

**OFFICIAL EXAMINATION NOTICE
TOWNSHIP OF WILKINS
CIVIL SERVICE COMMISSION**

Public notice is hereby given that the Civil Service Commission of the Township of Wilkins will be conducting an examination for a full time police officer. Applications may be obtained at the Irene J. Pohl Municipal Building, 110 Peffer Road, Turtle Creek, PA 15145, Monday – Friday, 8:30 a.m. until 4:30 p.m. Applications may also be obtained at www.wilkinstownship.com (“Help Wanted” tab). The fully completed application form and all required documentation must be received via hand delivery or certified mail, return receipt requested, by Wilkins Township on or before June 15, 2009 at 4:30 P.M.. Applications received after 4:30 P.M. on June 15, 2009 will not be considered. The following requirements shall apply to all applicants:

1. Verification that applicant is at least 21 years old at the time of application.
2. Verification of application for employment, including affirmation that the application is completed truthfully.
3. Photocopy of current, valid motor vehicle operators license issued by the Commonwealth of Pennsylvania.
4. Applicant must be a citizen of the United States of America
5. Verification that applicant has been certified to act immediately as an active police officer in the Commonwealth of Pennsylvania based upon successful completion at the time of application of what is commonly referred to as Act 120 training.
6. A statement that the applicant is physically and mentally fit for police duty, as set forth in the Essential Duties of a Police Officer form included with the application.
7. Verification of high school diploma or graduate equivalency diploma (GED), in addition to which the applicant shall possess one of the following:
 - 1) A minimum of sixty (60) college credits from an accredited college or university AND a minimum of police experience of at least one (1) year continuous service as a fulltime police officer with a police agency;
 - 2) A minimum of sixty (60) college credits from an accredited college or university AND a minimum of police experience of at least two (2) years continuous service as a part-time police officer with a police agency.

8. If applicant is requesting Veteran's Preference under Pennsylvania law, proof of honorable discharge from military service.
9. Non refundable application fee in the amount of \$50.00 to be paid at the time the application is picked up or requested from the Township.
10. The starting salary for a full time police officer in Wilkins Township is currently set at \$32,718 for the first year, increasing over four years to \$68,890.
11. Applicants who are finalists for the Eligibility List must undergo physical and psychological testing, background and credit investigation.
12. Successful applicants must serve a one (1) year probationary period.
13. A complete copy of the Township's hiring policy, as set forth in its Civil Service Rules is available for inspection during regular business hours at the Irene J. Pohl Municipal Building.

Wilkins Township is an equal opportunity employer.

Publication Period Wednesday, May 20, 2009 and Wednesday, May 27, 2009

Publishers: Pittsburgh Post-Gazette

POLICE OFFICER APPLICATION

**WILKINS TOWNSHIP POLICE DEPARTMENT
110 PEPPER ROAD
TURTLE CREEK, PA 15145
PHONE: 412-824-0032**

APPLICATION INCLUDES:

- **Questionnaire**
- **Certification, Authorization & Agreement**
- **Verification**
- **Notification Procedure Release**
- **Waiver and Release for Background Investigation**
- **Description of Essential Duties of a Police Officer & Job Description**

GENERAL INSTRUCTIONS: This application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; a General waiver, and a description of essential job functions. Each one of these sections must be completed in order for the Township of Wilkins to accept the application as complete. Print (do not type) an answer to each question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with number of the referenced block. **DO NOT MISSTATE OR OMIT MATERIAL FACT SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.**

QUESTIONNAIRE

1. _____ 2. _____
Last Name First Name Middle Name Social Security Number
3. _____ 3a _____
Alias(es), Nickname(s), Maiden Name, Other Changes in Name Telephone Number
4. _____
Present Residence Address Street/City/State/Zip Code
5. _____
U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court
6. _____
Residence: List all for the past ten years beginning with the current

Month & Year			With whom did you live?
From	To	Address	Where are they now?

7. FAMILY. List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, stepbrothers and stepsisters. Include any others with whom you have resided or with whom a close relationship exists.

RELATIONSHIP	Name	Address if Living
Father	_____	_____
Mother	_____	_____
	_____	_____
	_____	_____
	_____	_____

8. 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

Have you ever had a license suspended or revoked?

9. CONVICTION OF CRIME:

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

10. 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:
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11. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.

Name	Address	Zip	Type (Social, Fraternal, Professional, Etc.)	Office Held	Membership Dates From To
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12. 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 organizations with which type were or are affiliated.

13. EDUCATION.

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

Name	Address	City	Zip	Graduated Yes/No

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

Name	City	Zip	Years Attended	Credit Hours Semester/Quarter	Degree Rec'd

Major and Minor Courses.

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

14. 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.

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.)

15. FOREIGN LANGUAGE. Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
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16. 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	Country	Purpose of Travel
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17. HOBBIES AND SPORTS.

