

Upper Darby Township

Civil Service Commission

Application for Appointment
Police Officer

General Information
Applicant Instructions
Application for Appointment Forms



The Civil Service agility test for the position of Police Officer will take place on **Saturday, March 25, 2023, at 8:30 AM** at Monsignor Bonner and Archbishop Prendergast High School.

The Civil Service written examination will be administered at Monsignor Bonner and Archbishop Prendergast High School on **Saturday, April 1, 2023, at 8:30 AM**. If you fail or do not take the agility test you will not be permitted to take the written examination.

Monsignor Bonner and Archbishop Prendergast High School is located at 403 North Lansdowne Avenue, Drexel Hill, Delaware, County, Pennsylvania, 19026

Do not bring anything with you to the testing center.
All required examination materials, including pencils, will be supplied to you.

**THE COMPLETED APPLICATION BOOKLET MUST BE RETURNED
NO LATER THAN 12:00 PM ON Thursday, March 16, 2023.**

Upper Darby Township

Civil Service Commission

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This booklet contains all of the information you will need to understand the police officer application, candidate evaluation, and appointment processes. It also contains the Application for Appointment form and the waivers that applicants must complete.

Please read all of the information sections that follow. Of particular importance is the "General Information" section that outlines the minimum qualifications for police officer applicants. This section also provides specific information about residency requirements.

The "Police Officer Job Description" document provides specific information about the duties and responsibilities of police officers.

Finally, it is essential for applicants to understand the information provided in the "Are We Right for You?" section. This section provides information about qualifications for police officer applicants beyond those prescribed by the Civil Service Code and the Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC); and it addresses the expectations we have for new officers.

Application Instructions and Written Examination Information

Application Instructions

Detach and fully complete the application portion of this booklet [including the three (3) authorizations for release forms] and return them **IN PERSON** to the Police Station 7236 West Chester Pike, Upper Darby, PA 19082.

*Fax submissions will **not** be accepted.*

Applications may be submitted from 9:00 AM to 4:00 PM, Monday – Friday until the submission deadline, which is 12:00 PM Thursday, **March 16, 2023.**

When you submit the application documents you must provide a copy of your photo operator's license.

The Authorization for Release of Information and Authorization for Release of Credit and Financial Information for documents are part of the Application for Appointment proper. These documents must be completed and where appropriate notarized. Do not sign these forms until told to do so by a notary public. Unless these forms are properly completed and sealed your Application for Appointment will be considered incomplete and it will not be accepted for processing. If you are a veteran attach a copy of your Form DD214 to the Application for Appointment documents, you submit. Except for the Form DD214, when appropriate, do not submit resumes, transcripts, letters of reference, or other similar materials with your application booklet. We will not accept any such materials with the Application for Appointment documents. If and when such materials are needed, we will notify you.

At the time of submission, your application documents will be reviewed. Incomplete Applications for Appointment will not be accepted and returned to you. Similarly, if you do not provide a copy of your photo operator's license or the application fee at the time you submit the documents to the police department your Application for Appointment will not be accepted and returned to you. Finally, any unsolicited supporting materials accompanying your Application for Appointment will be returned to you. If you submit an application that is incomplete or rejected prior to the deadline and you do not get the corrected application back to the police department prior to the deadline you will not be allowed to take the test.

If all is in order, we will accept your Application for Appointment documents.

Test Information

The date, time, and location for the civil service written examination are listed on the cover page of this booklet. You must arrive at the testing center no later than 8:30 AM on the test date. You will be refused entry if you arrive after the examination starts.

On March 25, 2023, the Civil Service Commission will administer the agility test. Plan your personal schedule properly so that you will have the period from 8:30 AM till 4:00 PM available for the test. Depending on the number of applicants you will be notified if your starting time is different than 8:30 AM.

On April 1, 2023, the Commission will administer the written test. Plan your personal schedule so that you will have the period of time from 8:30 AM until at least 1:00 PM available.

Cell phones are not permitted in either testing center, so you should let others know that you will be unavailable and cannot take telephone calls or pages during these time frames.

You should dress appropriately for the physical agility test. You may bring bottled water to this test. You should also bring your photo operator's license.

The only item you should bring with you to the written examination-testing center is your photo operator's license. Do not bring any books, papers, pencils, or other items. Everything you will need will be supplied to you.

When you check-in at the testing center your photo operator's license will be examined and you will be thumb printed.

The written examination is provided, administered, and scored by Stanard & Associates, Inc., an outside agency not affiliated with Upper Darby Township or the Upper Darby Township Police Department. The Candidate Study Guide for the entry-level Police Officer examination can be downloaded at www.stanard.com

Persons who leave the testing center before the announced conclusion of the examination or without explicit permission from the test administrator will be immediately and permanently disqualified from the testing session.

The next section provides general information about applicant qualifications and about the overall police officer candidate evaluation and hiring processes.

Be sure to carefully review these informational points before you complete the Application for Appointment forms.

Of special note is information for persons from out-of-state police departments. If you are employed as a police officer in another state, you must pay close attention to the “MPOETC Certification” section below.

II. Minimum Qualifications and Hiring Process Information

Minimum Qualifications

To apply for appointment as a police officer and be eligible to sit for the Civil Service written examination you must meet all of the following Civil Service Commission requirements:

1. You must be a citizen of the United States at the time of application.
2. You must be at least twenty-one (21) years old within sixty (60) days of the date of the written examination.
3. You must have a valid operator’s license at the time of application.
4. You must have a high school diploma, GED, or other commensurate high school equivalency certification at the time of application.

Appointment Process

The physical agility is the first part of the test, and you must achieve a PASS grade. The physical agility test consists of four segments: Push-Ups; Sit-ups; a 1.5-mile run and a 300-meter run. Applicants who fail the physical agility test will be disqualified from further consideration and not permitted to take the written test.

The written examination is the next step in the appointment process and will be followed by the oral examination. To qualify for consideration for an oral examination you must pass the agility test and pass the written civil service examination with a minimum score of 70. A score of 70 on the written examination does not guarantee one an invitation to sit for an oral examination, it is simply the minimum score required for consideration.

