



**SALISBURY TOWNSHIP
CIVIL SERVICE COMMISSION
APPLICATION FOR
ENTRY-LEVEL
POLICE OFFICER POSITION**

August, 2016

TOWNSHIP OF SALISBURY
CIVIL SERVICE COMMISSION
APPLICATION FOR APPOINTMENT

ENTRY-LEVEL POLICE OFFICER

FOR OFFICIAL USE ONLY

Application Number: **STCSCAPP2016-** *(001-100)* Recorded: _____, 2016.

Application: ☐ Accepted ☐ Rejected Date _____, 2016.

Physical Fitness Examination: ☐ Passed ☐ Failed Date _____, 2016.

Written Examination: Score _____ Date _____, 2016.

Oral Examination: Score _____ Date _____, 2016.

Background Investigation: ☐ Passed ☐ Failed Date _____, 2016.

Medical Examination: ☐ Passed ☐ Failed Date _____, 2016.
(After offer of employment)

Psychological/Psychiatric Examination: ☐ Passed ☐ Failed Date _____, 2016.
(After offer of employment)

Applicant Identification Number: **STCSC2016-** *(001-100)*

=====

Other Points: _____

=====

Final Score: _____

=====

Rank: _____

=====

Comments:

SALISBURY TOWNSHIP
CIVIL SERVICE COMMISSION
APPLICATION FOR APPOINTMENT

NOTICE TO APPLICANT: Read the following instructions carefully before completing the application.

GENERAL INSTRUCTIONS

The information you include in this application will be used to determine your qualifications for employment. It is, therefore, important that you supply all information and material requested and that all questions be answered fully and accurately. **EACH AND EVERY ONE OF THESE SECTIONS AND QUESTIONS MUST BE COMPLETED IN ORDER FOR THE TOWNSHIP TO ACCEPT THE APPLICATION AS COMPLETE.** Failure to do so may cause a rejection of your application and a loss of an employment opportunity.

A. In completing the application, please type or print clearly in your own Handwriting.

B. All applications must be notarized before filing.

C. All completed applications must be filed on or before: **Friday, September 9, 2016, no later than 4:30 p.m.** with the Civil Service Commission, c/o Township Manager, Salisbury Township, 2900 S. Pike Avenue, Allentown, PA 18103.

D. All completed applications must be accompanied by the following documents at the time of filing:

1. Must be 21 years of age. Birth or baptismal certificate must accompany the application.
2. Military discharge and DD214 if ever a member of the Armed Forces (employment will not be denied solely on the basis of a general or dishonorable discharge).
3. Proof of graduation from a PA MPOETC Certified Police Academy
4. U.S. Citizen. If naturalized citizen, proof of naturalization.
5. Copy of a valid photo Driver's License.
6. A non-refundable \$15 application fee (cash, check or money order made payable to the **"Township of Salisbury"**)

***NOTE:** 1. Where possible, copies of the above documents should be provided rather than the original. Originals will be returned upon request after the selection process has been completed. Copies must be legible.

2. **YOU MUST SIGN YOUR NAME IN BLUE INK ON ALL SIGNATURE LINES IN ORDER TO HAVE YOUR APPLICATION CONSIDERED.**

3. **IF A QUESTION DOES NOT APPLY, MARK "N/A".**

4. **ALL ATTACHED FORMS MUST BE SIGNED AND SUBMITTED WITH APPLICATION**

5. **ALL APPLICATIONS MUST BE RETURNED TO: CIVIL SERVICE COMMISSION, C/O TOWNSHIP MANAGER, 2900 S. PIKE AVENUE, ALLENTOWN, PA 18103 BY DEADLINE IN THE ATTACHED PUBLIC NOTICE**

6. **Salisbury Township Civil Service Rules and Regulations shall govern all testing and appointment procedures.**

(THE TOWNSHIP OF SALISBURY IS AN EQUAL OPPORTUNITY EMPLOYER)

PUBLIC NOTICE
ENTRY-LEVEL POLICE OFFICER
CIVIL SERVICE EXAMINATIONS

The Salisbury Township Civil Service Commission seeks applicants to establish an entry-level police officer eligibility list. Application packets are available at the Salisbury Township Municipal Building, 2900 S. Pike Ave., Allentown, PA 18103, Mon-Fri, 8:30 AM – 4:30 PM. Completed applications must be returned (*email not acceptable*) no later than **4:30 PM on Friday, September 9, 2016** with a **\$15.00 non-refundable fee (cash or check/money order payable to “Salisbury Township”)**. Township and the Civil Service Commission assume no responsibility for applications submitted by mail. Salisbury Township Civil Service rules and regulations apply to testing. Mandatory pre-employment includes: physical fitness, written and oral tests, background check, and medical/psychological exams (after job offer). **Physical Agility Exam** date is **Thursday, September 22, 2016 at 12:00 PM** at Salisbury Township High School, 500 East Montgomery Street, Allentown, PA 18103. **Written Exam** date is **Saturday, October 15, 2016 at 10:00 AM** at Salisbury Township Police Administration building, 3000 South Pike Avenue, Allentown, PA 18103. **Oral Exam** date is **Monday, October 31, 2016 starting at 9:00 AM** at Salisbury Township Police Administration Building, 3000 South Pike Avenue, Allentown, PA 18103. **Applicants must furnish proof of graduation from a MPOETC approved Police Training School and be currently qualified to be certified under Act 120 or, at the time the application is submitted, be currently actively enrolled in a MPOETC Police Training School and obtain full Act 120 certification within one hundred twenty (120) days from the official application closing date**, possess a diploma from an accredited H.S. or GED, valid PA driver's license, be a U.S. citizen, and be at least 21 years old prior to the completed application submission deadline. \$26.47/hr. to start. **E.O.E.**

Notice Advertised in The Morning Call newspaper on Thursday, August 11, 2016

TOWNSHIP OF SALISBURY
CIVIL SERVICE COMMISSION
APPLICATION FOR APPOINTMENT
(PLEASE PRINT OR TYPE)

1. Social Security No.: _____ Date of Birth: _____

US CITIZEN? (CIRCLE YES / NO) IF NO, ANSWER THE FOLLOWING:

Naturalization No.: _____ Date: _____

Place: _____

Court: _____

2. Name: _____
(Last) (First) (Middle)

3. Address: _____
(Number) (Street)

(City) (State) (Zip)

4. Telephone Nos.: _____
(Home) (Cell) (Work)

5. Fax Number/E-Mail: _____
(Fax) (E-Mail)

6. Have you filed a previous application for any position with the Township of Salisbury?: Yes ☐
No ☐

If yes, what position? _____.

