



THE CITY OF ALLENTOWN IS RECRUITING APPLICANTS TO
ESTABLISH A POLICE OFFICER ELIGIBILITY LIST
UNDER BILL 66 – CITY ORDINANCE 14929

POLICE OFFICER

Department of Police

Requirements:

Applicants **MUST** possess current and active ACT 120 Certification in Pennsylvania or be certified as a Police Officer in another state.

- Be a citizen of the United States
- Be at least 20 years old when filing an application and at least 21 years old when appointed to the position of Police Officer
- Possess a high school or a graduate equivalency diploma
- Possess a valid motor vehicle operator's license

No exceptions to these requirements will be made.

Bill 66 – Ordinance 14929:

The applicant must hold current certification as a police officer by the Commonwealth of Pennsylvania under the Municipal Police Officers' Education and Training Program pursuant to 53 P.S. § 740, as amended, or must be certified by another state whose certification is recognized by the Commonwealth of Pennsylvania or have successfully completed Act 120 qualification training and be able to obtain Pennsylvania municipal police officer certification.

Salary:

\$50,192.00 per year with excellent benefits and vacation

Applications:

Applications are available online at www.allentownpa.gov or at:
City of Allentown
Human Resources Department, Room 233
435 W. Hamilton Street
Allentown, PA 18101-1699

Attachments:

Police Officer Application and Job Description

Application Period:

Applications are available from **Monday, February 10, 2014**, until **Wednesday, March 12, 2014**, and must be **received** by Human Resources no later than **Wednesday, March 12, 2014, by 4:30 p.m.**

The Police Civil Service Board Rules for Certified Police Officers Without Competition regarding hiring procedures which includes a listing of Automatic Eligibility Disqualifications (Rule I, Section 4) can be found on the City's website (www.allentownpa.gov). The listing of Automatic Eligibility Disqualifications can also be found on the following page.

Under no circumstances shall this application packet constitute a contract, an offer of employment or the solicitation of an offer of employment. **EOE**

City of Allentown Police Civil Service Board Rules for Appointment of Certified Police Officers Without Competition

Section 4. Automatic Eligibility Disqualifications

If one or more of the following disqualifications applies to an applicant, the applicant shall not be eligible for appointment as a police officer:

- a. Does not meet any of the established preliminary requirements or has not filed all of the documents listed in the preceding sections.
- b. Does not meet the standards established by the Municipal Police Officers' Education and Training Commission.
- c. Was dishonorably discharged from any branch of the military service.
- d. Failed to register with the Selective Service System.
- e. Intentionally falsified, omitted, concealed or misrepresented any material information during any portion of the current or any prior employment application process for a position with the Allentown Police Department, including, without limitation, polygraph/CVSA Screening Booklet and interview.
- f. Has been convicted in any state of an offense for which more than one year in prison can be imposed as a punishment.
- g. Has been convicted of False Swearing (18 Pa.C.S. §4903), Unsworn Falsification to Authorities (18 Pa.C.S. §4904) or an equivalent offense in another state.
- h. Has been convicted in any state of an offense that results in a prohibition against possession of a firearm.
- i. Has engaged in the following drug usage:
 1. Use of marijuana or steroids within three years of the application date.
 2. Abuse of prescription drugs within five years of the application date.
 3. Use of cocaine, methamphetamine, barbiturates, inhalants, designer drugs, or hallucinogens within five years of application date.
 4. Use, at any time, of heroin or an injected controlled substance.
- j. Has two or more convictions for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- k. Has been convicted within five years of the application date of driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- l. Has been placed on Accelerated Rehabilitative Disposition (or equivalent disposition in another state) within one year of the application date for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- m. Has at any time had his or her driver's license revoked in any state.
- n. Has at any time incurred three or more suspensions of his or her driver's license (including a combination of suspensions in any state).
- o. Has within three years of the application date incurred a second suspension of his or driver's license (including a combination of suspensions in any state).
- p. In addition to any of the other Automatic Eligibility Disqualifications, has two or more convictions of any of the following offenses (or equivalent offenses in another state) within seven years of the application date:
 1. Accidents involving damage to attended vehicle or property (75 Pa.C.S. §3743).
 2. Driving without lights to avoid identification or arrest (75 Pa.C.S. §3734).
 3. Drivers required to be licensed (75 Pa.C.S. §1501).
 4. Required financial responsibility (75 Pa.C.S. §1786).
 5. Obedience to authorized persons directing traffic (75 Pa.C.S. §3102).
 6. Meeting or overtaking school bus (75 Pa.C.S. §3345(a)).
 7. Maximum speed limit (31 miles per hour and over) (75 Pa.C.S. §3362).
 8. Racing on highway (75 Pa.C.S. §3367).
 9. Reckless driving (75 Pa.C.S. §3736).
 10. Accidents involving damage to unattended vehicle or property (75 Pa.C.S. §3745).
 11. False reports (75 Pa.C.S. §3748).

City of Allentown
Position Description

Class Title: Patrolman
Grade Number: 02P
Department: Police
Union: FOP

GENERAL PURPOSE

Performs a variety of duties as outlined below.

