

GROVE CITY BOROUGH

POLICE OFFICER TESTING APPLICATION PACKAGE

CONTENTS:

A. QUESTIONNAIRE

(Signature Required – Page 11)

Pages 2-11

B. NOTIFICATION PROCEDURE RELEASE FORM

(Signature Required)

Page 12

C. CANDIDATE CONSENT AND DISCLOSURE FORM

(Signature Required – Page 13)

Pages 13-16

D. JOB DESCRIPTION FOR PATROLMAN AND ACKNOWLEDGEMENT

(Signature Required – Page 21)

Pages 17-21

E. PHYSICAL AGILITY WAIVER FORM

(Signature Required)

Page 22

Check enclosed for \$35.00 made payable to Grove City Borough

Enclosed Act 120 certificate and copy of grades

POLICE OFFICER APPLICATION (Continued)

9. FAMILY: List in order showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

Relationship	Name	Address If Living
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Father

Mother

10. 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
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Have you ever had a license suspended or revoked? (Yes/No) If yes, state reason.

11. CONVICTION OF CRIME.

Have you ever been convicted a misdemeanor, felony or greater criminal violation? (Yes/No) If yes, state violation, court of jurisdiction, and date of conviction.

POLICE OFFICER APPLICATION (Continued)

12. FINANCIAL STATUS.

Do you have any income from any source other than your principal occupation? (Yes/No)

How much? _____

How often? _____

The source(s) _____

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:

13. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS:

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

POLICE OFFICER APPLICATION (Continued)

14. 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.

15. EDUCATION:

A. List all elementary, junior high and high schools attended. *Attach transcript from last high school attended.*

Name	Address	City	Zip	Dates Attended	Dates Completed	Graduated Yes/No

POLICE OFFICER APPLICATION (Continued)

B. Higher Education. List all colleges or universities attended. *Attach transcript from last institution.*

Name	City	Zip	Dates Attended	Credit Hours Semester/Quarter	Degree Rec'd – Year
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Major and Minor Courses:

C. Other schools or training (trade, vocational, military). Give for each the name and location of school, dates attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

16. 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.

POLICE OFFICER APPLICATION (Continued)

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.)

C. Approximate number of words per minute: Keyboard or typing _____ Shorthand _____

D. 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.)

17. FOREIGN LANGUAGE: Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
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18. FOREIGN TRAVEL: Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

Dates	County	Purpose of Travel
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POLICE OFFICER APPLICATION (Continued)

19. HOBBIES AND SPORTS:

Name	Length of Participation	Level of Proficiency

20. EMPLOYMENT: Begin with your most recent job and list your work history for the past ten years, including part-time, temporary or seasonal employment, and all periods of unemployment.

From Date	Name, Address, and Phone of Employer	Job Title	Why did you leave
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

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POLICE OFFICER APPLICATION (Continued)

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To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

If additional employer blocks are needed, please 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:

Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain, giving name and address of employer, approximate date, and reasons in each case.

POLICE OFFICER APPLICATION (Continued)

21. MILITARY STATUS:	Yes	No
Have you ever served in the U.S. Armed Forces?	_____	_____
Do you claim veteran's preference?	_____	_____
A. While in the military service were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using 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:	_____	
	_____ Status: _____	
Indicate reserve obligation, if any:	_____	

22. SELECTIVE SERVICE:

Last Classification: _____

Selective Service No.: _____ Last Classification: _____

Date: _____ Local Board: _____

Address: _____

23. CHARACTER REFERENCES:

List only character references who have definite knowledge of your qualifications for the position of application. List 3 character references. (Do not list relatives, former employers, or persons living outside the United States.)

	Name	Address	Home Phone	Work Phone	Years Known
1.	_____				
2.	_____				
3.	_____				

POLICE OFFICER APPLICATION (Continued)

24. 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, give details.

25. Have you ever applied for a position with any other governmental agencies? If yes, give details including dates and current status:

VERIFICATION

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the information I have provided in the application is true, and correct to the best of my knowledge, belief and are made in good faith. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

Signature of Applicant

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 Grove City Borough 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 Grove City 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.

Date

Signature



**CANDIDATE CONSENT AND DISCLOSURE FORM
Regarding Procurement of a Consumer Report**

The Borough of Grove City conducts pre-employment screening on certain new hires. The pre-employment screening includes a criminal background check and may also include a credit history report. Before making an adverse decision, the Borough will provide you with a copy of the consumer report and a description in writing of your rights under the FCRA.

APPLICANT RELEASE

I understand that the Borough of Grove City (Borough) may utilize the services of a Borough-approved vendor as part of the Borough’s pre-employment screening procedure. In connection with my application for employment, the Borough may procure a Background Investigative Report and/or a Background Report on me as part of the process of considering my candidacy as an employee. An investigative consumer report will be generated for employment purposes only, in compliance with the federal Fair Credit Reporting Act (FCRA) and any applicable state statutes. The FCRA gives individuals specific rights in dealing with consumer reporting agencies. A summary of these rights is attached to this document, and I have received a copy of my rights.

