

## APPENDIX A

# Blossburg Borough Police Department



## JOB DESCRIPTION

**JOB TITLE: PATROL OFFICER**

**DATE PREPARED/REVISED: SEPTEMBER 25, 2015**

### **POSITION SUMMARY:**

Work requires an individual who can follow general supervisory direction and use self-initiative to complete tasks identified by supervisory personnel as priorities. The patrol officer must keep the public's trust and confidence with a professional demeanor both on and off the job by paying consistent attention to the agency's goals and objectives. This position requires a high level of problem solving ability and confidence in decision making and requires an individual who can work independently in a sometimes dangerous environment. Physical stamina is required as the officer may be required to be in situations outside for long periods in all types of weather. Successful performers are those who are capable and willing to make decisions that are consistently in line with the agency's missions, goals and objectives.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Takes calls for service and investigates complaints, traffic accidents or criminal complaints. Cites and/or arrests law violators.

Provides traffic control in all types of weather as directed.

Patrols in vehicle, on foot, or via bicycle to deter and detect crime in all types of weather conditions.

Protects persons and property. Secures and protects prisoners. Prepares for and testifies in court.

Has the ability to move 100 pounds to a height of 4 feet and carry 100 pounds. Has the ability to sit or stand for extended periods of time.

Has flexibility sufficient to enter and exit vehicles frequently, ambulate for long periods of over all types of terrain, climb over and around obstacles and suddenly move out of the way of dangers.

Has the ability to wear respiratory protection equipment.

Pursues subjects by vehicle, bicycle or on foot and uses necessary force to subdue individuals who are a threat.

Has the ability to be a credible witness in Court.

Efficiently operates computer equipment and software programs used by the Police Department.

Has the capability of certifying annually with less lethal weapons. Maintains Act 120 Certification.

**OTHER FUNCTIONS:**

Works with other public service departments such as fire and ambulance at scene of incidents. Follows up on pending reports and cases.

Other related duties as assigned.

**QUALIFICATIONS:**

U.S. citizen.

High School diploma or equivalent

Possession of a valid Pennsylvania Motor Vehicle Operator's License.

Current Act 120 training and must have passed the state exam. Ability to communicate effectively and professionally in English both verbally and in writing.

At least 18 years of age.

20/20 corrected eyesight with no color blindness or night-blindness.

Corrected hearing so the loss is no greater than 40 decibels in the better ear on the average at 500 Hz, 1,000 Hz and 2,000 Hz.

Has sufficient bi-lateral manual dexterity to enable safe operation of all equipment used in the job.

Offer of employment is contingent upon successful completion of all Civil Service and/or MPOETC requirements.

**I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by the Borough of Blossburg.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Blossburg Borough Police Department



## POLICE OFFICER APPLICATION PACKAGE

### APPLICATION INCLUDES:

QUESTIONNAIRE

APPENDIX A: Notification Procedure Release

APPENDIX B: Waiver and Release for Background Investigation

APPENDIX C: Patrol Officer Job Description

GENERAL INSTRUCTIONS: This application consists of several sections: a questionnaire; a Notification Procedure Release; a Waiver and Release for Background Investigation; and a Patrol Officer Job Description. Each one of these sections must be completed in order for the Borough of Blossburg 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. PERSONAL INFORMATION

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      Social Security Number

\_\_\_\_\_  
Alias (es), Nickname(s) Maiden Name, Other Changes in Name                      Telephone Number

\_\_\_\_\_  
Present Residence Address                      Street/City/State/Zip Code

Mailing Address *if different from above*: \_\_\_\_\_

U.S. Citizen: Native? Yes \_\_\_\_\_ No \_\_\_\_\_

If answered no: Naturalization No. \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_ Court \_\_\_\_\_

#### 2. RESIDENCE: *List all for the past ten years beginning with current*

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

**3. 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.*

Name	Address if Living
Father _____	_____

Mother _____	_____
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Other Immediate Family listed above:

Name	Address if Living
_____	_____
_____	_____
_____	_____
_____	_____

**4. 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had a license suspended or revoked?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. 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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. FINANCIAL STATUS.**

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:

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

Name	Address	Zip	Type (Social, Fraternal, Professional, etc.)	Office Held	Membership Dates From To
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**8. 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.

**9. EDUCATION**

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

Name	Address	City	Zip	Yes/No
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B. Higher Education. List all colleges or universities attended.  
Attach transcript from last institution.

Name	City	Zip	Years Attended	Credit Hours Semester/Quarter	Degree
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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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**10. 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. 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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**11. FOREIGN LANGUAGE.** Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
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**12. 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	

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To Date		Description of Duties	
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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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### 13. MILITARY STATUS

YES

NO

Have you ever served in the US Armed Forces?

If yes, attach copy of discharge or separation papers.

\_\_\_\_\_

\_\_\_\_\_

Do you claim veteran's 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. \_\_\_\_\_

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

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

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

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

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

**15. 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**16.** 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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17. 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 the entries made by me on the Police Officer Application are true, complete, and correct to the best of my knowledge, belief and are made in good faith. **I understand that any false or misleading statements are grounds for rejection, and if I become employed are grounds for termination.** I understand that this application has been completed subject to the penalties prescribed by 18 PA. C.S.A. § 4904, relating to unsworn falsification to authorities.

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Signature of Applicant

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Date

## APPENDIX B

### 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 Blossburg 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 Blossburg 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.

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Date

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Signature

## APPENDIX C

### Waiver and Release for Background Investigation

I, \_\_\_\_\_, am presently applying for employment as a police officer with the Blossburg Police Department 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 the Borough of Blossburg.

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 the Borough of Blossburg. 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 the Borough of Blossburg 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 the Borough of Blossburg 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 the Borough of Blossburg to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Borough of Blossburg in determining my suitability for employment as a police officer. It is my specific intent to provide the Borough of Blossburg 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 the Borough of Blossburg regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the Borough of Blossburg the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Borough of Blossburg employee. I release and hold harmless the Borough of Blossburg, 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 the Borough of Blossburg 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 Borough of Blossburg 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.

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Signature

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Date