SUPERVISION RECEIVED

Works under the supervision of the Sergeants, Lieutenants, Captains, Assistant Chiefs of Police and the Chief of Police.

SUPERVISION EXERCISED

May exercise supervision over civilians and/or para-police employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of a police supervisor, works from department policies and procedures to accomplish the following tasks, including, but not limited to:

- Enforce all laws and ordinances for which the Department is responsible; protect the lives and property of all persons; and maintain peace and order within the City of Allentown.
- Develop and maintain a working knowledge of the appropriate federal, state and local laws, statues and ordinances in order to ensure action in accordance with the legal requirements.
- Develop and maintain a working knowledge of judicial case law in the areas of self-incrimination; right to counsel; arrest, search and seizure; interrogation and confessions; and the collection and preservation of evidence in order to ensure action in accordance with current court decisions.
- Operate a police vehicle within assigned geographic area at the direction of supervisor or own discretion according to standard police techniques and strategies in order to deter and detect criminal activity.
- Investigate the activities of suspicious persons as encountered or upon citizen complaint using standard police techniques and in conformance with the legal requirements in order to determine the identity, activity, and reason for the presence of the suspicious person.
- Remain alert to the emergency needs of citizens and take the appropriate action to protect life and property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Issue citations for violations of the Pennsylvania Vehicle Code and local ordinances as observed or determined in conformance with legal requirements and Department policies and procedures in order to ensure conformity with traffic laws and to prevent traffic accidents.
- Direct vehicular traffic as required in order to ensure a safe, orderly flow of traffic.
- Execute warrants in conformance with legal requirements and Department policies and procedures in order to comply with court order.
- Interrogate suspects in accordance with legal requirements and Department policies and procedures using standard interrogation techniques and strategies in order to obtain information and/or a confession in reference to criminal activity.
- Search individuals and their personal property after taking them into custody in compliance with legal requirements and Departmental policies and procedures using standard police search techniques to ensure the safety of the officer, other Department personnel, and arrested persons.
- Incarcerate arrested persons as required in accordance with legal requirements and Department policies and procedures using standard police techniques in order to detain arrested persons pending further investigation and/or processing through the criminal justice system.
- Counsel juveniles and adults and when deemed appropriate refer them to the person or agencies where they can obtain further assistance.
- Strive to maintain self in good health and physical condition.
- Assist any other officer in the preliminary or follow-up investigation of a case.
- Assist prosecuting attorneys in the preparation of court cases and, when required, testify at all judicial trials and hearings.
- Assist and comply with the procedures of the Lehigh County Courts, Prison, Detention and Juvenile Probation Office.
- Maintain a professional decorum and display a proper attitude in all dealings with citizens, superiors and other Department personnel.
- Promptly and properly prepare and submit the required reports obtained as a result of any official assignment or investigation.
- Attend training courses upon assignments to increase and enhance professional knowledge and skill levels.
- Make presentations and speeches to community organizations and groups, as assigned.
- Assist in the securing of crime scenes and in the gathering and processing of evidence.
- Maintain an open relationship with area law enforcement officers/agencies in order to exchange information and to facilitate cooperative efforts.
- Work with youth in Allentown to help them understand and comply with laws and set examples for youth.
- Provide any service that is necessary for the furtherance of the Department's mission and objectives.
- Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

General:

- (A) Citizen of the United States.
- (B) Be at least 21 years old to be appointed to the position.
- (C) Valid motor vehicle operator's license.
- (D) Physically and mentally fit to perform the essential duties of a Patrolman.

Education and Experience:

- (A) High school diploma or Graduate Equivalency Diploma.
- (B) Fulfill the written, physical, and oral examination requirements of the Allentown Police Civil Service Board for entry-level applicants.
- (C) Maintain Act 120 Certification.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Some skill in operating the tools and equipment listed below.
- (B) Ability to learn the applicable laws, ordinances, and department rules and regulations.
- (C) Performs work requiring good physical condition.
- (D) Ability to communicate effectively orally and in writing.
- (E) Establish and maintain effective working relationships with subordinates, peers and supervisors.
- (F) Exercise sound judgment in evaluating situations and in decision making.
- (G) Ability to follow verbal and written instructions.
- (H) Ability to handle stressful situations.
- (I) Meet specific attendance and scheduling requirements.

TOOLS AND EQUIPMENT USED

Requires the daily use of Police car and Police radio, radar gun, handgun and other weapons as required, handcuffs, tasers, and first aid equipment. Also requires intensive daily use of personal computer and networked computer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to stand, walk, use hands to operate tools, or controls, reach with hands and arms, climb or balance, kneel, crouch, or crawl.

PHYSICAL DEMANDS

Applicants shall have visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual abnormality. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies.