Name	Length of Participation	Level of Proficiency
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18. 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 and Address of Employer	Job Title	Reason for leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

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Salary	Name of Supervisor	Name of Co-Worker	

If additional blocks are needed, 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. List name and address of employer, approximate date and reasons in each case.

19. MILITARY STATUS

	Yes	No
Have you ever served in the U.S. Armed Forces? If yes, attach photostatic copy of discharge or separation papers.	_____	_____

Do you claim veterans' preference?	_____	_____
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A While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, list date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident. Use separate sheet to record this information.	_____	_____
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B. Are you presently a member of a U.S. Reserve or State Guard organization? If yes, complete the following:	_____	_____
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Grade and Service No.: _____

Service and Component: _____

Organization and Station or Unit and Address:

_____ Status: _____

Indicate reserve obligation, if any: _____

20. SELECTIVE SERVICE.

Last Classification: _____

Selective Service No.: _____

Date: _____ Local Board: _____

Address: _____

21. CHARACTER REFERENCES: List only character references that have definite knowledge or your qualifications for the position of application. List five character references. (Do not list relatives, former employers or persons living outside the United States).

Name	Address	Home Phone	Work Phone	Years Known

22. 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, provide details.

23. Have you ever applied for a position with any other governmental agencies? If yes, provide details.

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statement and answers, and that the above entries made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date

Certification, Authorization and Agreement

I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsification, omissions, or concealment of material fact. I authorize Wilkins Township Police Department to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information Wilkins Township Police Department may solicit from it or them. I further authorize Wilkins Township Police Department to investigate my criminal history, drivers license record and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history or drivers' license report, Wilkins Township Police Department will so advise me.

I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by Wilkins Township Police Department.

I understand and agree that Wilkins Township Police Department's acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that Wilkins Township Police Department does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by Wilkins Township Police Department at any time without notice or cause.

I further understand and agree that any offer of employment Wilkins Township Police Department may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations and drug tests.

I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Wilkins Township Police Department in any way.

I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.

Signed: _____ Date: _____

Wilkins Township Police Department is an Equal Opportunity Employer

Verification

I understand that this Application has been completed subject to the penalties of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities.

Date: _____

(Signature of Applicant)

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 Wilkins Township 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 the Township Police, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges reading and understanding the content of this procedure.

Date

Signature

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____ (Name of Applicant), hereby give The Township of Wilkins Police Department the right to make a thorough investigation into my background, previous employment, education and references in order to ascertain my suitability for service as a police officer. I release from all liability and claims any and all persons, companies and corporations (public and private) supplying any information whatsoever to representatives of Wilkins Township. This includes and is not limited to parties with whom I have entered into a written or oral agreement which contains a confidentiality clause. I release, indemnify and hold harmless Wilkins Township, its officials, officers and employees from and against any and all liability which might result from conducting such an investigation.

Dated: _____

Notary Public

**WILKINS TOWNSHIP POLICE DEPARTMENT
110 PEPPER ROAD
WILKINS TOWNSHIP
TURTLE CREEK, PA 15145**

**WILKINS TOWNSHIP POLICE OFFICER
ESSENTIAL JOB FUNCTIONS**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to research and arrest, when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statement of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicle; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balance on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and process.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrest suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
22. Withstand prolonged periods of standing and sitting
23. Withstand prolonged exposure, as long as eight hours to extreme weather conditions.
24. Withstand frequent exposure to stress producing situations such as encountering persons injured or killed by accidents, crimes or suicides.

I have reviewed the above list of essential job functions for a Wilkins Township 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 for the duties specified.
Specify:

I cannot fully perform all duties even with reasonable accommodations.

Name

Signature

Date

Wilkins Township Police Department
Job Description: Police Officer

Immediate Supervisor: Sergeant / Shift Commander

Major responsibilities require consistent attention and commitment to the Wilkins Township Police Department's mission. All assigned duties and tasks are expected to be performed in an effective, **efficient** and safe manner. The jobholder must accept the responsibility to support and promote the Wilkins Township Police Department's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the Wilkins Township Police Department or its members. This position requires a high degree of problem-solving ability, **self-initiative**, and the ability and willingness to **work a majority of time without direct supervision**. Successful performers are those who are capable and willing to make decisions that are consistently in line with the Department's mission, goals and objectives.

Major duties involve taking calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, preparing and/or serving civil processes, protecting persons and property, and securing and protecting prisoners. When not responding to calls for service, the jobholder is expected to use self-directed time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the jobholder may be required to temporarily assume the duties, activities and tasks of the patrol sergeant/officer in charge.

Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds, and tax the maximum of human endurance. Therefore, jobholders must maintain a physical and mental state of fitness and readiness that enables them to handle (with minimal force and often without assistance) recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

Removal can be with or without fault of the jobholder or the Township. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, chronic illness, and a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support the Department's mission, failure to uphold the oath of office, failure to behave in a manner that supports the Police Officer's Code of Ethics, failure to continually comply with preconditions for original employment, or failure to display due regard for the civil liberties of any person will lead to removal with or without fault. In addition, accruing atypical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.