7. List your places of residence for the past ten (10) years, beginning with your most current address:

From / To Address Number and Street City State WITH WHOM

(If you need additional space, use supplemental sheets and attach to form)

8. **FAMILY**: List in order given showing relationship including, but not limited to, parents, guardians, step-parents, foster parents, parents-in-law, siblings, step-brothers/step-sisters. Include any other individuals with whom you reside or have resided and with whom a close relationship exists or existed:

RELATIONSHIP

NAME

ADDRESS, IF LIVING

FATHER _____

MOTHER _____

9. **EMPLOYMENT**: List your business or employment for the past ten (10) years starting with your present position working backwards through your experience. Include part-time, seasonal and temporary. List any periods of unemployment or military service.

a. Dates of employment: (month, year) From _____ To _____

Exact title of your position: _____

Salary or earnings: Starting \$ _____ per _____

Final \$ _____ per _____

Place of employment: City: _____ State: _____

Kind of business or organization: _____

Name and address of employer: _____

Name and title of immediate supervisor: _____

Reason for leaving: _____

b. Dates of employment: (month, year) From _____ To _____

Exact title of your position: _____

Salary or earnings: Starting \$ _____ per _____

Final \$ _____ per _____

Place of employment: City: _____ State: _____

Kind of business or organization: _____

Name and address of employer: _____

Name and title of immediate supervisor: _____

Reason for leaving: _____

c. Dates of employment: (month, year) From _____ To _____

Exact title of your position: _____

Salary or earnings: Starting \$ _____ per _____

Final \$ _____ per _____

Place of employment: City: _____ State: _____

Kind of business or organization: _____

Name and address of employer: _____

Name and title of immediate supervisor: _____

Reason for leaving: _____

d. Dates of employment: (month, year) From _____ To _____

Exact title of your position: _____

Salary or earnings: Starting \$ _____ per _____

Final \$ _____ per _____

Place of employment: City: _____ State: _____

Kind of business or organization: _____

Name and address of employer: _____

Name and title of immediate supervisor: _____

Reason for leaving: _____

(If you need additional space, use supplemental sheets and attach to form)

10. Have you ever been discharged, asked to resign, furloughed, put on inactive status for cause, or been subjected to disciplinary action while in any position of employment?

Yes ☐ No ☐

If yes, explain fully:

11. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? Yes ☐ No ☐

If yes, explain fully, giving the name and address of your employer, the approximate date, and reasons in each case.

12. If presently employed, may your present employer be contacted about your work?

Yes ☐ No ☐

13. **EDUCATION:**

a. Give the highest grade completed: _____

If you completed High School, give date: _____

Name and location of last High School attended: _____

b. Name and location of college or university: _____

Dates Attended: From _____ To _____

Degree Received: _____

c. Name and location of college or university: _____

Dates Attended: From _____ To _____

Degree Received: _____

d. Name and location of college or university: _____

Dates Attended: From _____ To _____

Degree Received: _____

e. List your major fields of study: _____

f. Name and location of other schools or colleges attended: _____

Dates Attended: From _____ To _____

Degree Received: _____

g. Name and location of other schools or colleges attended: _____

Dates Attended: From _____ To _____

Degree Received: _____

h. Name and location of other schools or colleges attended: _____

Dates Attended: From _____ To _____

Degree Received: _____

14. SPECIAL QUALIFICATIONS/SKILLS

a. List any type of trade or professional license you have ever held such as pilot, radio operator, etc...

Kind of license: _____ License Authority: _____

Kind of license: _____ License Authority: _____

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

c. Approximate number of words per minute: Keyboard/Typing _____ Shorthand _____

15. **FOREIGN LANGUAGES:** Enter language and indicate fluency.

Language / Reading / Speaking / Understanding / Writing

16. **FOREIGN TRAVEL:** Exclude trips of less than thirty (30) days to Canada and Mexico and travel as a direct result of U.S. Military duties.

Dates - Arrival/Departure

Country

Purpose of Travel

17. **CHARACTER REFERENCES:** List five (5) references who have definite knowledge of your qualifications for the position of application, other than relatives and former employers, who may be contacted for information about your character and reputation?

Name _____

Address _____

Telephone No. _____ Years Known _____
HOME

=====

Name _____

Address _____

Telephone No. _____ Years Known _____
HOME

=====

Name _____

Address _____

Telephone No. _____ Years Known _____
HOME

=====

Name _____

Address _____

Telephone No. _____ Years Known _____
HOME

=====

Name _____

Address _____

Telephone No. _____ Years Known _____
HOME

18. MILITARY SERVICE:

a. Did you ever serve in the United States Armed Forces? Yes () No ()

Are you claiming Veterans Preference? Yes () NO ()

Dates of Service: Entry _____ Separation _____

Branch of Service: (Army, Navy, Marines, etc...) _____

Honorable Discharge: Yes () No ()

b. Are you presently a member of the U.S. Reserves or U.S. National Guard organizations?
Yes () No ()

If yes, please provide your grade and service no.: _____

Your service and component: _____

Your station or unit and location: _____

Are you active?: _____ Inactive?: _____ on standby?: _____

Please describe your current Reserve obligation, if any: _____

c. While in the military service, were you ever convicted of committing an offense by a special or
general court martial? Yes () No ()

If yes, provide the date, place and law enforcing authority. _____

d. What is your Selective Service No: _____

e. What was your last classification and the date classified: _____

f. Provide the address of your local Selective Service Board:

19. Can you, with or without reasonable accommodations, operate equipment such as a short wave radio, transcribing machine, computer, vascar unit, typewriter, or other similar equipment: Yes ☐ No ☐

Yes, ☐ but with the following accommodations: _____

No ☐ even with accommodations.