If you are invited to take the oral examination, you must pass it with a minimum score of 70 to qualify for placement on the final employment eligibility list.

Applicants whose combined, weighted scores on the written and oral examinations (per the standing civil service scoring formula) are included on the final rank-ordered appointment eligibility list. As openings for police officers become available applicants are given conditional offers of employment based on their rank order on this final appointment eligibility list.

If you receive a conditional offer of employment and you accept it, you must:

- Undergo a pre-employment background investigation during which we will thoroughly check your background, personal history including your financial history and past use of illegal substances.
- Sit for a pre-employment polygraph interview-examination.

- Pass a psychological evaluation administered by the Police Psychologist.
- Pass a pre-employment physical examination and pre-employment drug screen administered by the Township's medical care provider.

A conditional offer of employment may be withdrawn at any time should a candidate fail to meet any of the standards or conditions of the Civil Service Commission with respect to the above evaluative processes; or if a candidate fails to meet standards and conditions for police officer employment as set forth by the Commonwealth of Pennsylvania or MPOETC.

Finally, if your operator's license was issued by a state other than Pennsylvania—or if you have a non-US operator's license—you must obtain a valid Pennsylvania operator's license within thirty (30) days of your acceptance of a conditional offer of employment.

A final offer of employment will not be extended until a candidate successfully completes all of the pre-employment evaluative processes and his/her folder is subsequently reviewed and approved by the Civil Service Commission.

MPOETC Certification

The information below is presented as a guide to applicants, not a final reference. Out-of-state applicants and persons who completed Act 120 police academy training but never worked as a police officer anywhere (or who have been out of police work for a long time) should pay close attention to this section. Similarly, persons who are currently enrolled in an Act 120 police academy training program need to pay close attention to the information at the end of this section.

The Municipal Police Officers' Education and Training Act mandates that the Municipal Police Officers' Education and Training Commission certify all police officers in the Commonwealth of Pennsylvania. Police departments have no say in whether a person is eligible for certification. MPOETC alone sets the standards and evaluates candidate requests for certification.

We will not extend a conditional offer of employment to any candidate, who is not currently MPOETC-certified, or immediately eligible upon the offer to enroll in an Act 120 MPOETC certification program. In practical terms this means:

- If you are currently employed as a police officer in Pennsylvania, regardless of whether you are working full-time or part-time, you are MPOETC-certified and there should be no problems.
- Persons who were previously employed as police officers in Pennsylvania but who are not working as police officers now (or who are now working in another state) should be eligible for MPOETC certification. MPOETC may, however, require you to complete update classes depending on when you stopped working as a police officer and how the training curriculum has changed since you were last certified.

Similarly, if you successfully completed an MPOETC-certified Act 120 training program but never worked as a police officer anywhere you should be eligible for MPOETC certification, however you may be required to complete update classes depending on how the training curriculum has changed since you completed the training program.

If this describes your situation then you should contact MPOETC now to determine if you are required to take any update classes. And if you will be required to take updated classes you should make arrangements now to take those classes as soon as possible.

- If you never attended an MPOETC-certified Act 120 training program in Pennsylvania but you attended a police academy in another state, you can become MPOETC certified. You must be working full-time as a certified police officer in that state (or have been a certified, full-time police officer in that state in the past); and you may be required to complete a modified training program and pass the MPOETC certification examination.

The MPOETC website at [HTTP://WWW.MPOETC.STATE.PA.US](http://www.mpoetc.state.pa.us) provides more information and lists persons to contact if you have questions.

If you are on the civil service eligibility list and are not MPOETC-certified or immediately eligible for MPOETC certification (if you are still enrolled in Act 120 training, for example) the Township will offer you conditional employment and compensate you while you attend this program. A Police Officer position will be held a place for you if you agree to enroll in the next MPOETC certified ACT 120 training program, complete and pass the program, and all other MPOETC requirements. If all the requirements are met a final offer of employment will be made.

If you are from an out-of-state police department or otherwise have concerns about your training or eligibility for certification it behooves you to contact MPOETC now.

It is up to you to contact MPOETC if you have questions or concerns about your eligibility for certification. We will not contact MPOETC on your behalf.

Upper Darby Township Police Department

Office of the Superintendent of Police

Job Description – Police Officer

Position Title: Police Officer
Department: Department of Police
Division: All Department of Police Divisions, Units, and Sub-Units

Position Concept

Police officers, regardless of rank and assignment, are sworn law-enforcement officials who are responsible for protecting the lives and property of persons and maintaining the peace and order in Upper Darby Township.

The position of Police Officer is a full-time, sworn, civil service position. Upper Darby Township does not employ part-time or non-civil service status, police officers.

Rank and Assignment

Police officers are generally assigned to the Patrol Division; however, some officers may be assigned to specialized divisions such as the Investigations Division, Special Services Division, the Police Administration Division, or to other divisions depending on the standing department organization. Officers may, in addition, be assigned to specific sub-units of divisions, or to various specialty assignments. An officer's specific duty assignment depends primarily on the needs of the department, but numerous other factors are considered when officer assignments and transfers in assignment are made.

Duty assignments not specifically addressed in the standing civil service code, or the standing collective bargaining agreement (or any standing memorandum of understanding) are wholly at the discretion of the police department management, within the limits specified in the standing collective bargaining agreement.

Officers who achieve rank through established civil service procedures (or who act-in-rank on a temporary basis) may be assigned to supervisory positions and duties within the various divisions (or sub-units of divisions).

Supervisory duty assignments do not necessarily require rank, and achieving rank does not necessarily result in a supervisory assignment.

Primary Responsibilities and Specific Skills

Police officers are responsible for protecting the lives and property of persons and for maintaining the peace and order in Upper Darby Township. Whether the person is a permanent resident, visitor, commuter, etc. is irrelevant. Police officers, in addition, provide a variety of non-emergency public services.

More specifically:

- For police officers assigned to the Patrol Division, the main activity is patrolling the Township (or a designated section of the Township, as assigned) in a police vehicle or on foot and responding to citizen calls for assistance and service.
- For police officers assigned to the Investigations Division, Special Services Division, Police Administration Division, or other specialized divisions (or specific sub-units of divisions), duties are in accordance with the function(s) of the unit.
- All police officers, regardless of rank and assignment, carry out their duties in accordance with local, state, and federal statutes and rules, and in accordance with police department policy.

