

Thank you for requesting an application for employment with the Plymouth Township Police Department. **Act 120 is NOT NEEDED to apply**, if offered employment we will put you through the Police Academy. The following information is to advise you of the requirements of the hiring process.

The attached Preliminary Application, along with the Application Fee, must be post-marked on or before November 10, 2020 or hand-delivered to the Plymouth Township Police Department **NO LATER THAN 4:00 P.M. on Wednesday, November 11, 2020. APPLICATIONS CANNOT BE SUBMITTED ELECTRONICALLY OR BY FACSIMILE. NO EXCEPTIONS WILL BE MADE.** The application must be returned to:

Plymouth Township Police Department
700 Belvoir Road
Plymouth Meeting, PA 19462

A \$20.00 application fee MUST be attached to the application (check or money order ONLY, NO CASH)

Written Test Date/Time: Saturday, November 21, 2020 –Depending on the response, morning 8 A.M. and afternoon 1 P.M. test times may be necessary. PLEASE CHECK TWP. WEBSITE WWW.PLYMOUTHSHIPTOWNSHIP.ORG ON THURSDAY NOVEMBER 12, 2020 TO SEE WHAT TIME YOU WILL REPORT FOR TESTING AT THE COLONIAL MIDDLE SCHOOL. APPLICANTS MUST WEAR A MASK.

Test Location: Colonial Middle School
716 Belvoir Road
Plymouth Meeting, PA 19462

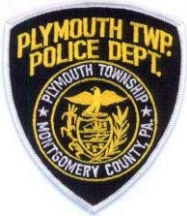
Applicant must bring at the time of written and oral examinations, two (2) forms of identification; one (1) form must be picture identification (i.e. PA Motor Vehicle operator license).

The examination for Police Officer-Entry Level will consist of a written and oral examination. They will both be graded on a 100 point scale with the written examination representing fifty (50%) percent and the oral examination representing fifty (50%) percent of the final score.

The fifty (50) highest scoring applicants with a passing grade on the written examination will be eligible to undertake the oral examination. The applicant must score a minimum of seventy (70%) percent to pass the written examination. If you are successful in obtaining a qualifying score on the written exam, you will be given a formal application. The application includes: (i) personal information, family history etc; (ii) physical agility test personal injury waiver; (iii) background verification disclosure, and (iv) Fair Credit Reporting Act disclosures and waivers. You will also be required to submit transcripts from schools attended and a birth certificate. These items must be submitted when you appear at the time you are scheduled for your oral examination. Those applicants who progress to the oral examination may be fingerprinted by the Plymouth Township Police Department prior to taking the oral examination. If required, such fingerprinting is a condition prior to eligibility to undergo the oral examination.

If you successfully pass the written and physical fitness/agility test you will then move on to the oral interviews and later undergo a background investigation. The physical fitness/agility test and background investigation will be scored on a pass/fail basis.

The physical agility test is scheduled for December 12, 2020 at 9:00 A.M. The Oral Examination is tentatively scheduled for January 4th through 8th, 2021 for qualifying applicants. The requirements for the physical agility test are attached to this application.



Plymouth Township Police Department
Application for the Position of Police Officer

1. Name: _____
(Last) (First) (Middle)

2. Address: _____
(House Number) (Street) (Apt#)

_____ (City) (State) (Zip)

3. Telephone(s) With Area Code: Home: _____ Work: _____
Cell: _____

4. E Mail Address: _____

5. Social Security # _____

6. Will you be at least 18 years of age on or before November 21, 2020? Yes: ___ No: ___

7. Do you hold a valid driver's license? Yes: ___ No: ___

Operator's License Number: _____ State: _____

8. Are you a U. S. Citizen? Yes: ___ No: ___

9. Are you a High School Graduate? Yes ___ No: ___

10. Do you hold a G.E.D. Certificate? Yes ___ No: ___

11. Do you have Act 120 Certification? Yes ___ No: ___

12. Attached to this application is a Job Description for the position of Police Officer. Are you able, with accommodation, to perform all of the functions of the position of Police Officer? Yes: ___ No: ___

I hereby state that all the information set forth on this application is true and correct to the best of my knowledge. I understand that the statements made herein are subject to the penalties of 18 PA Consolidated Statutes Annotated and ss 4904, relating to unsworn falsifications to authorities.

APPLICANT'S SIGNATURE: _____

DATE: _____

JOB DESCRIPTION

TITLE: Patrol Officer

DEPARTMENT: Police

THIS POSITION REPORTS TO AND IS SUPERVISED BY: Duty Sergeant

THIS POSITION HAS AUTHORITY OVER AND SUPERVISES: Does not supervise other personnel.

PURPOSE OF THIS POSITION: Protects life and property through the enforcement of laws and ordinances. Performs routine assignments and patrol. This position involves an element of danger.