20. List any special professional memberships or qualifications not otherwise called for in this application:

21. Do you hold a valid motor vehicle (automobile) operator's license? Yes ☐ No ☐

If yes, please provide the Driver's License Number: _____ State: _____

22. Have you ever been denied issuance of a license or have you ever had a license suspended or revoked? Yes ☐ No ☐

If yes, please explain fully: _____

23. Have you ever had automobile insurance withdrawn or revoked, or have you ever been refused auto insurance coverage for any reason other than for nonpayment of premium or lack of ability to pay for mandatory insurance coverage? Yes ☐ No ☐

If yes, please explain fully: _____

24. Please provide the name and address of your current automobile insurance carrier:

Name: _____

Address: _____

Policy Number _____

25. Have you ever pleaded guilty for any crime involving moral turpitude, fraud deceit, or infamous or notorious conduct? Yes ☐ No ☐

If yes, have you been adjudged guilty, have you pled guilty or nolo contendere, or have you had the matter disposed in any manner other than its dismissal for lack of evidence or upon a finding of not guilty? Yes ☐ No ☐

If you answered yes to any part of this question, please explain fully: _____

26. Have you ever been charged and/or convicted of a summary, misdemeanor or felony violations? (Including traffic violations) Yes ☐ No ☐

IF "YES", please provide the charge(s) or violation(s), the court of jurisdiction, date and type of conviction/adjudication/discharge/acquittal.

27. List all current institutions, such as banks, savings & loans, credit unions, service establishments that you have an association with and hold accounts, mortgages, credit cards, loans and which the Township could contact for credit references:

Name	Address	Type of Account	Principal Amt
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28. List all current club and organizational memberships, describe the organization, dates of membership and your office or status with each organization. (Exclude membership in any religious or ethnic organizations; also exclude membership in any organization where membership is limited to members of a particular gender or persons of a particular sexual preference or persons of a certain marital status.)

29. Are there any other incidents in your life not mentioned in the application which may reflect on your suitability to perform the duties which you may be called to perform, or which you may require reasonable accommodations in order to fulfill the duties?

Yes ☐ No ☐ If yes, please explain fully: _____

30. Have you ever applied for a position with any other governmental agencies?

Yes ☐ No ☐ If yes, please give details: _____

31. Are there any special accommodations, including any special equipment or facilities, which will be necessary in order for you to perform the essential functions of a Police Officer as so noted in the attached job description? *(Please review attached job description and sign)*

Yes ☐ No ☐ If yes, please explain fully. _____

32. SUBVERSIVE ORGANIZATIONS:

Please fill in (YES or NO) to the following questions:

_____ Are you now or have you ever been a member of the Communist Party U.S.A. or any communist organization anywhere?

_____ Are you now or have you ever been a member of a fascist organization?

_____ 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 now 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 individuals, 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: contribution(s) to, attendance at or participating in any organizational, social, or other activities of such organizations or of any projects sponsored by such organizations; the sale, gift, or distribution of any written, printed, or other matter, prepared, reproduced, or published, by such organizations or any of their agents or instrumentalities?

If you answered "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 were or are members of these organizations, then list the names of the individuals and the organizations with which they were or are affiliated.

PLEASE CAREFULLY READ THE FOLLOWING STATEMENT:

Before signing this application, please check back over to make sure that you answered all of the questions and make certain that you have not omitted anything. You must be 21 years of age to apply. Questions not pertaining to you should be marked "N/A".

I, the undersigned Applicant, do hereby certify that the statements made by me in this application contain no falsification, omission or concealment of material fact. I am aware that should an investigation disclose any willful misstatement, falsification or concealment, my application will be rejected, my name will be removed from the eligibility list, and if already appointed, I may be dismissed from service.

Further, I waive my right to privacy and release all individuals and organizations from any and all liability relative to the investigation conducted by Salisbury Township or its agent, and do hereby permit all records and information concerning my personnel file and personal life which pertain to determining my fitness as a Police Officer to be released for that purpose.

SIGNATURE OF APPLICANT: _____
(Sign name in blue ink in presence of Notary Public)

SWORN TO and subscribed before me this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission Expires:

(SEAL)

(FORMS CHECKLIST)

READ CAREFULLY, COMPLETE, AND RETURN THE FOLLOWING FORMS ALONG WITH THE APPLICATION:

- ☐ **Essential Job Functions of a Police Officer (F-1 and F-2)**
- ☐ **Procedure Release Notification (F-3)**
- ☐ **Release of Background Information (F-4)**
- ☐ **Statement of Equal Opportunity (F-5)**
- ☐ **Verification (F-6)**
- ☐ **Notice of Physical Agility Physical Testing Requirements/Release Forms (F-7)**

**AFTER YOU HAVE COMPLETED THIS
APPLICATION FORM, TAKE IT TO:**

**CIVIL SERVICE COMMISSION
C/O TOWNSHIP MANAGER
SALISBURY TOWNSHIP
2900 S. PIKE AVENUE
ALLENTOWN, PA 18103**

No later than 4:30 PM on Friday, September 9, 2016

Essential Job Functions of a Police Officer

Each of the following are essential functions of a Police Officer's job:

