

POLICE OFFICER

Borough of Downingtown

The Borough of Downingtown, Chester County, PA, is presently accepting applications and hiring for the position of full-time police officer. Multiple vacancies are anticipated on being filled. Starting base salary is approximately \$62,000, plus an excellent benefit package.

Successful candidates must be at least 18 years of age, must have completed Act 120 Training (certificate must be presented at time of application), completed 30 college credits from an accredited University or college and must pass physical agility, written exam, background investigation, psychological testing and medical exam. No candidate with a record of criminal conviction will be accepted. High School diploma or equivalency certificate is required, along with valid PA operator's license.

Applicants must appear for Civil Service physical agility and written exam on **Saturday, September 09, 2017 at 9:00 a.m.**, at the Downingtown STEM Academy, 335 Manor Ave, Downingtown, PA, 19335. Dress in work-out clothes, as the physical agility exam is first.

Application packets may be obtained at and returned to the Downingtown Police Department, 10 W. Lancaster Ave., Downingtown, PA, 19335, between 8:00 a.m. and 12:00 mid-night weekdays, or download from our website at www.downingtown.org A \$35.00 non-refundable fee will be assessed to each candidate, and the check should be made payable to the Borough of Downingtown at the time the application is submitted.

Applications must be returned no later than **12:00 mid-night on Friday, September 01, 2017** to the Downingtown Police Department. Late submissions will not be accepted.

Civil Service Commission
Borough of Downingtown



BOROUGH OF DOWNINGTOWN POLICE DEPARTMENT

INTEGRITY - PROFESSIONALISM - HONOR - SERVICE



FULL TIME POLICE OFFICER APPLICATION – Part 1. Equal Opportunity Employer

General Instructions: This application consists of several sections: Every section must be completed in order for the Borough to accept the application as complete. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. If you **successfully pass the initial examination** phase of the selection process, you will be required to complete a detailed supplemental application form (Part 2). **PLEASE PRINT LEGIBLY or TYPE.**

1. _____ 2. _____
Last Name First Middle Date

3. _____
Current address Street City State/Zip

4. a. _____ b. _____ c. _____
Home telephone Work telephone Cell telephone

d. _____
E-Mail Address

5. _____
U.S. Citizen (Y/N) Naturalized? (Y/N) Naturalization No. Date Place Court

6. Education:

a. Do you have a high school diploma or a graduate equivalency diploma? (Y/N) _____

b. Have you received 30 credits from an accredited university or college at the date of filing application? (Y/N) _____

c. Pennsylvania Act 120 Graduate? (Y/N) _____ Date _____

Location _____ Certification Number _____

7. Military Status:

Have you ever served in the U.S. Armed Forces? (Y/N) _____

Honorable Discharge (Y/N) _____

8. Vehicle Operator License:

Do you possess a valid vehicle operator's license? (Y/N) _____

Operator's license# _____ State _____ Expiration _____

Essential Duties of a Police Officer

1. Meet specific attendance and scheduling requirements;
2. Read and comprehend a variety of technical, legal, medical and law enforcement related documents and manuals;
3. Pushing motor vehicles; Running for several hundred yards; Crawling; Climbing over obstacles;
4. Pulling or carrying accident, fire or crime victims;
5. Using physical force to apprehend and subdue arrestees and to take action to protect life and property;
6. Withstanding prolonged exposure to extreme weather conditions;
7. Withstanding prolonged periods of standing and sitting;
8. Withstanding frequent exposure to stress-producing situations, such as encountering persons injured or killed by accidents, crimes or suicide;
9. Ability to deal with domestic disputes;
10. Ability to deal with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
11. Communicating effectively with individuals suffering from trauma;
12. Operating a motor vehicle for long periods of time;
13. Using a firearm effectively;
14. Filling out reports in a clear and concise manner;
15. Manually operate a computer keyboard.

I have reviewed the above list of essential job functions for a Borough of Downingtown Police Officer and believe that:

_____ I can fully perform all duties without reasonable accommodations.

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

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

(Signature)

(Date)

Notification Procedure Release

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 Borough of Downingtown.

It is the responsibility of the applicants to notify the Borough of Downingtown Police Department, in writing, of any address change. By affixing your signature to this form, you acknowledge that you have read and understood the contents of this procedure.

**Verification
PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that all entries on this application for employment and attachments are true and complete, and I agree and understand that any falsification of information herein, material half-truths, material misstatements or omissions regardless of their time of discovery, may cause forfeiture on my part to any employment with the Borough of Downingtown. I understand that this application has been completed subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature of Applicant

(Date)



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PRE-TEST REGISTRATION & INFORMATION

Applicant Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (Apt. #)

(City) (State) (Zip)

Date of Birth: ____/____/____

Home Phone #: (____) _____ Work Phone #: (____) _____

Cell Phone #: (____) _____ Email: _____

U.S. Citizen? (Circle one) Y N 30 College Credits? (Circle one) Y N

Associates Degree? Y N

Bachelors Degree? Y N

Applied Before? Y N If So, What Year? _____

Operator's License #: _____ State: _____

HOW WAS APPLICANT REFERRED TO DPD? (Check one and indicate source)

	<u>Source</u>		<u>Source</u>
_____	DPD Employee	_____	DPD Recruitment
_____	Newspaper	_____	Career Counselor
_____	Radio Station	_____	Relative
_____	Television Station	_____	Other Police Dept.
_____	Job Fair Location	_____	Friend
_____	Internet Site	_____	Other

APPLICANT MUST READ AND SIGN BELOW:

I, _____, having provided the information above to the Downingtown Police Department, affirm that it is true, to the best of my knowledge, and I understand that I will be automatically disqualified from any further consideration for employment if it is determined that any of the information is false.

(Signature)

(Date)

(Person taking information)