Police officers are required to work efficiently and effectively in emergency and non-emergency situations and in a variety of adverse conditions and in often stressful and extremely hazardous circumstances.

Frequently, police officers must move indoors and outdoors numerous times during a tour of duty; and they must be prepared to work in all weather conditions—including operating a police vehicle and walking a foot patrol in even the worst of weather conditions. Exposure to changing atmospheric conditions, noise, and vibration, and working in close quarters is common.

Police officers are sometimes exposed to blood borne pathogens and other health/safety risks; and they are sometimes confronted with life-threatening physical hazards. Physical exertion including, but not limited to, heavy lifting, running, climbing, jumping, and dragging/pulling, etc. is common.

At times police officers may have to administer emergency first aid and CPR, sometimes to persons who have communicable diseases or who otherwise may pose a health and safety risk to the officer.

At times police officers may have to engage in dangerous, high-speed, and potentially life-threatening vehicular pursuits; and at times they may have to engage in physically demanding, dangerous, and potentially life-threatening foot pursuits.

At times police officers may have to confront armed, violent, combative, or otherwise disturbed or dangerous persons; and at any time, a police officer may be seriously injured or killed in the conduct of his/her duties.

At any time, a police officer may be required to apply force, up to and including deadly force, in the conduct of his/her duties.

Police officers must be prepared to have frequent contact and interaction with the public; and must be prepared to exercise judgement, initiative, and control appropriate for the situation at hand.

Regarding overall physical and psychological condition, police officers must meet the minimum standards promulgated by MPOETC, per the examination/evaluation processes specified by MPOETC.

As to specific physical skills, abilities, and capabilities, police officers must have:

- The physical ability to sit, stand, and walk, unassisted and without restriction, for extended periods of time, including remaining seated in a police vehicle and driving continuously for extended tours of duty of up to twelve (12) or more hours at a time, walking a foot patrol for an extended period of time without a break or rest period, or standing for an extended period of time without a break or rest period.
- The physical strength and cardiovascular endurance to engage in demanding physical activities such as heavy lifting, climbing stairs, running, climbing, jumping, pulling/dragging, and negotiating physical obstacles, unassisted and without restriction.
- The physical strength and cardiovascular endurance to, if necessary, engage in physical hand-to-hand combat and to apply physical force to defend oneself or others; or to take uncooperative, resistive, combative, or otherwise violent subjects into custody.
- The physical strength and manual dexterity required to safely and properly handle and use—with either hand—various types of firearms and a police baton.
- The physical ability, manual dexterity, and other physical requirements required for licensure to operate a motor vehicle in the Commonwealth of Pennsylvania without special vehicle controls or equipment, and without special vehicle alterations, modifications, or customizations.
- The visual capabilities required for licensure to operate a motor vehicle in the Commonwealth of Pennsylvania without restriction vis-à-vis time of day, atmospheric conditions, roadway conditions, or lighting conditions.
- Sufficient unaided auditory capabilities as determined by examination by the Township's medical care provider or his/her designee or recommended auditory specialist.

Other required skills, abilities, and capabilities include the ability to remain aware and alert even in times of extended inactivity; a strong command of the English language, including the ability to communicate verbally person-to-person and via radio communications devices; and the ability to communicate clearly and concisely in standard written English.

Specific Duties of Police Officers Include:

- ✓ Patrolling the streets of the township (or a section of the township, as assigned) in a police vehicle or on foot.
- ✓ Responding to citizen calls for help and assistance, and otherwise acting to prevent, detect, and investigate crime and disturbances.
- ✓ Investigating suspicious persons, vehicles, activities, and circumstances.
- ✓ Conducting surveillance.
- ✓ Effecting arrests.
- ✓ Serving warrants and other legal processes and papers.
- ✓ Taking appropriate actions to protect life and property, and to otherwise establish and maintain public order.
- ✓ Enforcing traffic and vehicular laws, and issuing citations, as required, or otherwise directed by supervising officers.
- ✓ Responding to and investigating vehicular crashes.

- ✓ Employing specialized equipment and devices in the conduct of duties.
- ✓ Assisting law enforcement officers from other agencies, as required, or otherwise directed by supervising officers.
- ✓ Assisting public officials from non-law enforcement agencies, as required, or otherwise directed by supervising officers.
- ✓ Assisting victims of crimes or accidents, as required, or otherwise directed by supervising officers.
- ✓ Assisting citizens in various general-service and other non-emergency situations, as required, or otherwise directed by supervising officers.
- ✓ Testifying at various legal proceedings, at various levels.
- ✓ Directing, regulating, and otherwise controlling vehicular and pedestrian traffic under a variety of circumstances.
- ✓ Enforcing parking laws and Township ordinances in general, and at special events and functions, as assigned.
- ✓ Patrolling and maintaining order at various public events or special functions, as assigned.
- ✓ Observing, noting, and reporting dangerous or hazardous conditions; and taking appropriate subsequent actions to protect life and property.
- ✓ Working with citizens and community leaders to address community and neighborhood concerns regarding crime and safety issues.
- ✓ Representing the department in a public relations capacity at various public events or special functions, as assigned.
- ✓ Advising the public on laws and Township ordinances; and conducting safety/security inspections, as assigned.
- ✓ Preparing reports of activities, as required; and preparing and submitting the required paperwork and legal documents.
- ✓ Carrying out other duties and functions, as assigned or otherwise directed by supervising officers.

Initial Position Requirements

The Commonwealth of Pennsylvania and the Municipal Police Officer Education and Training Commission (MPOETC) have established minimum standards and conditions for police officer employment under P.L. 359, No. 120 (i.e. Act 120). The Upper Darby Township Civil Service Commission has, in addition, established supplemental requirements, standards, and conditions for police officer candidate evaluation and hiring.

To apply for an appointment as a police officer, persons must be a citizen of the United States; must have a minimum of a high school diploma, GED, or other commensurate educational certification; must have a valid operator's license; and must be currently enrolled in or have successfully completed police academy training per P.L. 359, No. 120 (i.e. Act 120), all at the time of application. Applicants must be twenty-one (21) years of age or older within sixty (60) days of the written civil service examination.

