

Springfield Township Civil Service Commission

Notice of Examination For Probationary Police Officer

The Civil Service Commission of Springfield Township (Delaware County) hereby gives notice that an entry level written examination for the position of probationary Police Officer with the Springfield Township Police Department will be administered on **Saturday, September 15, 2018, at 9:00 AM**, at the Springfield Township Administrative Building, 50 Powell Road, Springfield, PA 19064.
(The Township of Springfield is an Equal Opportunity Employer)

Minimum Requirements:

- United States citizen;
- Twenty-one (21) years of age before the application deadline;
- Possesses a diploma from an accredited High School, or a GED certificate;
- Sixty (60) credit hours from an accredited College or University;
- Successful completion of Act 120 Training as certified by the Municipal Police Officers Education and Training Commission (MPOETC);
- Be physically and mentally fit to perform the full duties of a Police Officer;
- Possess a valid motor vehicle operator's license;
- Be of good moral character;
- Sixty (60) credit hours will be waived for applicants with two (2) years' experience as a full-time Police Officer with a Municipal or State Police force. Thirty (30) credit hours will be waived for applicants with two (2) years' experience as a part-time Police Officer with a Municipal or State Police force;
- Upon appointment to a sworn position, obtain a Pennsylvania driver's license.

Eligibility for Examination:

To be eligible for participation in the examination process, applicants must submit a completed Part 1 Application before the established deadline and make an oath of affirmation that the application is completed truthfully and that the application is subject to the penalties relating to unsworn falsifications.

Application:

Qualified applicants may obtain a Part 1 Application at the Police Department, 50 Powell Road, Springfield, PA, 19064 during normal business hours, 9:00 AM to 4:00PM, Monday to Friday or on the Department website, www.springfieldpd.com.

Filing Date and Fee:

All applications must be received at the Police Department by **4:00 PM, Friday, August 31, 2018**. The non-refundable application fee will be **\$75.00** payable to Springfield Township. No application will be accepted without the filing fee.



DEPARTMENT OF POLICE
TOWNSHIP OF SPRINGFIELD
 DELAWARE COUNTY, PA
 50 Powell Rd., Springfield, PA 19064
 Administration 610-544-6900
 Police 610-544-1100



APPLICATION FOR
POSITION OF POLICE OFFICER—PART 1
 Equal Opportunity Employer

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

1.

Last Name	First	Middle	

Current Address	Street	Apt.	

City	State	Zip Code	

Home Phone	Cell Phone	Work Phone	E-Mail Address

2. U. S. Citizen: Yes/No Naturalized: Yes/No Naturalization No.: _____
 Date: _____ Place/Court: _____

3. **Education:**

- a. Applicant has successfully completed the required Act 120 Program and is MPOETC certified. Yes/No: _____ Police Academy Attended: _____
- b. Copy of Pennsylvania Act 120 Academy transcript.
- c. Do you have a High School diploma or a Graduate Equivalency Diploma? Yes/No _____
- d. Have you received sixty (60) credits from an accredited college or university at the date of filing this application? (Credits from Act 120 Training combined with additional credits totaling 60 credits is acceptable.) Yes/No _____
- e. **OR** have a minimum two (2) years prior experience as a full-time police officer with a municipal or state police force and are currently certified by MPOETC, or successfully completed the Wavier of Training requirements as established by MPOETC? Yes/No _____

- f. **OR**, have thirty (30) credits from an accredited college or university and a minimum two (2) years experience as a part-time police officer with a municipal or state police force, provided you are currently certified by MPOETC, or successfully completed the Wavier of Training requirements as established by MPOETC? Yes/No _____

4. Military Status:

Have you ever served in the U. S. Armed Forces? Yes/No _____

Honorable discharge? Yes/No _____ Do you claim veteran's preference? Yes/No _____

5. Vehicle Operators License:

Do you possess a valid vehicle operator's license? Yes/No _____

Operators License Number _____ State _____ Expiration _____

(Upon appointment, applicant must obtain a Pennsylvania driver's license within the time limit required by the Pennsylvania Vehicle Code.)

6. 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. Withstand prolonged exposure to extreme weather conditions;
8. Withstand long periods of standing or sitting;
9. Withstand 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 officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
12. Communicating effectively with individuals suffering from trauma;
13. Operating a motor vehicle for prolonged periods of time;
14. Using a firearm effectively;
15. Filling out written reports in a clear and concise manner; and
16. Manually operating a computer key board.

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

_____ I can fully perform all duties without reasonable accommodations.

_____ I can fully perform all duties, with the following reasonable accommodations.

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

Comments: _____

(Signature of Applicant)

Date

7. Notification Procedure Release:

It may become necessary to contact the applicant in the event they are being given further consideration for the position of a police officer with the Township of Springfield. If conventional methods fail in attempting to contact the applicant, a certified letter will be sent to the applicant's address listed on the application. Should the certified letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

It is the responsibility of the applicant to notify the Springfield Township Police Department in writing of any address change. By affixing your signature to this form, you acknowledge that you have read and understand the contents of this procedure.

8. 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 Township of Springfield. I understand that this application has been completed subject to the penalties of 18 PA.C.S. §4904 relating to Unsworn Falsifications to Authorities.

Signature of Applicant

Date

<i>For Internal Use Only:</i>			
Fee Received: \$	_____	By: _____	Date: _____ Time: _____