SELECTION GUIDELINES

Formal application, rating of education and experience, appropriate Civil Service Board testing including written, physical fitness, and oral interview; background check, credit, and reference check; psychological examination and medical evaluation, including drug panel screening required after employment offer; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Social Security Number _____

Cell Telephone Number _____

Telephone Number _____

Email Address _____

Do you currently possess a current and active Act 120 Certification? Yes No

If you are not currently Act 120 Certified, do you possess a current and active certification for Police Officer in another state? Yes No

Name of Police Academy that you attended: _____

Years Attended: _____

Are you a citizen of the United States? Yes No

Do you have a valid Driver's License? Yes No

Driver's License Number _____ State of issue _____ Operator Commercial (CDL) A B

Name the schools you attended. Please provide the date you graduated and course of study. (If you did not graduate, list last date attended.)

TYPE OF SCHOOL	NAME OF SCHOOL	ADDRESS	Number of Years Completed	Major & Degree
High School				
College				
Business or Trade School				
Professional School				

List any Police related experience and/or education. _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, provide the name. Attach additional sheets if necessary.

Name of Employer: Address: City, State, Zip Code: Phone Number:	Name of Last Supervisor	Employment Dates	Hourly Rate or Salary
		From:	Start:
		To:	Final:
Your last job title:			

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer: Address: City, State, Zip Code: Phone Number:	Name of Last Supervisor	Employment Dates	Hourly Rate or Salary
		From:	Start:
		To:	Final:
Your last job title:			

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer: Address: City, State, Zip Code: Phone Number:	Name of Last Supervisor	Employment Dates	Hourly Rate or Salary
		From: To:	Start: Final:
	Your last job title:		

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No

Have you ever been dismissed or asked to resign from a position? Yes No
If so, please explain. _____

Have you ever been employed by the City of Allentown? Yes No
If yes, in what capacity and when? _____

Have you ever been convicted of a crime, pleaded guilty to a crime, pleaded nolo contendere to a crime, or been placed on Accelerated Rehabilitative Disposition or its equivalent? (Conviction will not necessarily disqualify you from employment) Yes No

If yes, explain number of conviction (s), nature of offense (s) leading to conviction (s), how recently such offense (s) was/were committed, sentence (s) imposed, and type (s) of rehabilitation.

MILITARY

Have you ever been in the Armed Forces? Yes No
Are you now a member of the National Guard? Yes No

Specialty _____ Date entered _____ Discharge Date _____

Did you receive an Honorable Discharge? Yes No

REFERENCES

List names and addresses of three references other than relatives, previous employers, or current/former City employees.

Name _____
Position _____
Company _____
Address _____

Telephone (____) _____

Name _____
Position _____
Company _____
Address _____

Telephone (____) _____

Name _____
Position _____
Company _____
Address _____

Telephone (____) _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the City of Allentown, (hereinafter called "the City"), except where collective bargaining agreements exist, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other City practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the City of Allentown, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned. Both the undersigned and the City of Allentown may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the City may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the City permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the City from any liability as a result of such contract.

I also understand that (1) the City has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the City may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the City will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the City shall be probationary for a period of one hundred-eighty (180) days, and further that at any time during the probationary period, or thereafter, my employment relation with the City is terminable at will for any reason by either party.

Signature: _____ Date: _____

The City of Allentown is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the City of Allentown depends solely on your qualifications.

Thank you for completing this application form and for your interest in employment opportunities with the City of Allentown Police Department.

Under no circumstances shall this application packet constitute a contract, an offer of employment or the solicitation of an offer of employment.



CITY OF ALLENTOWN

EQUAL EMPLOYMENT OPPORTUNITY DATA

The City of Allentown has a moral and legal commitment to provide equal employment opportunity and nondiscrimination in employment policies and practices on the basis of race, color, religion, sex, gender identity, sexual orientation, veterans status, political opinions or affiliations, lawful activity in any employee organization, national origin, age, disability, marital status, use of support animals because of physical disability of any individual or independent contractor, or because the user is a handler or trainer of support or guide animals. We are also required to make periodic reports based on these categories and are in violation of the law if we do not make such reports; therefore, we ask that you fill in the information requested below.

This information will not be used in any way to evaluate qualifications for employment or job performance. It will be used for statistical purposes only and will be kept in a confidential file separate from the attached application for employment. **Please note that completion of this form is not mandatory.**

Thank you for your help in this matter.

Please check where applicable (see other side for explanation of categories).

- | | |
|---|--|
| <input type="checkbox"/> White (Non-Hispanic) | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Black (Non-Hispanic) | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Handicapped or Disabled |

Sex: Male Female

Date of Birth: _____
Age: _____

Are you a Veteran? Yes No

Are you a Disabled Veteran? Yes No

If yes, what is your VA disability rating? _____%

There are no clear-cut scientific definitions of race that can be used for these categories. For these reporting purposes, a person may be included in the group to which she or he appears to belong, identifies with, or is regarded in the community as belonging to; however, no person should check more than one race/ethnic category. General definitions are as follows:

- a. The category "White" (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. The category "Black" (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c. The category "Hispanic": All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. The category "Asian or Pacific Islander": All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, this area includes China, Japan, Korea, the Philippine Islands, and Samoa.
- e. The category "American Indian or Alaskan Native": All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

The definition to be used for "Handicapped or Disabled" is:

"A person with a handicap or disability is any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities, who has a record of such impairment, or who is regarded as having such an impairment."