



BOROUGH OF NORTH EAST

Police Department

Job Packet

For

Patrolman (Part-Time)

Packet contains the following:

- a. Coversheet
- b. Applicant Requirements
- c. Borough of North East Application
for Employment
- d. Position Description

Borough of North East

APPLICANT REQUIREMENTS FOR PART-TIME PATROLMAN

1. READ THE APPLICATION REQUIREMENTS TO ENSURE YOU QUALIFY
2. APPLICANT MUST COMPLETE THE ATTACHED JOB APPLICATION
3. AGE 21
4. U.S. CITIZEN
5. PA RESIDENT WITH VALID PA LICENSE
6. ACT 120 TRAINING
7. PREVIOUS EXPERIENCE AS A LAW ENFORCEMENT OFFICER IN A LOCAL, COUNTY OR STATE AGENCY
8. MUST HAVE THE WILLINGNESS TO PERFORM DESK DUTY AS WELL AS PATROL
9. MUST MEET ALL MPOETC STANDARDS AS DEFINED IN ACT 120, SECTION 203.11-QUALIFICATIONS
10. MUST BE ABLE TO PERFORM THE DUTIES OF PART-TIME PATROLMAN AS DESCRIBED IN THE ATTACHED JOB DESCRIPTION
11. MUST BE AVAILABLE TO WORK ALL SHIFTS, WEEKENDS AND HOLIDAYS
12. SELECTED APPLICANTS MAY PARTICIPATE IN THE FOLLOWING:
 - a) ORAL INTERVIEWS
 - b) BACKGROUND INVESTIGATION
 - c) PSYCHOLOGICAL EXAM
 - d) MEDICAL EXAM
 - e) PHYSICAL AGILITY TEST BASED ON MPOETC STANDARDS
13. OFFICERS WILL BE FURNISHED WITH 2 SETS OF UNIFORMS; DUTY GEAR AND A DEPARTMENT APPROVED FIREARM ARE THE RESPONSIBILITY OF THE OFFICER. A \$275.00 UNIFORM ALLOWANCE IS PROVIDED PER YEAR, FOR GEAR ONLY.
14. STARTING RATE OF PAY IS \$15.10 PER HOUR

Borough of North East Application for Employment

Instructions: Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

Name (Last)		(First)	(Middle Initial)	Home Telephone		
Address (Mailing Address)		(City)	(State)	(Zip)	Other Telephone	
E-Mail Address		Are you legally entitled to work in the U.S.?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Driver's License Number	State	Are you 18 years of age or older			Yes <input type="checkbox"/>	No <input type="checkbox"/>

POSITION

Position Or Type Of Employment Desired	Will Accept:	Shift:
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Day
	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Swing
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Graveyard
		<input type="checkbox"/> Rotating
Salary Desired	Date Available	

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If no, list the highest grade completed				
College, Business School, Military (Oldest first)				
Name and Location	Number of years attended	Did you graduate?	Degree	Major or Subject
High School		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date
Languages Read, Written or Spoken Fluently Other Than English				

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
Duty or Specialized Training		

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

The Borough of North East is an Equal Opportunity Employer

Work Experience (most recent first, include volunteer and military)

Date (Month/Yr)	Employers Name, Address, Telephone Number	Salary	Position	Reason for leaving
From: To:				
From: To:				
From: To:				
From: To:				

References (List three personal references who are not relatives or former supervisors)

Name, Address, Telephone Number	Occupation	Years Known

Have you ever been convicted of a felony or misdemeanor, excluding traffic offenses? Yes No

If yes, please explain: (a conviction record will not necessarily be a bar to employment and factors such as age, time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.)

Information to the Applicant

I certify that the answers given by me to the foregoing questions and statements and in any interview are true and correct without material omissions of any kind whatsoever. I agree that the Borough of North East shall not be liable in any respect if I am not hired or if my employment is terminated because of false statements, answers or omissions made by me in this application. I also authorize companies, schools or persons to give any and all information they have regarding me whether or not it is in the records. I hereby release said companies, schools or persons from any and all liability for any damage or injury to me arising out of the release of such information. I understand that any misleading or incorrect statements may render this application void, and if employed would be cause for termination. I understand that I may be required to undergo a pre-employment physical examination and /or drug test, whether by omission or otherwise, will be sufficient grounds for immediate discharge if employed. I agree to comply with all Borough of North East regulations and policies and understand that my failure to comply will subject me to discipline, up to and including discharge.