- (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 eight 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 injured or killed by accidents, crimes, or suicide;
- (10) Dealing with domestic disputes;
- (11) Dealing with verbal and physical abuse of the Police Officer, including taunts, insults, and threats to the Police Officer, family members, or fellow Police Officers;
- (12) Communicating effectively with individuals suffering from trauma;
- (13) Operating a motor vehicle for long periods of time;
- (14) Using a firearm effectively;
- (15) Filling out written reports in a clear and concise manner;
- (16) Hearing;
- (17) Walking;
- (18) Using hands to finger, handle, or operate objects, controls, or tools such as a police car, police radio, VASCAR unit, telephone, handgun and other weapons, handcuffs, breathalyzer, pager, first aid equipment, and a personal computer, including word processing software;

- (19) Reaching with hands and arms;
 - (20) Balancing;
 - (21) Smelling;
 - (22) Stooping and kneeling;
 - (23) Seeing, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus;
 - (24) Working in an environment with a noise level that is generally moderate, although occasionally louder;
 - (25) Working near moving mechanical parts;
 - (26) Working in high, precarious places;
 - (27) Working with explosives;
 - (28) Withstanding exposure to wet and/or humid conditions, extreme heat, or extreme cold; and
 - (29) Withstanding short-term exposure to fumes, airborne particles, toxic or caustic chemicals and/or vibration.
-

STATEMENT OF REASONABLE ACCOMMODATION

I have reviewed the above list of essential job functions for a Township Police Officer and I believe that: *(Please check where appropriate)*

_____ I can fully perform all duties without reasonable accommodation.

_____ I can perform all duties but only with the following reasonable accommodations:

_____ I cannot fully perform all duties even with reasonable accommodations.

Name (PRINT)

Signature

Date

PROCEDURE RELEASE NOTIFICATION

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 Township.

If conventional methods fail in attempting to contact the applicant, a certified/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 the Township Manager, in writing, of any address change. By affixing your signature to this form, the applicant acknowledges he/she has read and understands the contents of this procedure.

NAME (PRINT)

SIGNATURE

DATE

TOWNSHIP OF SALISBURY
CIVIL SERVICE COMMISSION
RELEASE OF BACKGROUND INFORMATION

I, the undersigned, agree to allow the Township of Salisbury to discover any and all pertinent information concerning my employment history and personal background. I understand that this information will be kept confidential. I also agree that the information provided to the Township concerning my employment history and personal background, including any traffic offense or criminal record in the Commonwealth or any other jurisdiction, is not subject to either my prior or subsequent approval. I hereby authorize the Township of Salisbury to conduct such background investigation. I hereby release the Township of Salisbury, the Salisbury Township Police Department, the Chief of Police, their agents and representatives, and any persons, firms or agencies contacted during this investigation from any and all liability arising, in any manner, from this investigation. I shall also provide all of the requested facts and information in a truthful manner for the use of the Township of Salisbury during this investigation and understand that said information shall be utilized to obtain employment information, credit history information, traffic offense record information and criminal history record information.

DOB: _____ PLACE OF BIRTH: _____

SSN: _____ STATE & DRIVER'S LICENSE #: _____

PRINTED NAME

SIGNATURE

DATE

STATEMENT OF EQUAL OPPORTUNITY

The Township is an Equal Opportunity Employer. It is the Township's and Civil Service Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, disability or genetic information. The Township and Commission will provide equal opportunities in employment and promotions.

NAME (PRINT)

Signature

Date

VERIFICATION

I understand that this Application has been completed subject to the penalties of 18 PA C.S. Section 4904 relating to unsworn falsification to authorities.

NAME (PRINT)

Signature

Date

TOWNSHIP OF SALISBURY
CIVIL SERVICE COMMISSION

Notice of Physical Agility Physical
Testing Requirements/Release Forms

After your Application has been recorded and deemed acceptable, you will receive a written Notice of the date, time and location of the Physical Agility/Fitness Examination. Additionally, applicants will receive Physical Testing Requirements/Release Forms that will need to be completed by your physician prior to the exam. Applicants must present the signed Physical Testing Requirements/Release Forms to the testing administrator prior to participating in the Physical Agility/Fitness Exam. The testing administrator will not allow anyone to take part in the Exam unless the Forms are presented.

(RETURN THIS FORM WITH THE APPLICATION)

I, THE UNDERSIGNED APPLICANT, HEREBY ACKNOWLEDGE RECEIPT OF THE ABOVE NOTICE.

DATE

APPLICANT SIGNATURE

PRINT NAME

*****NOTE TO APPLICANT: You may retain the attached
Civil Service Rules and Regulations (Chapters 3 – 5) for
your records.**

CIVIL SERVICE RULES AND REGULATIONS

Chapters 3 through 5

CHAPTER 3 – APPLICATIONS AND QUALIFICATIONS FOR INITIAL EMPLOYMENT AS PART-TIME OR FULL-TIME POLICE OFFICER

Section 3.1. Announcement of Application Period and Examinations

Whenever the need for a new police officer eligibility list occurs, the Commission shall make public notice of the police officer examination application period at least thirty (30) days prior to the date of commencement of the examination process. This notice shall be given by publication in a minimum of one (1) newspaper of general circulation in the Township and a copy of the notice shall be posted on the bulletin board in the Township offices. Additional public notice may be given at any time at the discretion of the Commission. The public notice shall contain, at a minimum, the following information:

- A. Title and general requirements of the rank to be filled
- B. Deadline for the acceptance of applications
- C. Date, time and place for the commencement of the examination process.

The public notice may further include a statement of the residence requirements, starting salary and benefits, education requirements, application processing fee, and/or any other pertinent information as deemed appropriate by the Commission.

Public notice of the time and place of every examination along with the position to be filled shall be given at least once in a newspaper of general circulation in the Township at least two (2) weeks prior to each examination and a copy of the notice shall be prominently posted in the Municipal building. The initial public notice may contain all of the above information concerning the time and place of every examination so as to comply and remove the need for any further publications. If, for any reason, the date, time and place of the examination is altered after the original notice containing said information, then the general provision set forth above shall apply requiring further publication of the same.