ESSENTIAL JOB FUNCTIONS:

- Obeys and transmits all legitimate orders, insuring full compliance and uniform interpretation.
- Patrols Township to enforce traffic/parking regulations and to prevent/discover criminal events.
- Responds to request for police assistance.
- At crime scene or accident scene administers first aid, conducts investigation, gathers evidence, obtains witnesses/makes arrests, examines vehicles/roadways, clears wreckage, issues citations.
- May command an assigned shift as OIC.
- Furnishes proper information and/or assistance to anyone requesting or requiring it.
- Operates equipment to measure blood alcohol level, vehicle speed/distance, and secure/process evidence.
- Operates firearms as necessary.
- Attends meetings, training, and educational seminars.
- Inputs and accesses data from computer.
- Performs related work as required.

MINIMUM REQUIREMENTS OF THIS POSITION:

1) Required Education/Experience/Training:

High school diploma or equivalent. Formal, approved training program in police methods and practices.

2) Required Knowledge, Skills and Abilities

- Thorough knowledge of First Aid
- Communicate effectively in English.
- Emotional stability.

3) Required Licenses/Certificates/Registrations: PA Drivers License, ACT 120 Certification (First Aid/CPR annual certification, handgun & shotgun annual qualification).

4) Required Ability To Operate or Use The Following Equipment:

Computer literate: standard software and proprietary police software.

Standard police department equipment: police car, police radio, speed timing devices, handgun and other weapons, approved impact weapon, handcuffs, breath testing equipment, pager, first aid equipment.

WORK SCHEDULE: Full-time work week; may be called upon to continue investigations on other duty periods.

**PHYSICAL DEMANDS OF JOB
JOB TITLE: PATROL OFFICER**

NOTE: In terms of a 12-
"Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In a 12 hour workday, this job requires the physical ability to:

TOTAL AT ONE TIME

- A) Sit 5.0 hrs.
- B) Stand 3.5 hrs.
- C) Walk 3.5 hrs.

TOTAL DURING AN ENTIRE 12 HOUR WORK DAY

- A) Sit 6 hrs.
- B) Stand 3 hr.
- C) Walk 3 hr.

II A. Job requires the physical ability to LIFT:

	NEVER	OCCASIONALLY	FREQUENTLY
CONTINUOUSLY			
A) Up to 10 Pounds		X	
B) 11-20 Pounds		X	
C) 21-30 Pounds		X	
D) 31-40 Pounds		X	
E) 41-50 Pounds		X	
F) 51-100 Pounds		X	

II B. Job requires the physical ability to CARRY:

A) Up to 10 Pounds	X
B) 11-20 Pounds	X
C) 21-30 Pounds	X
D) 31-40 Pounds	X
E) 41-50 Pounds	X
F) 51-100 Pounds	X

III. Job requires the physical ability to use hands for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE
MANIPULATION			
A) Right	Yes	Yes	Yes
B) Left	Yes	Yes	Yes

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

RIGHT	LEFT	BOTH
Yes	Yes	Yes

V.	Job requires the physical ability to function in activities involving:	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A)	Bending		X		
B)	Squatting		X		
C)	Crawling		X		
D)	Climbing		X		
E)	Reaching		X		
F)	Driving a vehicle			X	
G)	Unprotected heights		X		
H)	Being around moving machinery		X		
I)	Exposure to marked changes in temperature & humidity		X		
J)	Exposure to dust, fumes & gases		X		

PHYSICAL AGILITY REQUIREMENTS

Entrance Exam (30% Cooper)

Male Standards by Age

Female Standards by Age

	18-29	30-39	40-49	50-59	60+		18-29	30-39	40-49	50-59	60+
300 Meter Run (Time)	62.1	63	77	87	87		75	82	106.7	106.7	106.7
Bench Press (% body weight)	0.93	0.83	0.76	0.68	0.63		0.56	0.51	0.47	0.42	0.4
Sit Ups (1 Min Reps)	35	32	27	21	17		30	22	17	12	4
1.5 Mile Run (Time)	13:15	13:44	14:34	15:50	15:50		15:46	16:42	17:29	19:10	19:10

If you pass the written examination and meet the requirements to advance to the next stage in the testing process you will be required to complete the fitness test at the 30th percentile as listed below. ***We urge you to begin preparing now, as the requirements are demanding*** you will have only one chance to complete each event. If you fail to complete an event at the required standard, you will be ineligible to continue in the testing process.

****The fitness test scoring is self explanatory** with the exception of the Bench Press. The number, (0.93) next to the 30th percentile represents the percentage of body weight that must be lifted during the bench press test. Example, Male, 30th percentile, 20-29years old, weighing 100 lbs, must be able to bench press 93lbs. More information about these test standards can be obtained by going to the Municipal Police Officers' Education and Training Commission (MPOETC) web site at <http://mpoetc.state.pa.us/>