



CITY OF ALLENTOWN ANNOUNCEMENT

THE CITY OF ALLENTOWN IS RECRUITING APPLICANTS
TO ESTABLISH A POLICE OFFICER ELIGIBILITY LIST

TITLE:

POLICE OFFICER
Department of Police

REQUIREMENTS:

Be a citizen of the United States
Be at least 20 years old when he/she files an application and at least 21 years old to be appointed to the position of Police Officer
Possess a high school diploma or a graduate equivalency diploma
Possess a valid motor vehicle operator's license prior to appointment
Be physically and mentally fit to perform the full duties of a Police Officer
No residency requirement to apply or be hired

Non-refundable application fee of \$60.00 (certified bank checks or money orders only, no personal checks or cash) must be returned with the application

SALARY:

\$46,856.00 per year with excellent benefits and vacation

HOW TO APPLY:

On our website at www.allentownpa.gov or in-person at:
City of Allentown
City Hall, Human Resources Department, Room 233
435 W. Hamilton Street
Allentown, PA 18101-1699

PHYSICAL FITNESS:

Testing will be held **during May 14th – May 22, 2012** – test information such as time and location will be mailed to all qualified applicants

WRITTEN EXAM:

Saturday, June 9, 2012 – test information such as time and location will be mailed to all qualified applicants

ATTACHMENTS:

Application and Police Officer Job Description

STUDY GUIDE:

The study guide for the written examination will be available through the testing company's website. Information regarding the study guide will be provided with the letter regarding the physical fitness test.

DUE DATE:

Applications must be received by Human Resources no later than Friday, April 13, 2012 at 4:00 p.m. **Applications received after the deadline will not be considered, no matter when post marked.**

The Police Civil Service Board Rules regarding hiring procedures which includes a listing of Automatic Eligibility Disqualifications (Rule I, Section 5) can be found on the City's website (www.allentownpa.gov).

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
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.



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