



TOWNSHIP OF LOWER MERION POLICE DEPARTMENT

INTEGRITY - PROFESSIONALISM - RESPECT



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 Township 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 written 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 of Birth

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 60 credits from an accredited university or college at the date of filing application (credits from Act 120 training combined with additional credits totaling 60 is acceptable)? (Y/N) _____

c. Or, do you have five (5) years full-time service as a police officer with a municipal or state police force? (Y/N) _____

d. 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 Township of Lower Merion 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 Township of Lower Merion.

If conventional methods fail in attempting to contact the applicant, a certified – 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 responsibility of the applicants to notify the Lower Merion Township 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 Township of Lower Merion. 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)

(Date)

Automatic Disqualification Factors:

Applicants are advised that the Lower Merion Police Department will automatically disqualify any applicant who does not meet the general requirements as detailed. In addition, the following information is provided regarding our criteria for automatic disqualification:

- Falsification, omission, or misrepresentation of any information during the completion of any other documents/processes associated with the employment program.
- Criminal arrests/behavior which would not reflect well on the Lower Merion Police Department. Being found guilty or pleading guilty to any crime involving depravity or conduct that is contrary to justice, honesty or good morals.
- Habitual substance abuse/use within a prescribed time frame and/or that is beyond what is considered experimental, as outlined below:

Upon receiving a conditional job offer, investigators conducting the second polygraph examination will explore and document any past medical history that may have an impact on the candidate's ability to perform the essential job functions of a police officer. The investigator will also explore and document any current or past use of illegal drugs. The following guidelines shall be followed:

- Marijuana / Synthetic Marijuana: No usage in the twelve months prior to date of application. Zero tolerance for usage upon reaching age 25.
- Zero tolerance for Heroin, Methamphetamine, LSD or any injected illegal substance (steroids excluded).
- Schedule I, II, or III drugs, excluding those named above: No usage in five years prior to date of application. Zero tolerance for usage upon reaching the age of 25.
- Steroids. No usage in five years prior to date of application, excluding steroids prescribed by a medical doctor. Zero tolerance for usage upon reaching the age of 25.
- Prescription Medication for non-medical purposes. No recreational use in 3 years prior to date of application.
- Huffing or the internal use of another chemical or substance, e.g., household cleaner, glue, gas fumes, bath salts, etc. for any other purpose than it was intended. No usage in 3 years prior to date of application. Zero tolerance for usage upon reaching the age of 25.
- Zero tolerance for any illegal manufacturing or distribution of any drug.

The core mission of the Lower Merion Police Department is to improve the quality of life by providing the highest level of professional police service through a partnership with the community. As such, the Department has established the core values of **Integrity**, **Professionalism**, and **Respect** and is seeking applicants who possess these traits and conduct themselves accordingly. Certain issues within a person's background have been identified which will result in automatic disqualification, including but not limited to: criminal conduct (actual arrest and/or admission of behavior whether or not arrested) and substance abuse. Applicants are advised that all information provided is to contain no misrepresentation, falsification, omissions, or concealment of material fact and that, upon submission of any official document (on-line or otherwise), applicants swear or affirm that all information provided is true, complete, and correct to the best of their knowledge and belief. Applicants are further advised that all information provided is subject to later investigation.

Applicant Checklist

- Application must be completed, returned and received by the Staff & Inspections Unit no later than Friday, March 20, 2020 at 4:00 p.m. with the \$30.00 application fee.
- Applications can be mailed or returned in person to the Staff & Inspections Unit at the Lower Merion Police Department, 71 E. Lancaster Ave., Ardmore, PA 19003-2323.
- **AN INDIVIDUAL IS NOT CONSIDERED AN APPLICANT** until the complete application is returned (No admission to test).
- Applicants should review the recruitment brochure and Salary & Benefits sheet.
- The written test is Sunday, March 29, 2020 at 9:00 a.m. at the Lower Merion High School cafeteria (315 E. Montgomery Ave., Ardmore, PA 19003).
- **No cell phones or any other electronic devices will be allowed into the testing site.**
- All successful applicants must undergo a pre-employment drug screen and extensive background investigation.
- All questions should be directed to the Staff & Inspection Unit at 610-645-6250.

Applicant Reminders

- Check application for completeness.
- Visit our website - lowermerion.org for additional information, including the McCann study guide for the written test.

