for the past ten years beginning with current

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

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

Relationship	Name	Address If Living
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Father \_\_\_\_\_

Mother \_\_\_\_\_

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**9. 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
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Have you ever had a license suspended or revoked?

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**10. 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.

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**11. FINANCIAL STATUS.**

Do you have any income from any source other than your principal occupation? (Yes/No) How much? \_\_\_\_\_  
 How often? \_\_\_\_\_ The source(s) \_\_\_\_\_

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

Name and Address of Financial Institution:	Type of Account:

**12. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.**

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

**13. 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?

\_\_\_\_\_ Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee?

\_\_\_\_\_ 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?

\_\_\_\_\_ 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.

**14. EDUCATION.**

A. List all elementary, junior high and high schools attended. .

Name	Address	City	Zip	Graduated Yes/No

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

Name	City	Zip	Years Attended	Credit Hours Semester/Quarter	Degree Rec'd

Major and Minor Courses.

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

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**15. 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.

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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.)

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

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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.)

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**16. FOREIGN LANGUAGE.** Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing

**17. 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

**18. HOBBIES AND SPORTS.**

Name	Length of Participation	Level of Proficiency

**19. EMPLOYMENT.** Begin with your most recent job and list your work history for the past 10 years, including part-time, temporary or seasonal employment and all periods of unemployment.

From Date	Name and Address of Employer	Job Title	Reason for leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

From Date	Name and Address of Employer	Job Title	Reason for leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

From Date	Name and Address of Employer	Job Title	Reason for Leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

From Date	Name and Address of Employer	Job Title	Reason for Leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

If additional employer blocks are needed, 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.

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

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**20. MILITARY STATUS.**

Yes No

Have you ever served in the U.S. Armed Forces?  
*If yes, attach photocopy of discharge or separation papers.*

\_\_\_\_\_

Do you claim veterans' preference?  
*If yes, include a copy of your DD 214.*

\_\_\_\_\_

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, list date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident. Use separate sheet to record this information.

\_\_\_\_\_

B. Are you presently a member of a U.S. Reserve or State Guard organization?  
If yes, complete the following:

Grade and Service No.: \_\_\_\_\_

Service and Component: \_\_\_\_\_

Organization and Station or Unit and Address:  
\_\_\_\_\_

Indicate reserve obligation and status, if any.

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**21. SELECTIVE SERVICE.** (Please provide a copy of your Discharge Papers – DD 214)

Last Classification: \_\_\_\_\_

Selective Service No.: \_\_\_\_\_

Date: \_\_\_\_\_ Local Board: \_\_\_\_\_

Address: \_\_\_\_\_

**22. CHARACTER REFERENCES.** List only character references that have definite knowledge of your qualifications for the position of application. List five character references. (Do not list relatives, former employers or persons living outside the United States.)

Name	Address	Home Phone	Work Phone	Years Known

**23.** 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, provide details.

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**24.** Have you ever applied for a position with any other governmental agencies? If yes, provide details.

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### Verification

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that the information I have provided in the application is true and correct to the best of my knowledge, belief and are made in good faith. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# APPENDIX A

## Notification Procedure Release

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with the Harrison Township Police Department.

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

It is the applicant's responsibility to notify Harrison Township Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges reading and understanding the contents of this procedure.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## **APPENDIX B**

### **Waiver and Release for Background Investigation**

I, \_\_\_\_\_, am presently applying for employment as a police officer with Harrison 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 for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to Harrison 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 Harrison 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 Harrison 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 Harrison 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 Harrison Township to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by Harrison Township in determining my suitability for employment as a police officer. It is my specific intent to provide Harrison 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 or 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, then-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 Harrison Township, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give Harrison Township the right to thoroughly investigate my background,

previous employment, education and references in order to ascertain my suitability for service as a Harrison Township employee. I release and hold harmless Harrison 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 Harrison 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 the Harrison 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 \_\_\_\_\_

## APPENDIX C

### Essential Duties of a Police Officer

1. Running for several hundred yards;
2. Climbing over obstacles;
3. Crawling;
4. Pushing motor vehicles;
5. Pulling or carrying accident, fire or crime victims;
6. Using physical force to apprehend and subdue arrestees;
7. Withstanding prolonged exposure, as long as twelve (12) hours, to extreme weather conditions;
8. Withstanding prolonged periods of standing and sitting;
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injure or killed by accidents, crimes or suicide;
10. Dealing with domestic disputes;
11. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
12. Communicate effectively with individuals suffering from trauma;
13. Operate a motor vehicle for long periods of time;
14. Use a firearm effectively; and
15. Fill out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Harrison Township police officer and believe that:

\_\_\_\_\_ I can fully perform all duties with or without reasonable accommodations.

\_\_\_\_\_ I cannot fully perform all duties even with accommodations.

Date \_\_\_\_\_ Signature \_\_\_\_\_

# APPENDIX D

## APPLICANT'S RELEASE *Physical Agility Test*

As an applicant for entry-level police officer with the Harrison Township Police Department, I understand that I will be required to undergo a Physical Agility Test consisting of the following:

### **300 METER RUN (Anaerobic Power)**

Cover the required distance of 300 meters within 72 seconds.

### **SIT-UPS (Abdominal Muscular Endurance)**

With legs bent at a 90-degree angle, heels on the mat or ground, fingers interlocked behind the head, lift the body, touch elbows to knees and return to the starting position, shoulders touching the mat or ground, 29 times within one (1) minute. Feet may be together or apart and may be held but not knelt upon by another. Fingers must stay interlocked behind the head throughout the event. The back cannot be arched and the buttocks cannot be lifted from the mat.

### **PUSH-UPS (Upper-body Muscular Endurance)**

From a front supported position, hand and feet (toes), lower body as a unit with shoulders, hips and legs in the same plane, lowering the body by bending the elbows until the upper arms are parallel to the ground, and return to a front supported position by straightening the arms, 21 times. Once commenced, the push-up sequence must be continuous until the number of repetitions is reached or 1 minute lapse, whichever occurs first.

### **1.5 MILE RUN (Aerobic Power)**

Cover a measured distance of 1.5 miles on an assigned course within 16 minutes and 28 seconds.

Above tests are cumulative. Each event is pass/fail, thus, if one event is failed, the entire test is failed.

*I have read and understand the requirements of the Physical Agility Test set forth above and knowing this, I believe myself to be in good health and physically fit to participate in this test. I represent that to the best of my knowledge and belief I have no physical condition that would likely cause physical injury, disability, or illness as a result of attempting to perform the elements of the test as described above. In consideration of processing my application, and intending to be legally bound, I hereby release, indemnify and hold harmless the Township of Harrison, their agents, their appointed officials, and their members, and the owners, custodians, directors and employees of the property on which the test is given from all claims, demands and suits which may arise or result from any injury or illness which is caused by or results from taking or attempting to take the test as set forth above.*

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_