Applicants who are employed as certified police officers in states other than Pennsylvania—or who have attended a certified police academy training program in a state other than Pennsylvania, but who have never been employed as a police officer in that state—must meet the conditions specified by MPOETC for employment as a police officer in the Commonwealth of Pennsylvania.

Applicants who have a valid non-US operator's license or an operator's license issued by a state other than Pennsylvania must obtain a valid Pennsylvania operator's license within thirty (30) days of the date he/she is sworn as a police officer in Upper Darby Township.

Police officer candidates must pass a physical skill assessment administered by an independent agency; and must pass physical and psychological examinations administered by the Township's medical care provider and the Police Psychologist, respectively. The physical examination includes a pre-employment drug and alcohol screening component.

Police officer candidates are subject to thorough and wide-ranging investigations of their backgrounds and personal histories, including detailed reviews of their financial and credit histories; and they must sit for pre-employment polygraph interview examinations.

Training and Education Requirements for Continued Employment

Police officers are required to complete several annual continuing education and in-service training programs as a condition of continued employment. Specifically, all police officers, regardless of rank and assignment, must:

- Successfully complete the department's annual firearms qualification and use-of-deadly-force training program.
- Successfully complete the annual MPOETC-sponsored Act 180 in-service training program.
- Maintain up-to-date American Red Cross First Responder and CPR certifications.

Police officers may be required to attend and successfully complete additional in-service training and continuing education programs depending on the needs of the department, specific department initiatives, and police department and Township policy changes and service delivery priorities. Additionally, police officers are subject to changing in-service training and continuing education program requirements established by the Commonwealth of Pennsylvania and MPOETC.

Work Schedules

Police officers' work schedules are determined by a variety of factors including, but not limited to, the needs of the department and an officer's specific duty assignment. Work schedules are subject to the limits specified in the standing collective bargaining agreement and may change per the collective bargaining process or by a specific memorandum of understanding between the Township, the police department management, and the standing collective bargaining unit.

Police officers assigned to patrol platoons typically work rotating tours of duty (i.e., last out the shift, night work shift, day work shift). The configuration of the consecutive workdays-consecutive days off cycle is determined by the standing work schedule. Similarly, the number of cycles between shift changes is determined by the standing work schedule.

Police officers assigned to specialized divisions (or to sub-units of divisions) may have work schedules, tour rotation schedules, and tour rotation cycle schedules different than the typical patrol platoon schedule, depending on the duties, responsibilities, and needs of the division (or sub-unit of a division), and on the overall needs of the department.

Police officers are routinely required to work evening, overnight, weekend, and holiday duty (and combinations of these), depending on the needs of the department and the specific schedule of the division (or sub-unit of a division) to which the officer is assigned.

Police officers may be required to work mandatory overtime in the event of a police or civil emergency, or for special events. Scheduled leave may, in addition, be canceled or denied without notice in the event of a police or civil emergency, or for special events.

Annual leave amounts are allocated per the terms of the standing collective bargaining agreement. Leave time usage is governed by the terms of the standing collective bargaining agreement.

Immediate Supervisor

All police officers, regardless of rank and assignment, report directly to the immediate ranking officer—or in some instances a non-ranking officer—designated as the supervisor of the division (or sub-unit of a division) to which the officer is assigned or detailed.

The department's ranking officer is the Superintendent of Police. The Superintendent of Police reports directly to the Township's chief administrative officer or his/her designee.

Drug and Alcohol-Free Workplace

Upper Darby Township and the Upper Darby Township Police Department are committed to establishing and maintaining an alcohol and illegal substance-free workplace.

All police officers, regardless of rank and assignment, are subject to the terms and conditions of the police department's drug and alcohol policy [[Department Policy 202.00](#) (Drug and Alcohol Policy) and [Department Policy Attachment 202.10](#) (Random Drug and Alcohol Testing)].

All police officers, regardless of rank and assignment, are subject to "for cause" and random drug and alcohol testing as specified in the department's drug and alcohol policy documents.

Miscellaneous

While the Township issues most essential uniform and required equipment/duty gear items to police officers when they are appointed, some required equipment and gear items (i.e., flashlights, car door openers, briefcases, some leather gear, gun cleaning kits, etc.) must be purchased by individual officers, on their own and at their own expense.

Newly appointed officers must acquire required equipment and gear items not supplied before they are permitted to begin their initial duty assignments.

Police Officers receive a yearly clothing/equipment allowance per the standing collective bargaining agreement.

Upper Darby Township Civil Service Commission

Police Officer Application for Appointment

Date of Completion

Date of Civil Service Examination

Last Name

First Name

Middle Name

Street Address

Apartment Number

City

State

Zip Code

Area Code and Telephone Number

How long have you lived at this address? _____

Social Security Number

Date of Birth

Age

If you are under age 21 now, will you be age 21 within 60 days of the written examination? Yes _____ No _____

If you answered "NO" to the above, STOP NOW!

Have you previously worked for or are you currently employed by Upper Darby Township? Yes _____ No _____

If you have previously worked for or are currently employed by Upper Darby Township list the department(s) and date(s) of employment:

Have you previously taken a civil service examination for a position with Upper Darby Township? Yes _____ No _____

If you have taken a civil service examination for employment with Upper Darby Township list the position sought and the examination year:

Have you ever in your life been convicted of any crime graded a misdemeanor or felony? Yes _____ No _____

If you have ever in your life been convicted of any crime graded a misdemeanor or felony, list the details:

Do you understand the essential duties and responsibilities as listed in the job description for the position of Police Officer?

Yes _____ No _____

If you answered "NO" to the above STOP NOW!

Do you need any assistance or accommodation(s) to perform the essential duties and responsibilities of a Police Officer?

Yes _____ No _____

If you think you will need assistance or accommodation(s) to perform the essential duties and responsibilities of a Police Officer describe what assistance or accommodation(s) you require:

Have you read the informational sections of this applicant booklet, including those dealing with police officer certification and those addressing past illegal drug use by police officer candidates?

