

Police Officer Eligibility for Testing Application

Canonsburg Police Department

Canonsburg Borough is an equal opportunity Employer. All qualified applicants will be considered without regard to race, religion, natural origin, sex, job related disabilities or age. All information requested on this application is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

This application is the first step to seeking employment as a police officer with the Canonsburg Borough Police Department. In order to be accepted as eligible to begin the testing process, the application must be filled out in its entirety and accompanied by supporting documentation.

Must be 21 years of age to apply

In order to be eligible to test the candidate must:

1. Download the application or appear in person to pick up an application at the Canonsburg Police Department located at 68 East Pike Street (Bottom Floor) Canonsburg Pa. 15317 (Office hours are 8:00 AM to 4:00 PM Monday-Friday. Closed daily from 12:00-1:00 for lunch)
2. Fill out and sign the application completely.
3. Attach the following **required** documentation
 - a. Proof of **Act 120 Completion** and/or Certification
 - b. High School (or Equivalent GED) or college diploma
 - c. If claiming veterans' preference eligibility attach your DD214
 - d. Before returning the application, the candidate must read and understand the attached "***Essential Job Functions***" list
 - e. Return the signed "***Medical Release Form***" to participate in the physical fitness portion of the test.
 - f. Proof of United States Citizenship and age. **Attach Birth Certificate**
 - g. Return the "***Certification, Authorization and Agreement.***"
 - h. Resume is optional at this stage of the application process

4. Return the application and its attachments via email to acoghill@canonsburgpolice.com. lsheldon@canonsburgpolice.com. or return in person to the Canonsburg Police Department.

***No Application Fee**

***Application may be filed at any time. The applicant will be notified of the testing date and time. Each application received will be valid for one year.**

The *Police Officer Eligibility for Testing Application* is the first step of the police candidate hiring process. Below is a general outline of the hiring process:

1. Application
2. Written Test (Testing four components: arithmetic, reading comprehension, grammar and report writing.)
3. Physical Agility Test (The physical agility test consists of 30 sit-ups within 1 minute, 1.5 mile run within 15.54 minutes, 25 push-ups within 1 minute, and a 300 meter run within 66 seconds. (The borough at its option may elect to include a 15.5 inch minimum vertical jump.)
4. Oral Interview (Scoring of the oral interview is combined with the written test to determine the candidates overall score for placement on the Civil Service eligibility list. (Valid for 1 year with option to extend the list to 2 years).
5. Background Investigation (If the candidate moves on to the background investigation they will be sent a comprehensive background application to assist the investigators)
6. Investigative (background) interview
7. Conditional offer of employment
8. Psychological Test/Medical Exam if required
9. 1 Year probationary period

Application

Last Name

First Name

Middle Name

Date of Birth

Street Address

City

Zip Code

State

Contact Phone Number

email

Are you Claiming Veterans Preference Eligibility _____ if so attach proof of military service (DD214).

Do you reside in Pennsylvania Yes _____ No _____

Do you have a valid Pennsylvania Driver's License _____

Pennsylvania Driver's License Number _____

Are you able to perform the functions of a police officer listed on the "Essential Job Functions attachment: Yes _____ No _____

Applicant Signature

Date



Canonsburg Borough Police Department

ESSENTIAL JOB FUNCTIONS (Including but not limited to the following list)

1. Affect 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 search 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 radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informants.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement vehicles; 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; balancing 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 extended 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 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 processes.
13. Demonstrate communication skill 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 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 extended 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 preparations and processing of such documents as citations, affidavits, and warrants.
21. Process arrested suspects to include taking photographs and obtaining a legible set of inked fingerprint impressions.

NOTE: The successful applicant must be able to perform ALL the above essential job functions of an experienced police officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, and strength.



Canonsburg Police Department
68 E. Pike Street
Canonsburg, PA 15317
(724) 745 - 8020

Medical Release Form

Dear Provider:

In order for _____ (print applicant's name), to participate in a physical fitness test for the position of **police officer**, it is necessary for them to obtain a clearance from a physician, physician's assistant, nurse practitioner, licensed chiropractor or other certified health care provider. **All testing is** monitored by certified physical fitness coordinators. A test event **ended When** the applicant meets the requirement_ If the standard is 25 push-ups, **the test ends when the** applicant performs 25 correct repetitions. All events in the **test battery** are **Pass I Fail**. Please review the test guidelines attached to this **form** and check the appropriate **box** below,

I have examined the applicant, whose name is listed above.

☐

MAY participate in the Physical Fitness Test,

OR

☐

MAY NOT participate in the Physical Fitness Test

Provider's Signature. _____ Date _____

Provider's Business Address:

Any questions regarding this form or the Physical Fitness Test shah be directed to
Michael R Grogan, Fitness Consultant, Pennsylvania Chiefs of Police Association_
3905 North Front Street, Harrisburg, Pennsylvania 17110
pafitcop@yahoo.com



Canonsburg Borough Police Department

Certification, Authorization and Agreement

"I certify that the information supplied by me on this application form and in my resume is true and complete and does not contain any falsification, omissions, or concealments of material fact. I acknowledge any falsification, omissions, or concealments of material fact may subject me to be removed from the eligibility list. I authorize Canonsburg Borough 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 Canonsburg Borough may solicit from it or them. I further authorize Canonsburg Borough to investigate my criminal history 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 records report, Canonsburg Borough will so advise me."

"I further understand that as part of any background investigation I will be asked to complete an affidavit attesting to all the social media networking platforms in which I participate or maintain. I understand that I will be required to provide the designated background investigator with access to the social networking platforms in which I participate or maintain."

"I hereby release Canonsburg Borough, all law enforcement agencies, agents and outside consultants hired to assist in the hiring process and anyone interviewed, (including but not limited to, current and former employers, relatives, neighbors, acquaintances, all educational institutions and programs, financial institutions 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 Canonsburg Borough."

"I understand and agree that Canonsburg Borough's acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that Canonsburg Borough 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 Canonsburg Borough at any time without notice or cause."

I further understand and agree that any offer of employment Canonsburg Borough 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 Canonsburg Borough 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."

Signature: _____

Date: _____

Canonsburg Borough is an Equal Opportunity Government Employer