Section 3.2. Eligibility for Examination

In order to be eligible for participation in any examination for any police officer rank with the police department, every applicant must submit a completed application form to the Commission before the deadline stated by the Commission for the specific examination. The applicant shall make an oath or affirmation that the application is completed truthfully, and the applicant is subject to the penalties of 18 Pa. C.S. 4904 relating to unsworn falsification to authorities. The Commission shall establish and/or approve the application form to be used. The

Commission shall establish an appropriate non-refundable application fee which must be paid by the applicant when the application is filed.

Section 3.3. Discrimination

The Township of Salisbury is an equal opportunity employer. It is the Township's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, marital status or non job-related physical or mental handicap or disability. The Township and the Commission will provide equal opportunities in employment and promotion.

Further, no discrimination shall be exercised against any disabled person capable of performing normal customary police functions, except to the extent permitted pursuant to the Americans with Disabilities Act and the Rules and Regulations promulgated thereunder.

Section 3.4. Availability

A. Application forms shall be available to all interested persons in the office of the Township Manager, and from such other offices and officers that the Commission, from time to time, may choose to designate. Application forms may be mailed upon written or telephone request. However, the Commission assumes no responsibility for missed filing deadlines due to a delay in the receipt of the application.

B. Each person desiring to apply for examination shall file with the Commission a formal application in which the applicant shall state under oath or affirmation, (a) his full name and residence or post office address, (b) his citizenship, place and date of birth, (c) his condition of health and physical capacity for public service, (d) his business or employment and his residence for the past five years, and (e) such other information as may be required by the Commission's rules and regulations showing the applicant's qualifications for the rank for which he is being examined.

Section 3.5. Application Period

The application period shall be no less than fourteen (14) calendar days in length.

Section 3.6. Filing of Applications

Completed applications for police officer ranks may be received at any time during normal business hours in the office of the Township Manager and by such other offices and officers as the Commission may designate. The receipt of such applications shall be subject to the following conditions:

A. Applications must be received on or before 4:30 P.M. of the day set by the Commission as the close of the application period.

B. At the time of filing, all applications must be accompanied by the non-refundable processing fee paid in cash or by personal check. A receipt will be given for any fee paid. No application will be accepted for filing without payment of the appropriate fee.

C. An application becomes invalid one (1) year after the deadline per (A) above or when an eligibility list is certified for that rank.

Section 3.7. Recording of Applications

The Commission shall review each application as soon as practical after filing for the purpose of determining that such application is complete and contains no omissions. Any application which is incomplete is invalid and may, at the discretion of the Commission, be returned to the Applicant for completion and refiling prior to the filing deadline. The secretary or other designated officer shall date, number and record in the order of receipt all completed applications which, once recorded, become Commission records and shall not be returned to the applicants.

Section 3.8. Age Requirement

All applicants must have reached their twenty-first (21st) birthday before the deadline for submitting completed applications.

Section 3.9. General Qualifications for Police Officer Applicants

All applicants for police officer must meet the following qualifications:

- A. Shall be a citizen of the United States.
- B. Must have reached his or her twenty-first (21st) birthday before the deadline for submitting completed applications.
- C. Must possess a valid motor vehicle operator's license for the Commonwealth of Pennsylvania.
- D. Shall be physically, medically and psychologically fit to perform the essential job functions of a police officer as further defined in Section 3.10.
- E. Must possess a diploma from an accredited high school or a graduate equivalency diploma, and have either of the following:
 - (1) Be a graduate of a Municipal Police Officers Education and Training Commission Approved Police Training School and be currently qualified to be Certified under Act 120; or
 - (2) At the time the application is submitted, be currently actively enrolled in a Municipal Police Officers Education and Training Commission Approved Police

Training School and obtain full Act 120 certification within one hundred twenty (120) days from the official closing date for applicants for that current eligibility list. If an applicant fails to obtain Act 120 certification within that time frame, he/she shall be disqualified as an applicant.

F. Shall speak, read and write the English language.

G. Must be of good moral character.

Section 3.10. Essential Job Functions of a Police Officer

Each of the following is an essential function of a Police Officer's job:

- (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 eight 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 injured or killed by accidents, crimes, or suicide;
- (10) Dealing with domestic disputes;
- (11) Dealing with verbal and physical abuse of the Police Officer, including taunts, insults, and threats to the Police Officer, family members, or fellow Police Officers;
- (12) Communicating effectively with individuals suffering from trauma;
- (13) Operating a motor vehicle for long periods of time;
- (14) Using a firearm effectively;
- (15) Filling out written reports in a clear and concise manner;

- (16) Hearing;
- (17) Walking;
- (18) Using hands to finger, handle, or operate objects, controls, or tools such as a police car, police radio, VASCAR unit, telephone, handgun and other weapons, handcuffs, breathalyzer, pager, first aid equipment, and a personal computer, including word processing software;
- (19) Reaching with hands and arms;
- (20) Balancing;
- (21) Smelling;
- (22) Stooping and kneeling;
- (23) Seeing, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus;
- (24) Working in an environment with a noise level that is generally moderate, although occasionally louder;
- (25) Working near moving mechanical parts;
- (26) Working in high, precarious places;
- (27) Working with explosives;
- (28) Withstanding exposure to wet and/or humid conditions, extreme heat, or extreme cold; and
- (29) Withstanding short-term exposure to fumes, airborne particles, toxic or caustic chemicals and/or vibration.