As part of the Borough of North East's employment screening, your personal and employment references may be checked. If necessary, you may be required to supply your birth certificate or other proof of authorization to work in the United States. Depending on the position, I may also be required to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above:

Signature of Applicant Date

North East Borough Position Description

JOB TITLE: Patrolman—Part-time
DEPARTMENT: Police Department
LOCATION: Borough of North East
REPORTS TO: Chief of Police
STATUS: Non-competitive, Non-civil service, Part-time hourly employee

Work Description:

Performs law enforcement, administrative and protective service work in the police department. Requires sworn status to enforce laws, and conduct investigations according to established department procedures under varying degree of supervision; work is reviewed through conferences, written reports and observation. This position will primarily be a desk officer with limited patrol duties.

Work involves risk, hazardous exposure, and personal danger. The officer must be able to take appropriate action under stress and maintain effective public contacts while exercising tact and discretion.

Essential Function of Job: The following list is not all inclusive.

- a. On an assigned shift, will staff the front desk and take police reports from walk ins.
- b. Complete daily, monthly, and state required reports, answers the private phone line.
- c. Coordinates hearing schedules with the district court.
- d. Monitor the police radio and assist officers in the field as needed, as a back-up officer.
- e. Perform jailer duties as needed.
- f. Coordinate the crossing guards schedule with the chief of police.
- g. Knowledge of computer systems and Microsoft office software.
- h. Manage the police database and related case files.
- i. On an assigned shift, operates a police cruiser to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- j. Responds to radio dispatches, answers calls and complaints and prepares detailed reports; investigates complaints and issues summonses or makes arrests as appropriate.
- k. Protects crime scene; preserves and collects evidence at the scene, takes fingerprints and photographs, interviews victims, witnesses, informants, and suspects; prepares reports on information collected.
- l. Provides general public assistance to motorists and to citizens in a variety of non-criminal situations.
- m. Enforces traffic laws and regulations; performs traffic control.
- n. Testifies in court relative to investigations conducted.
- o. Conducts or assists in conducting investigations; conducts legal searches and surveillance; confiscates property related to crimes.
- p. Serves criminal warrants, subpoenas, and other court orders as required.
- q. Arrests individuals violating laws or ordinances.
- r. Writes accurate and complete reports of calls for service.
- s. May serve in temporary assignments as assigned.
- t. Practices continuous learning through individual study, classroom training, seminars, and conferences.
- u. Performs work safely in accordance with department safety procedures and the North East Borough Safety Program. Operates equipment safely, and reports any unsafe work condition, or practice to supervisor.
- v. May be required to report to work on short notice for emergency conditions. May be assigned to report at a different time and location to perform different duties as necessary.
- w. Performs related work as required by the chief of police.

Job Location and Equipment Operated:

- a. Be available nights, weekends, holidays and as assigned.
- b. Duties are performed indoors and outdoors in a variety of settings and in all weather conditions.
- c. Drives a police vehicle. Operates a variety of equipment and devices such as PBT's, police radio, handguns, shotguns, and other police and office equipment.
- d. Walks a foot patrol as assigned, in all weather conditions.

Required Knowledge Skills and Attributes:

- a. Knowledge of civil and criminal statutes on which charges and arrests are executed.
- b. Strong organizational skills and ability to multi task in an office setting.
- c. Knowledge of police methods, practices and procedures.
- d. Skill in the use of firearms, other law enforcement equipment, and the operation of motor vehicles.
- e. Ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports in English.
- f. Ability to handle sensitive public contacts and to deal tactfully and courteously but firmly with the public.
- g. Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- h. Ability to remain calm and maintain control in various levels of stressful situations.
- i. Ability to continually meet the mandatory minimum standards for the position.
- j. Ability to perform strenuous physical activity

Minimum Qualifications:

- a. High school diploma, Act 120 trained, U.S. Citizen with Pennsylvania residency.
- b. Previous experience as a law enforcement officer in a local, county or state agency.
- c. Must possess and maintain a valid Pennsylvania Driver's License and have an acceptable driving record.
- d. Must meet M.P.O.E.T.C. background requirements and standards for certification.
- e. Must successfully complete testing which may include: Written exam, oral exams, a thorough background investigation and credit check, fitness assessment, physical exam, and drug screen.
- f. Must meet physical fitness standards based upon current standards.
- g. Must be age 21 or over.
- h. No convictions of domestic related assaults or criminal conviction that would preclude certification under M.P.O.E.T.C.
- i. Must qualify on a M.P.O.E.T.C. approved firearms qualification course with department firearm instructor.