I understand an investigation may include obtaining information regarding my character; work habits; performance and experience; reasons for termination of past employment; academic credential records including transcripts; criminal history records from any criminal justice agency in any jurisdiction; military records; and requests for records and information from any individual, company, firm corporation, present and/or past employers; and public agencies subject to state and federal law. A credit report detailing personal financial history will only be obtained for permissible purposes in consideration of jobs meeting specific criteria.

By signing below, I hereby authorize the Borough and/or their vendor to obtain a consumer report and/or an investigative report about me in order to consider me for employment. I hereby authorize, without reservation, anyone contacted by the Borough and/or their vendor to furnish the information as stated above. In order to verify my identity for purposes of the background investigation, I am voluntarily releasing my date of birth and fully understand that age is not a consideration of employment. In addition, I agree that a photocopy or telephone facsimile of this authorization shall be valid as the original.

I understand that falsification, misrepresentation, and/or omission of information on my employment application and/or this consent and disclosure form is grounds for excluding me from further consideration, withdrawal of a job offer, and if already employed, termination of my employment.

Applicant Name (Please type or print)

Date

Applicant Signature

Witness Name (Please type or print) Date

Date

Witness Signature

Please type or print clearly. Keep the last two pages marked A Summary of Your Rights.

Position: _____

Department: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____ (Month) _____ (Day) _____ (Year)

Driver's License Number _____ Issued by _____ PA _____ Other _____

Last Name: _____ First Name: _____

Middle Name: _____ Other Names Known By: _____

Address: _____ City: _____

State: _____ Zip Code: _____ County: _____

Phone Number: _____

Email Address: _____

The information requested above is used to assist in the completion of a background investigation. The information will be maintained in a limited access file, detached from your application. The information will be used for the sole purpose of identification when conducting a background investigation.

Return this completed form to the Borough Secretary's Office, 123 W. Main Street, Grove City, PA 16127. Contact the Borough Secretary at 724-458-7060 if you have any questions.

DEPARTMENT USE ONLY	
Department Name: _____	Position: _____
HRS/EO USE ONLY	
<u>Criminal Check</u>	<u>Fiduciary Check</u>
Date sent: _____	Date sent: _____
Date received back: _____	Date received back: _____
<u>Results</u>	<u>Results</u>

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. NW., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to

Rev. 11/22/2011

the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

<u>TYPE OF BUSINESS:</u>	<u>CONTACT:</u>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

Rev. 11/22/2011

GROVE CITY POLICE DEPARTMENT

JOB DESCRIPTION

POLICE OFFICER

A. General Duties

1. A police officer is responsible for the efficient performance of required duties conforming to the oral and written administrative guidance as promulgated by the chief of police. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. The police officer shall thereby strive to identify problems and suggest strategies to combat problems, fully enlisting the support of citizens, other officers, and government agencies. The officer must exercise flexibility and adaptability.

2. A police officer shall perform the following activities.

a. Detect crime, identify and apprehend offenders, and participate in subsequent court proceedings.

b. Reduce the opportunities for the commission of crime through preventive patrol and other crime-prevention measures.

c. Aid people who are in danger of physical harm.

d. Facilitate the movement of vehicular and pedestrian traffic.

e. Identify potential law enforcement problems.

f. Promote and preserve the peace.

g. Provide emergency services.

3. The police officer position is non-supervisory. Police officer duties are performed on an assigned shift under the direct supervision of the Chief of Police, shift sergeant(s) or corporal(s).

B. Specific duties and responsibilities

1. Exercises authority consistent with the obligations imposed by the oath of office. Promptly obeys legitimate orders.

2. Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.

3. Communicates to superiors and to fellow officers all information obtained in the field which is pertinent to the achievement of police objectives.

4. Responds punctually to all assignments. Responds to calls of criminal activity and civil complaints to secure the crime scene, identify witnesses, conduct investigations, and generally re-establish law and order at the scene.
5. Enforces traffic laws and ordinances by observing traffic movement and checking vehicle speed and issuing warnings and/or citations when violations are observed.
6. Acquires and records information concerning events that have taken place since the last tour of duty.
7. Records activities during the tour of duty as required.
8. Maintains weapons and equipment in a functional, presentable condition.
9. Assists all citizens who request assistance or information.
10. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
11. Strives to resolve non-criminal matters politely and informally. Responds quickly and professionally to queries from the public, counsel juveniles and adults when necessary and refers them to relevant social service agencies.
12. Preserves the peace at public gatherings, neighborhood or family disputes, if possible.
13. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately.
14. Confers with prosecutors and testifies in court on any manner arising from police business.
15. Accomplishes other general duties as they are assigned or become necessary.
16. Cooperates and coordinates with other law-enforcement agencies, correctional institutions, and the courts.