Section 3.11. Rejection of Applicant

(a) The Commission may refuse to examine, or, if examined, may refuse to certify after examination as eligible, any applicant who is found to lack any of the minimum qualifications for examination prescribed in the rules and regulations adopted for the rank or employment for which he has applied, or who is physically unfit for the performance of the duties of the rank to which he seeks employment, or who is illegally using a controlled substance, as defined in section 102 of the Controlled Substances Act (Public Law 91-513, 21 U.S.C. § 802), or who has been guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in office,

or who is affiliated with any group whose policies or activities are subversive to the form of government set forth in the Constitutions and laws of the United States and Pennsylvania.

(b) The Commission shall refuse to certify as eligible any applicant who fails to accurately and truthfully disclose all facts and information requested of the applicant in the application, psychological testing, physical examination or interviews conducted pursuant to the background examination. If an applicant fails to appear for any scheduled examination or interview, that applicant shall immediately be removed as an eligible applicant. If an applicant's credit history is unsatisfactory so as to possibly affect police work, this may disqualify the applicant.

(c) If, at any time, an applicant desires to be removed from further consideration for inclusion in the eligibility list, the applicant shall submit that request to the Commission. After receipt of the same, the Commission shall remove that person's name from further consideration as an applicant. The Commission shall notify that person in writing of the same.

Section 3.12. Additional Grounds for Rejection of an Applicant/Removal from Eligibility List

(a) If a person on the eligibility list fails to respond to a notice sent to that party's current address on file with the Commission or fails to appear for any scheduled testing or interviews, that party's name shall be removed from the eligibility list upon action of the Commission.

(b) If a person no longer desires to remain on the eligibility list, that person shall notify the Commission of the same and the Commission shall remove that person's name from the list.

(c) In the event of either (a) or (b) above, after the Commission takes action to remove the person's name from the eligibility list, it shall notify the person in writing of that person's removal from the list.

(d) The Commission shall refuse to certify as eligible any applicant who fails to accurately and truthfully disclose all facts and information requested of the applicant in the application and interviews conducted pursuant to the background examination. If an applicant fails to appear for any scheduled examination or interview, that applicant shall immediately be removed as an eligible applicant. If an applicant's credit history is unsatisfactory so as to possibly affect police work, this may disqualify the applicant.

(e) If, at any time, an applicant desires to be removed from further consideration for inclusion in the eligibility list, the applicant shall submit that request to the Commission. After receipt of the same, the Commission shall remove that person's name from further consideration as an applicant. The Commission shall notify that person in writing of the same.

Section 3.13. Hearing for Rejection of an Applicant or Removal of an Applicant from Eligibility List

If any applicant or person is aggrieved by refusal of the Commission to examine or certify the applicant as eligible after examination, the Commission shall, at the request of the applicant, within ten (10) days, appoint a time and place for a public hearing, with or without counsel, at which time the Commission shall take testimony and review its refusal to provide examination or certification. The decision of the Commission shall be final.

Section 3.14. Public Notice

The Commission shall conspicuously post in the Salisbury Township Municipal Building an announcement of the hiring or promotional testing and set forth the time and place of every examination, together with the information as to the type of rank to be filled, the requirements for that rank, where applications may be obtained and the deadline for filing those applications. In addition, at least two weeks prior to the close of the application period, publication of the notice shall occur in at least one daily newspaper of general circulation in Lehigh County and a newspaper circulating generally in the Township of Salisbury.

Section 3.15. Continuing Duties of Applicants and/or Persons on Eligibility List

All applicants or persons on the eligibility list shall have a continuing duty to apprise the Commission/Township of the applicant or eligible person's current address and telephone number. All notices will be deemed received by the applicant or eligible person, if sent to the current address of that applicant or eligible person on file with the Commission by regular, first-class mail.

CHAPTER 4 – EXAMINATION AND GRADING PROCEDURE FOR INITIAL POLICE OFFICER APPLICANTS

Section 4.1. Notice of Examination

In addition to the public notice of Section 3.1, the Commission shall give written notice of each examination to each qualified applicant. The notice shall be mailed or otherwise delivered to each applicant at least ten (10) days prior to the date of the examination. The notice shall specify the date, time, duration and place of the examination and explain the following:

A. Only applicants receiving notices to report for any examination shall be permitted to participate in such examination, and each applicant shall present his/her notice and a photo I.D. motor vehicle operator's license to the examiner before being examined.

B. Any person who fails to report for the examination in accordance with the instructions contained in the notice shall be disqualified.

Section 4.2. General Examination Requirements for the Rank of Police Officer

The examination for police officer will consist of a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination

representing fifty percent (50%) of the final score and the oral examination representing fifty percent (50%) of the final score. In addition, each applicant will undergo a physical fitness test and a background investigation. The fitness test and background investigation will be graded on a pass/fail basis for every applicant. After an applicant has been extended an offer of employment, final appointment shall be contingent upon the applicant passing both a physical and psychological examination.

Section 4.3. Appointment of Examiners

The Commission shall appoint a physical fitness examiner, a written examination administrator, and an oral examination administrator, to conduct the appropriate examination required by these Rules and Regulations. The Commission reserves the right to conduct the three testing criteria in any order that it so determines. However, generally the tests will be administered in the following order: physical fitness/agility, written exam, oral exam.

Section 4.4. Physical Fitness/Agility Testing

(a) Either before or after the written examination, an applicant is required to submit to a physical fitness or an agility examination which must be job related and consistent with business necessity.

(b) The Civil Service Commission may select an independent testing agency to administer the physical fitness/agility testing.

(c) If an independent testing service is selected, the service will provide to the Civil Service Commission, before its selection, a detailed list of the physical and agility testing to be done together with the specific tests, timing, repetitions, and other matters upon which the applicant is to be tested and the necessary scores which must be achieved in all phases of the physical fitness/agility testing which shall be considered passing.

(d) Unless provided to the applicant at the time the application is submitted, the Civil Service Commission or its designee shall forward to all applicants at least ten (10) days prior to the administration of the physical fitness/agility test, the items on which each applicant will be tested, and the passing scores necessary for each item.