Yes _____ No _____

If you answered "NO" to the above STOP NOW!
Before you continue you must read the various informational sections included in this booklet, particularly those pertaining to police officer certification.

List all of your employers for the past ten (10) years starting with your current position and working backwards. Include part-time positions.

Current Employer Telephone Number Date Employment Started

Supervisor Job Title

Primary Duties and Responsibilities

Employer #2 Telephone Number Dates of Employment

Supervisor Job Title Reason for Leaving

Primary Duties and Responsibilities

Employer #3 _____ Telephone Number _____ Dates of Employment _____

Supervisor _____ Job Title _____ Reason for Leaving _____

Primary Duties and Responsibilities _____

Employer #4 _____ Telephone Number _____ Dates of Employment _____

Supervisor _____ Job Title _____ Reason for Leaving _____

Primary Duties and Responsibilities _____

Employer #5 _____ Telephone Number _____ Dates of Employment _____

Supervisor _____ Job Title _____ Reason for Leaving _____

Primary Duties and Responsibilities _____

Employer #6 _____ Telephone Number _____ Dates of Employment _____

Supervisor _____ Job Title _____ Reason for Leaving _____

Primary Duties and Responsibilities _____

If you require more space to list employers, use the back of this page.

Check here if using the reverse side: _____

Account for any gaps in continuous employment at any time during the past ten (10) years:

Did you receive any reprimands, suspensions, or other disciplinary action in any prior job? Yes _____ No _____

If you answered, "YES" to the above, list the details of each disciplinary action:

Did you receive any promotions or commendations in any prior job? Yes _____ No _____

If you answered "YES" to the above, list the details of each promotion or commendation:

Name of high school or vocational/technical school attended _____ Location of high school or vocational/technical school attended _____

Did you graduate from high school or vocational/technical school? Yes _____ No _____

If you did not graduate high school or vocational/technical school, what is the highest grade you attained? _____

If you did not graduate from high school or vocational/technical school did you earn a GED? Yes _____ No _____

If you answered "NO" to the above STOP NOW!

Did you attend college or other post-secondary school? Yes _____ No _____

If you answered "YES" to the above, provide the details for each school:

School Name _____ Location _____ Dates Attended _____ Degree _____

School Name _____ Location _____ Dates Attended _____ Degree _____

School Name _____ Location _____ Dates Attended _____ Degree _____

Were you ever subject to any disciplinary action while at any school? Yes _____ No _____

If you answered "YES" to the above, list the details of each disciplinary action:

Name of police academy or Act 120 program attended/attending _____ Location of police academy or Act 120 program attended/attending _____

Date completed (or expected completion date for Act 120 training) _____ (Month/Year)

It is not a requirement to have successfully completed a MOPTEC –certified Act 120 training program to take these tests. It is however a requirement that you completed a MOPTEC-certified Act 120 program before Upper Darby Township makes you a final offer of employment.

If you are employed as a police officer in another state, or if you attended a police academy in a state other than Pennsylvania you should contact the Pennsylvania Municipal Police Officer’s Training and Education Commission for more information on certification requirements

Are you a veteran? Yes _____ No _____

If you answered "YES" to the above, list the details of your military service:

Branch of Service Highest Rank Dates of Service Discharge Type

Summary of Duties

Were you ever subject to any disciplinary action while in the military? Yes _____ No _____

If you answered "YES" to the above, list the details of each disciplinary action:

Do you have a valid operator's license? Yes _____ No _____

If you answered "NO" to the above STOP NOW!

Operator's License State Operator's License Number Expiration Year

List all other states in which you have ever held an operator's license. If none, list "NONE."

Have your operating privileges ever been suspended or revoked? Yes _____ No _____

If you answered "YES" to the above, list the details of each suspension/revocation:

List all of your residences for the past ten (10) years starting with your current residence and working backwards.

Current Street Address Apartment Number

City State Zip Code

How long have you lived at this address? _____

Street Address #2 Apartment Number

City State Zip Code

How long have you lived at this address? _____

Street Address #3 _____ Apartment Number _____

City _____ State _____ Zip Code _____

How long have you lived at this address? _____

Street Address #4 _____ Apartment Number _____

City _____ State _____ Zip Code _____

How long have you lived at this address? _____

List any prior law enforcement or related experience. Include any related military experience, security work, or other specialized work you feel would be of benefit to you as a police officer:

Provide three personal references. The persons you list cannot be related to you and each must have known you for at least two (2) years.

Reference #1 Name _____ Street Address, City, State, Zip Code _____

Telephone Number _____ Relationship _____

Reference #2 Name _____ Street Address, City, State, Zip Code _____

Telephone Number _____ Relationship _____

Reference #3 Name _____ Street Address, City, State, Zip Code _____

Telephone Number _____ Relationship _____

Check now to ensure that you completely answered all questions in the application booklet.

Upper Darby Township Police Department

Investigations Division

Authorization For Release of Information

Applicant Notice

The *Authorization for Release of Information* form is part of the Application for Employment booklet. Applications for Employment submitted without a signed *Authorization for Release of Information* form are considered incomplete and will not be processed.

Applicants are advised to read this document thoroughly before signing it in the presence of a notary.

Print clearly or type the information below:

Candidate: _____	Social Security Number: _____
Address: _____	Date of Birth: _____
_____	Telephone Number: _____

To the Police Officer Candidate:

The Upper Darby Township Police Department is committed to hiring the most qualified and capable individuals for all positions, sworn and civilian. As part of the police officer hiring process the department conducts thorough and wide-ranging investigations of police officer candidates' backgrounds and personal histories. Such investigations are necessary to evaluate police officer candidates' qualifications and suitability for employment as police officers. Moreover, it is in the public interest that all relevant information concerning a police officer candidate's personal and employment history is disclosed.

A full background and personal history investigation is not conducted until after a conditional offer of employment has been extended to a candidate and the candidate has acknowledged his/her acceptance of the conditional offer of employment, in writing.

Certification of Truthfulness:

By my signature on this document, I hereby certify that the information I provided in the Application for Employment booklet is true and correct to the best of my knowledge and belief. I understand that omission of any relevant fact or falsification of any detail in the Application for Employment booklet is grounds for my disqualification from consideration for employment as a police officer with the Upper Darby Township Police Department.