C. Specific duties and responsibilities--preventive patrol

1. Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
 - a. Being thoroughly familiar with the assigned route of patrol. This familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, schools, power stations, and factories. Conditions that contribute to crime shall be reported. The location of fire boxes, telephones, and other emergency services shall be noted.
 - b. Apprehending offenders or wanted persons.

- c. Completing detailed reports on all crimes, vehicle accidents, arrests, and other incidents requiring police attention.
 - d. Preserving any serious crime scene until a supervisor arrives.
 - e. Performing security checks of private and commercial buildings, as appropriate.
 - f. Observing and questioning suspicious persons.
 - g. Issuing traffic citations and warnings as required.
 - h. Being alert for and reporting fires.
 - i. Reporting street light and traffic signals out-of-order, street hazards, and any conditions that endanger public safety.
 - j. Observing activities at schools, parks, and playgrounds that suggest criminality or victimization.
 - k. Responding to any public emergency.
2. Conducts a thorough investigation of all offenses and incidents within the area of assignment. Collects evidence and records information which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.
 3. Alert to the development of conditions that foster or cause crime or which indicate criminal activity. Takes preventive action to correct such conditions, and informs supervisors as soon as the situation permits.
 4. Responds to situations brought to the officer's attention while in the course of patrol or when assigned by radio. Renders First Aid, when qualified, to persons who are seriously ill or injured. Assists persons needing emergency services.
 5. Remains in the assigned area throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the Chief, sergeant or corporal on duty or the dispatcher has authorized a temporary absence.
 6. Alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area, or which contribute to disorder.
 7. Takes proper care of an assigned patrol vehicle and attends to its routine mechanical maintenance; drives it safely and responsibly; and promptly reports and attends to defects or damage.
 8. Keeps radio equipment and the mobile data computer in operation at all times and remains thoroughly familiar with departmental policy concerning its use.

D. Specific duties and responsibilities--traffic patrol

1. Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.
2. Enforces the parking ordinances and motor vehicle laws in the patrol areas.
3. Alert to traffic safety conditions which may endanger or inconvenience the public and reports these conditions to a supervisor.
4. Wears the prescribed traffic safety clothing and equipment when directing traffic.

E. Knowledge, skills, and abilities

1. Thorough knowledge of departmental orders.
2. Thorough knowledge of approved principles, practices, and procedures of police work.
3. Thorough knowledge of pertinent state laws, municipal ordinances, and court decisions.
4. Thorough knowledge of the geography of the municipality.
5. General knowledge of rules of evidence and the law of interrogation and search and seizure.
6. Knowledge of law enforcement principles and practices, including investigation, identification, patrol, traffic control, records management, report preparation, and custody of persons and property.
7. Some knowledge of the philosophy, objectives, and methods of mediation, counseling, and community organizing.
8. Skill in the use of police equipment.
9. Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
10. Ability to analyze evidence.
11. Ability to question and interview skillfully.
12. Ability to organize and prepare clear and concise oral and written reports.
13. Ability to establish effective working relationships with juveniles, parents, school officials, fellow workers, and the public.

14. Physically fit. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

15. Of good moral character.

F. Education and experience

Every Applicant for the position shall possess a diploma from an accredited high school or a graduate equivalency diploma. In addition they must be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, and prior to appointment, possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania as well as successful completion of the training and education prescribed by the Municipal Police Education and training Act ("Act 120).

Revised 04/27/2009

I have reviewed the job description above for a Grove City Borough Police Officer and believe that:

_____ I can fully perform all duties with or without reasonable accommodations.

_____ I cannot fully perform all duties even with accommodations.

Date _____ Signature _____

Grove City Borough Police Department

Physical Agility Form

THE FOLLOWING PHYSICAL TESTS ARE REQUIRED OF ALL APPLICANTS FOR THE POSITION OF POLICE OFFICER. THOSE PERSONS WHO FAIL TO SUCCESSFULLY COMPLETE ALL OF THE TESTS WILL BE ELIMINATED FROM THE SELECTION PROCESS AND DISMISSED FROM FURTHER TESTING.

1. **300 Meter Run (Timed):**

Candidates will be evaluated on and must pass this test at the 30th percentile standard based on MPOETC standards.

2. **1-Minute Timed Sit-ups:**

Candidates must complete the number required according to the 30th percentile standard based on MPOETC standards.

3. **1.5 Mile Run (Timed):**

Candidates will be evaluated on and must pass this test at the 30th percentile standard based on MPOETC standards.

4. **Bench Press (1-Rep):**

Candidates will be required to successfully complete this test according to the 30th percentile standard based on MPOETC standards.

Waiver

I, the undersigned, understand the above physical agility requirements and hereby release from liability Grove City Borough, Grove City Borough Police Department, and all of those persons involved in this testing process, in the event of injury to myself or damage to my property while participating in the Physical Agility Testing.

Name (Print): _____

Signature: _____ **Date:** _____