(e) The physical fitness/agility test shall be graded on a pass/fail basis and each applicant must complete and pass all individual parts of the physical fitness and agility test process.

(f) If, and only if, the Civil Service Commission does not appoint an independent entity to administer a physical fitness/agility test which has its own testing procedures and passing scores, then the appointed examiner shall test the physical fitness and agility of the applicants based on the current police academy fitness requirements. It is the intent of this provision that whatever current police academy fitness requirements are in effect at the time the physical fitness is performed by the Salisbury Township Civil Service Commission's designee, the candidate must meet those particular physical fitness

requirements. Accordingly, if the police academy's physical fitness requirements are updated or changed, then those new requirements shall be applicable to the physical fitness test to be given to all applicants. The physical fitness requirements shall be graded on a pass/fail basis equal to the pass/fail requirements of the police academy.

(g) It is the intent of this Rule to allow the Civil Service Commission to approve an independent physical fitness/agility testing service which has its own testing procedures and passing scores and, if so appointed, the Civil Service Commission specifically adopts that independent testing service's agility testing procedures and passing scores. The provision requiring notice to the applicant of the specific testing procedures and necessary passing scores for the same is to provide the applicant with notice of the exact nature of the test and the scores which will be necessary to pass the same. The prior notice shall only be required if the police academy standards are not employed by the Civil Service Commission.

(h) The Civil Service Commission requires that each applicant sign a consent and release form prior to undergoing the physical agility examination.

Section 4.5. Written Examination

The written examination shall be graded on a 100 point scale. To pass the written examination, a person must score seventy percent (70%) or greater on the examination. Within thirty (30) days of the administration of the written examination, all applicants shall be given notice as to whether they have passed the written examination. Those candidates who have passed the above written examination will be eligible to continue with the testing.

Section 4.6. Oral Examination

The oral examination shall be graded on a 100 point scale with a score of seventy percent (70%) or higher necessary for passing. The oral examination shall involve questioning applicants on how they would handle situations relevant to police work, their character and reasoning abilities. Within thirty (30) days after the oral examination, applicants whose scores are passing shall be informed of their numerical scores on the oral examination as well as their numerical score on the written examination. If their scores on the oral examination are not passing, they shall be informed of the same without the necessity of providing a numerical score. Each applicant who has passed the written and oral exams shall be informed of the date for physical fitness testing.

Section 4.7. Veterans' Preference Points

Pursuant to the Veterans' Preference Act, any applicant for the rank of patrol officer who qualifies as a "soldier" under the Act, shall receive an additional ten (10) points on top of his total score if the applicant received passing scores under Sections 4.5 and 4.6. Any applicant requesting veterans' preference points must furnish sufficient proof of both service and discharge in accordance with instructions from the Commission in order to be eligible to receive the veterans' preference points.

Section 4.8. Background Investigation

(a) The Commission shall request the Chief of Police or the Chief's designee to conduct a background investigation on each applicant who has passed the written examination, oral examination and physical fitness test. The background investigation shall include interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. In addition, the applicant's credit history and record of criminal convictions shall be investigated. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

(b) The Applicant shall undergo and pass (no deception indicated) a polygraph examination. The party administering the polygraph examination shall be a qualified professional who shall be appointed by the Civil Service Commission. The polygraph examiner shall render an opinion in writing to the Chief of Police or his designee as to whether the conditional appointee has successfully passed the polygraph examination. The polygraph examiner's opinion concerning the applicant will address whether that party has any issues which call into question the person's character, history, records and other information revealed by the polygraph examination which could call into question that person's ability to perform the functions and tasks of a police officer in the appropriate manner. Failure of a polygraph examination by an applicant disqualifies the applicant from any further consideration and he shall be removed as an applicant. However, within ten (10) days after notice of the applicant's failure of said polygraph examination, the applicant may request, in writing, from the Civil Service Commission, a second polygraph examination. The applicant must prepay fifty percent (50%) of the costs related to such re-examination. Failure to timely request and pay for such polygraph re-examination as set forth above shall conclusively mean that that person has failed the background investigation and he or she shall no longer be considered as an applicant.

(c) After the background investigation is completed, the Chief, or his designee, shall make a written recommendation to the Commission on whether the applicant is appropriate for consideration for appointment as a police officer.

(d) The recommendations shall be in writing and if the recommendation is to disqualify, then a detailed written explanation of the reasons for disqualification must be included. The Commission shall make the final determination on whether the information collected during the background investigation warrants rejection of the candidate.

(e) Within thirty (30) days after the Commission considers the recommendation of the Chief of Police or his designee, each applicant will be informed of whether he has passed the background investigation.

CHAPTER 5 – CERTIFICATION OF THE LIST OF ELIGIBLES AND APPOINTMENT

Section 5.1. Creation of Eligibility List

At the completion of the examination requirements set forth in Section 4, the physical fitness test, written examination, oral examination, and background investigation, the Commission shall rank all passing applicants on a list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list. Applicants who qualify for veterans' preference points shall have those points added to their passing score prior to being ranked on the eligibility list. In the case of tied scores, the tie will be broken by giving preference to the applicant who submitted a final completed application first. If both tied applicants submitted their completed applications on the same day, then the applicants shall be ranked by the drawing of lots.

At the election of the Commission, the eligibility list may be approved in segments of ten (10) based upon the receipt of the results of the background investigation as set forth in Section 4.8. If segmented, the eligibility list shall initially consist of ten (10) applicants and the same shall be valid immediately without awaiting results from the background investigations of the lower scoring applicants. The Commission shall add to the eligible list further names upon receipt and review of the results of the subsequent background investigations on the remaining successful applicants.

The eligibility list shall be valid for one (1) year from the date the Commission approves the whole list or, if segmented, from the date of approval of the first group of applicants. Before the expiration of the original first year, the Commission may, at its sole discretion, by a vote of the majority of the Commission at a duly authorized Commission meeting, extend the list for an additional year. The Commission may, at its sole discretion, void an eligibility list at any time for any reason.