I further certify that any information I provide in the future in conjunction with the processing of my Application for Employment (including information and documents I provide as part of any pre-employment investigation of my employment background and personal history) shall be complete and truthful. I understand that if I omit any relevant fact, falsify any detail, or otherwise fail to provide complete and truthful information and disclosures, such shall be grounds for my disqualification from consideration for employment as a police officer with the Upper Darby Township Police Department.

I understand that should I eventually be employed as a police officer with the Upper Darby Township Police Department, any omissions or falsifications subsequently discovered may be grounds for termination of my employment as a police officer and may possibly be grounds for my prosecution for making false statements under oath.

To Persons with Knowledge of the Police Officer Candidate:

I am a candidate for employment as a police officer with the Upper Darby Township Police Department. As part of the police officer hiring process all police officer candidates are required to undergo a thorough and wide-ranging investigation of their backgrounds and personal histories. Such investigations are necessary to evaluate candidates' qualifications and suitability for employment as police officers. Moreover, it is in the public interest that all relevant information concerning a police officer candidate's personal and employment histories is disclosed.

By my signature on this document I hereby give my full, unrestricted, and unconditional consent to any employers (past and present), workplace supervisors and co-workers (past and present), military service commanders and colleagues (past and present, as applicable), personal references, friends, neighbors, co-workers, and any other persons who might have knowledge of me or information about me to provide full and complete disclosure of all knowledge and information they might have about me to the Upper Darby Township Police Department for purposes related to the police officer hiring process. It is my specific intent to provide consent for you to allow access to personnel records and/or other information, regardless of how personal and/or confidential such personnel records and/or other information may actually be or appear to be.

I hereby authorize any representative of the Upper Darby Township Police Department bearing this release to obtain any records and/or information in your files, or otherwise in your possession or to your knowledge, regardless of how such records and/or information might be retained or stored, pertaining to my employment and/or personal history. I hereby direct you to release any such records and/or information

to the bearer of this document upon his/her request. I hereby authorize a review of and full disclosure of all records and/or information, or any part thereof, concerning myself, by and to any duly authorized agent of the Upper Darby Township Police Department, regardless of whether such records and/or information are of a public, private, or confidential nature.

I consent to your release of any and all public and private records and/or knowledge or information you may have concerning me, my work history (including attendance records, efficiency ratings, performance evaluations, etc.), my background and reputation, my military service history (if applicable), my educational history, my financial status and history, and my criminal record history (including any investigative and arrest records). I consent; in addition, to your release of any and all public and private records and/or knowledge or information you may have concerning me as it relates to any investigative matters, civil and criminal. This includes, but is not limited to, complaints or grievances filed against me; records or recollections of any attorneys at law or any other counsel (whether representing me or another) in any case (either civil or criminal) in which I presently have or have in the past had, any interest; records concerning any internal affairs investigations or proceedings and/or any other disciplinary investigations or proceedings (including the results of such investigations and/or proceedings); and any and all records concerning any polygraph interview-examinations and/or voice-stress analyses (or any other forms of physiological monitoring processes) which I might have been administered to me for any reason(s). I consent to your release of any and all of the above records, files, information, and other materials even if such records, files, information, and other materials might be considered confidential and/or sealed for any reason.

I hereby release you; your organization and all of its officers, employees, and representatives; and all others from any and all liability or damages that might result from your having furnishing any of the records, knowledge, information, files, or any other items or materials related to the areas above or otherwise requested by the representatives of the Upper Darby Township Police Department. This release specifically includes any liability or damages I to which I might otherwise be entitled pursuant to any local, county, state, or federal laws. In short, I hereby release you; your organization and all of its officers, employees, and representatives, individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, my family, and/or my associates because of your compliance with, or any attempts to comply with, this authorization and request to release information.

I direct you to comply with this authorization and release any records, information, files, or any other materials which might be requested by a duly accredited representative of the Upper Darby Township Police Department, regardless of any agreement I may have made with you previously to the contrary. The Upper Darby Township Police Department will immediately discontinue processing my Application for Employment and no longer consider me as a candidate for employment as a police officer should you refuse to disclose knowledge or information; or to provide any records, information, files; or to release or disclose any other knowledge or information and/or materials requested by the Upper Darby Township Police Department.

For and in consideration of the Upper Darby Township Police Department's acceptance and processing of my Application for Employment I agree to hold harmless from any and all claims and liability associated with my Application for Employment in any way (including the evaluation/hiring process and the decision-making process regarding whether to employ me with the Upper Darby Township Police Department) the Upper Darby Township Police Department, any and all of its agents and employees, and any and all others associated in any and all ways with the hiring process [including, but not limited to, all sworn and unsworn personnel of the Upper Darby Township Police Department, regardless of rank or assignment or role in the hiring process; all Upper Darby Township employees regardless of rank or status (i.e. full or part-time), or position or role in the hiring process; any and all persons elected and/or appointed to any office or position within the municipal structure (i.e. any elected and/or appointed government official and/or body and/or committee, etc.), regardless of rank or position or role in the hiring process; and any and all other persons, regardless of rank, status (i.e. full or part-time, elected or appointed, etc.), or role in the hiring process].

I reiterate and emphasize that the intent of this authorization is to permit any representative of the Upper Darby Township Police Department with full and free access to the background and history of my employment and personal life for the specific purpose of conducting a background investigation; and to permit you to provide all pertinent data for the Upper Darby Township Police Department to consider in determining my suitability for employment as a police officer with the Upper Darby Township Police Department.

I understand that if at any time during the hiring process should any information surface, in any form or format, regarding my involvement in criminal activity that such information may be disclosed to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a (The Privacy Act of 1974), pertaining to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Upper Darby Township Police Department in conjunction with employment procedures.

I hereby acknowledge that a photocopy of this document (no matter how or where it might have been reproduced, or in what format it is reproduced) or a facsimile copy of this document (i.e. a "fax" copy), transmitted in any electronic format including, but not limited to, telephonic/wire transmission or electronic mail ("email") transmission (in any format), shall be valid and considered an original document even though the photocopied or faxed copy or "emailed" reproduction does not contain an original writing of my signature.