Section 5.2. Removal from Eligibility List

(a) If a person on the eligibility list fails to respond to a notice sent to that party's current address on file with the Commission or fails to appear for any scheduled testing or interviews, that party's name shall be removed from the eligibility list upon action of the Commission.

(b) If a person no longer desires to remain on the eligibility list, that person shall notify the Commission of the same and the Commission shall remove that person's name from the list.

(c) In the event of either (a) or (b) above, after the Commission takes action to remove the person's name from the eligibility list, it shall notify the person in writing of that person's removal from the list.

(d) The name of a person appearing on the eligibility list shall be removed by the Commission if that person is appointed to a rank in the Police Department.

(e) The name of a person appearing on the eligibility list shall be removed by the Commission if that person declines an appointment to a permanent rank in the Police Department.

(f) The name of a person appearing on the eligibility list shall be removed by the Commission if that person indicated availability for appointment and is so appointed but fails to report for duty at the time prescribed, unless, in the opinion of The Board of Commissioners, such person can show good and sufficient reason for failing to report.

(g) The Commission may, at its own discretion, remove from the eligibility list the name of any person certified for appointment consideration three (3) times as the top name, but not appointed.

Section 5.3. Appointment

(a) The Board of Commissioners may fill any vacancy in an existing rank in the police department which occurs as a result of expansion of the police force, retirement, resignation, disability or death by the reappointment or reinstatement of a former employee of the police department who had been furloughed. Except for physical and psychological examinations, no other testing shall be required for a furloughed employee or a rehired or reappointed employee.

(b) If no furlough list exists or if ranks remain to be filled after all of the officers on the furlough list were offered reemployment, every rank, except that of chief of police, shall be filled only in the following manner:

(1) The Board of Commissioners shall notify the Commission of any vacancy which is to be filled and shall request the certification of three (3) names from the appropriate list of eligibles;

(2) If three (3) names are not available, then the Commission shall certify the names(s) remaining on the list;

(3) The Board of Commissioners shall make an appointment from one of the three names certified with reference to the merits and fitness of the candidates. However, when one of the three applicants on the certified list is a veteran, that applicant shall be selected.

(c) The Board of Commissioners may object to one or more of the persons certified for the reasons set forth in Sections 3.11 and 3.12 of these Rules and Regulations. If the candidate to whom the Board of Commissioners objects fails to timely exercise the rights of appeal under Section 3.13 or if the Commission declines to uphold the appeal, the Commission shall strike the name of that candidate from the eligibility list and certify the next highest name for inclusion on the list of three candidates for each name stricken off.

Section 5.4. Procedure for Appointment as Part Time, Full Time or Promotional Ranks

1. The Commission shall prepare an eligibility list for part time police officers and full time police officer candidates. Each list shall be separate and may only be used to appoint to the rank for which it is applicable.

2. For any promotional ranks, the Commission shall prepare an eligibility list of candidates who successfully pass the test for that rank.

3. If there are less than three names on any eligibility list, the Commission may submit whatever name or names appear on the list to the Board of Commissioners to fill a rank as long as the eligibility list remains valid.

Section 5.5. Physical and Psychological Medical Examinations

After the Board of Commissioners selects a candidate from the eligibility list, the candidate shall receive a conditional offer of employment to the rank.

(a) The offer of employment shall be conditioned upon the conditional appointee undergoing a physical and psychological medical examination and a determination that the conditional appointee is capable of performing all the essential functions of the rank including Act 120 certification. Physical medical examinations shall be under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be under the direction of a psychiatrist or psychologist.

(b) The physician or other qualified medical professional and the psychiatrist or psychologist shall be appointed by council and shall render an opinion as to whether the conditional appointee has a physical or mental condition which calls into question the person's ability to perform all of the essential functions of the rank for which the person was conditionally appointed.

(c) If the opinion rendered by the physician, other qualified medical professional, psychiatrist or psychologist calls into question the conditional appointee's ability to perform all essential functions of a rank, a person designated by the appointing officer or body shall meet with the conditional appointee for the purpose of having one or more interactive discussions on whether the conditional appointee can, with or without reasonable accommodation, perform all the essential functions of the rank.

(d) If, at the conclusion of the interactive discussion under subsection (c), the appointing officer or body determines that the conditional appointee is not qualified, the appointing officer or body shall give written notice to the conditional appointee and the commission.

(e) Nothing in these Rules and Regulations shall be construed to authorize physical or psychological medical examinations prior to conditional appointment.

(f) As used in this section, the following definitions shall apply:

"Medical examination" shall mean an examination, procedure, inquiry or test designed to obtain information about medical history or a physical or mental condition which might disqualify an applicant if it would prevent the applicant from performing, with or without a reasonable accommodation, all of the essential functions of the rank.

"Physician" shall have the meaning given to it in 1 Pa.C.S. § 1991 (relating to definitions).

"Qualified medical professional" shall mean an individual, in collaboration with or under the supervision or direction of a physician, as may be required by law, who is licensed:

(1) as a physician assistant pursuant to the act of December 20, 1985 (P.L.457, No.112), known as the "Medical Practice Act of 1985," or the act of October 5, 1978 (P.L.1109, No.261), known as the "Osteopathic Medical Practice Act"; or

(2) as a certified registered nurse practitioner pursuant to the act of May 22, 1951 (P.L.317, No.69), known as "The Professional Nursing Law."

**AFTER YOU HAVE COMPLETED THIS
APPLICATION FORM, TAKE IT TO:**

**CIVIL SERVICE COMMISSION
C/O TOWNSHIP MANAGER
SALISBURY TOWNSHIP
2900 S. PIKE AVENUE
ALLENTOWN, PA 18103**

No later than 4:30 PM on Friday, September 9, 2016