This waiver shall be valid for a period of three (3) years from the date of my signature.

COMMONWEALTH OF PENNSYLVANIA :
COUNTY OF DELAWARE : SS.
TOWNSHIP OF UPPER DARBY :

_____, who being duly sworn, deposes and says that he/she has read
(Candidate's Name Printed)
thoroughly the informational points and job description in the foregoing sections of this booklet, which includes the
Authorization for Release of Information; that the foregoing statements subscribed by him/her are complete, truthful, and
correct; that he/she fully agrees to the conditions outlined and set forth in the foregoing sections; and that he/she certifies
that he/she is giving full, unrestricted, and unconditional consent to any persons, agencies, entities, and others to whom
this document might be presented to comply with the requests of the bearer as pertains to the bearer's gathering knowledge
and information, and to the bearer's collecting records, documents, knowledge, and information for the purposes of
conducting a background, employment history, personal history, and financial history investigation pursuant to his/her
application for appointment to the position of Police Officer with the Upper Darby Township Police Department.

Signature of Applicant (in presence of notary)

Sworn to and subscribed before me this _____ day of _____ A.D., 20 _____.

SEAL

Signature of Notary

My commission expires:

Upper Darby Township is an Equal Opportunity Employer – M/F.

**Applicants are hired without regard to sex, age, race, color, creed, religion,
ancestry, national origin, or non-job-related handicap or disability.**

Note

This document must be notarized. Under no circumstances will this document be accepted unless properly sealed, witnessed, and notarized. The Application for Appointment booklet shall be considered **incomplete** and hence **unacceptable** unless this document is properly witnessed, sealed, and notarized. Applications for Appointment that are considered incomplete will not be processed, and the applicant will not be permitted to sit for the civil service written examination.

Upper Darby Township Police Department

Investigations Division

Authorization For Release of Credit and Financial Information

Applicant Notice

The *Authorization for Release of Credit and Financial Information* form is part of the Application for Employment booklet. Applications for Employment submitted without a signed *Authorization for Release of Credit and Financial Information* form are considered incomplete and will not be processed.

Applicants are advised to read this document thoroughly before signing it in the presence of a notary.

Print clearly or type the information below:

Candidate: _____	Social Security Number: _____
Address: _____ _____	Date of Birth: _____
	Telephone Number: _____

To the Police Officer Candidate:

The Upper Darby Township Police Department is committed to hiring the most qualified and capable individuals for all positions, sworn and civilian. As part of the police officer hiring process, the department conducts thorough and wide-ranging investigations of police officer candidates' backgrounds and personal histories. Such investigations are necessary to evaluate police officer candidates' qualifications and suitability for employment as a police officer. Moreover, it is in the public interest that all relevant information concerning a police officer candidate's personal and employment histories is disclosed.

As part of the investigative process, a consumer report and other financial documents may be obtained on police officer candidates. A consumer report may be known as a "credit report," "consumer credit report," "consumer history," "credit history," or by some other similar term. For the purposes of this document, the term consumer report shall be used to denote and shall have the same meaning as any of the commonly used alternative names for such a document or collection of documents.

Federal law mandates that employers who obtain and consider employment candidates' consumer reports as part of the hiring process must notify those candidates of such usage and must obtain the candidates' permission prior to obtaining the consumer report.

A full background and personal history investigation (including obtaining and evaluating a candidate's consumer report) is not conducted until after a conditional offer of employment has been extended to the candidate and the candidate has acknowledged his/her acceptance of the conditional offer of employment, in writing.

Permission to Obtain and Evaluate Consumer Report and Financial Documents:

By my signature on this document I hereby give my full, unrestricted, and unconditional consent to the Upper Darby Township Police Department or any of its duly authorized employees and/or agents to obtain a consumer report on me; and to obtain any and all other financial documents (see below) as might be necessary in order for the Upper Darby Township Police Department and the Upper Darby Township Civil Service Commission to fully and completely evaluate my candidacy for employment as a police officer with the Upper Darby Township Police Department.

Furthermore, I certify that:

- I understand that the Upper Darby Township Police Department routinely obtains consumer reports and other financial documents on police officer candidates and uses these consumer reports and other financial documents as part of the police officer candidate evaluation and hiring processes.
- I understand that if my consumer report and/or other financial documents are obtained by the Upper Darby Township Police Department they shall be used as part of the evaluation of my candidacy for employment as a police officer with the Upper Darby Township Police Department; and that they shall become a permanent part of my application for employment file.
- I understand that adverse action may be taken against my candidacy based wholly or in-part on the information contained in my consumer report, and/or based on any other financial documents that are obtained by the Upper Darby Township Police Department and subsequently used to evaluate my candidacy for employment as a police officer with the Upper Darby Township Police Department.
- I understand that other financial documents that might be obtained by the Upper Darby Township Police Department for use in evaluating me as a candidate for employment as a police officer with the Upper Darby Township Police Department includes, but is not limited to: bank account statements and transaction files; statements and transaction files from all banks, credit unions, lenders, and other financial institutions or agencies with which I now or have in the past transacted any business; credit card statements and transaction files; court filings, files, records, and other documents pertaining to bankruptcy filings and proceed-

ings; documents pertaining to real-estate transactions, including those pertaining to foreclosure filings and proceedings; and documents pertaining to vehicle transactions, including those pertaining to any repossession or loan default filings and proceedings.

Consumer Rights

I understand that pursuant to the Federal Fair Credit Reporting Act (15 USC §1681m) I have certain rights concerning employers and potential employers obtaining and using consumer reports and other financial documents for employment purposes; and that these rights may be exercised if adverse action is taken against my candidacy based wholly or in-part based on information contained in my consumer report or in other financial documents.

In the event that adverse action is pending against my candidacy based wholly or in part on the information contained in my consumer report or in other financial documents, I understand that I shall be notified of such, in writing, prior to any action being taken against my candidacy; and that the notice of such pending action shall include an explanation of my rights under the Federal Fair Credit Reporting Act. Similarly, I understand that if adverse action is, in fact, taken against my candidacy based wholly or in part on the information contained in my consumer report or in other financial documents, I shall be notified of such, in writing; and that the notice of such action shall include an explanation of my rights under the Federal Fair Credit Reporting Act, a copy of my consumer report, and copies of other documents, as necessary.

To Persons With Knowledge of the Police Officer Candidate:

I am a candidate for employment as a police officer with the Upper Darby Township Police Department. As part of the police officer hiring process all police officer candidates are required to undergo a thorough and wide-ranging investigation of their backgrounds and personal histories. Such investigations are necessary to evaluate candidates' qualifications and suitability for employment as a police officers. Moreover, it is in the public interest that all relevant information concerning a police officer candidate's personal and employment histories is disclosed. As part of the investigative process a consumer report and other financial documents may be obtained for police officer candidates.

By my signature on this document I give my full, unrestricted, and unconditional consent to any person, agency, or entity to whom this document might be presented, to provide full and complete disclosure of all knowledge they might have of me or information they might have about me regarding my financial history and transactions, consumer report, credit history, and other financial matters and history, to the Upper Darby Township Police Department for purposes related to the police officer hiring process. It is my specific intent to provide consent for you to allow access to any and all financial records, documents, files, and/or other information, regardless of how personal and/or confidential such financial records, documents, files, and/or other information may actually be or appear to be.

I hereby authorize any representative of the Upper Darby Township Police Department bearing this release to obtain any records and/or information in your files, or otherwise in your possession or to your knowledge, regardless of how such records and/or information might be retained or stored, pertaining to my financial history and transactions, consumer report, credit history, and other financial matters. I hereby direct you to release any such records and/or information to the bearer of this document upon his/her request. I hereby authorize a review of and full disclosure of all records and/or information, or any part thereof, concerning myself, by and to any duly authorized agent of the Upper Darby Township Police Department, regardless of whether such records and/or information are of a public, private, or confidential nature. I consent to your release of any and all of the above records, files, information, and other materials even if such records, files, information, and other materials might be considered confidential and/or sealed for any reason.

I hereby release you; your organization and all of its officers, employees, and representatives; and all others from any and all liability or damages that might result from your having furnishing any of the records, knowledge, information, files, or any other items or materials related to the areas above or otherwise requested by the representatives of the Upper Darby Township Police Department. This release specifically includes any liability or damages I to which I might otherwise be entitled pursuant to any local, county, state, or federal laws. In short, I hereby release you; your organization and all of its officers, employees, and representatives, individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, my family, and/or my associates because of your compliance with, or any attempts to comply with, this authorization and request to release information.

I direct you to comply with this authorization and release any records, information, files, or any other materials which might be requested by a duly accredited representative of the Upper Darby Township Police Department, regardless of any agreement I may have made with you previously to the contrary. The Upper Darby Township Police Department will immediately discontinue processing my Application for Employment and no longer consider me as a candidate for employment as a police officer should you refuse to disclose knowledge or information; or to provide any records, information, files; or to release or disclose any other knowledge or information and/or materials requested by the Upper Darby Township Police Department.

For and in consideration of the Upper Darby Township Police Department's acceptance and processing of my Application for Employment I agree to hold harmless from any and all claims and liability associated with my Application for Employment in any way (including the evaluation/hiring process and the decision-making process regarding whether to employ me with the Upper Darby Township Police Department) the Upper Darby Township Police Department, any and all of its agents and employees, and any and all others associated in any and all ways with the hiring process [including, but not limited to, all sworn and unsworn personnel of the Upper Darby Township Police Department, regardless of rank or assignment or role in the hiring process; all Upper Darby Township employees regardless of rank or status (i.e. full or part-time), or position or role in the hiring process; any and all persons elected and/or appointed to any office or position within the municipal structure (i.e. any elected and/or appointed government official and/or body and/or committee, etc.), regardless of rank or position or role in the hiring process; and any and all other persons, regardless of rank, status (i.e. full or part-time, elected or appointed, etc.), or role in the hiring process].

I reiterate and emphasize that the intent of this authorization is to permit any representative of the Upper Darby Township Police Department with full and free access to my financial history for the specific purpose of conducting a background investigation; and to permit you to provide all pertinent data for the Upper Darby Township Police Department to consider in determining my suitability for employment as a police officer with the Upper Darby Township Police Department.

I understand that if at any time during the hiring process should any information surface, in any form or format, regarding my involvement in criminal activity that such information may be disclosed to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a (The Privacy Act of 1974), pertaining to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Upper Darby Township Police Department in conjunction with employment procedures.

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This waiver shall be valid for a period of three (3) years from the date of my signature.

COMMONWEALTH OF PENNSYLVANIA :
COUNTY OF DELAWARE : SS.
TOWNSHIP OF UPPER DARBY :

_____, who being duly sworn, deposes and says that he/she has read
(Candidate's Name Printed)
thoroughly the informational points and job description in the foregoing sections of this booklet, which includes the
Authorization for Release of Credit and Financial Information; that the foregoing statements subscribed by him/her are
complete, truthful, and correct; that he/she fully agrees to the conditions outlined and set forth in the foregoing sections;
and that he/she certifies that he/she is giving full, unrestricted, and unconditional consent to any persons, agencies, entities,
and others to whom this document might be presented to comply with the requests of the bearer as pertains to the bearer's
gathering knowledge and information, and to the bearer's collecting records, documents, knowledge, and information for the
purposes of conducting a background, employment history, personal history, and financial history investigation pursuant to
his/her application for appointment to the position of Police Officer with the Upper Darby Township Police Department.

Signature of Applicant (in presence of notary)

Sworn to and subscribed before me this _____ day of _____ A.D., 20 _____.

SEAL

Signature of Notary

My commission expires:

Upper Darby Township is an Equal Opportunity Employer – M/F.

**Applicants are hired without regard to sex, age, race, color, creed, religion,
ancestry, national origin, or non-job related handicap or disability.**

Note

This document must be notarized. Under no circumstances will this document be accepted unless properly sealed, witnessed, and notarized. The Application for Appointment booklet shall be considered **incomplete** and hence **unacceptable** unless this document is properly witnessed, sealed, and notarized. Applications for Appointment that are considered incomplete will not be processed, and the applicant will not be permitted to sit for the civil service written examination.